

Faculty Handbook

University of Wisconsin—Green Bay Rules and Procedures of the Faculty

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FACULTY GOVERNANCE

The Faculty of the University of Wisconsin-Green Bay participates in the governance of the University by code and by tradition. Chapter 36.09 (4) of the State of Wisconsin Statutes authorizes our role in governance:

(4) FACULTY. The faculty of each institution, subject to the responsibilities and powers of the board, the president and the chancellor of such institution, shall be vested with responsibility for the immediate governance of such institution and shall actively participate in institutional policy development. As such the faculty shall have the primary responsibility for academic and educational activities and faculty personnel matters. The faculty of each institution shall have the right to determine their own faculty organizational structure and to select representatives to participate in institutional governance.

The code authorizes our participation, but the tradition of governance that we inherited from the University of Wisconsin-Madison transforms the legal "shall have primary responsibility" into practice. The rules and regulations in this Handbook have been developed over many years of practice and legal precedent and are intended to make governance fair and open.

The Office of the Secretary of the Faculty and Academic Staff supports faculty governance by seeing that the rules and regulations passed by the Faculty are available, monitored and interpreted consistently. Our *Faculty Handbook* guides us as we exercise our "primary responsibility" in governing the University of Wisconsin-Green Bay.

Best wishes,



Clifford F. Abbott
Secretary of the Faculty and Academic Staff

Past Holders of the Office of Secretary of the Faculty

Dr. Frank Byrne	1969-1971
Dr. Harry Guilford	1971-1976
Dr. James Murray	1976-1979
Dr. Elmer Havens	1979-1985
Dr. Richard Sherrell	1985-1993
Name change to Secretary of the Faculty & Academic Staff	
Dr. E. Michael Thron	1993-1998
Dr. Jerrold C. Rodesch	1998-2003
Dr. Kenneth J. Fleurant	2003-2006

THE MISSION OF THE UNIVERSITY OF WISCONSIN-GREEN BAY

The mission statement which follows describes the general purposes and character of the University of Wisconsin-Green Bay. The statement is presented in three sections:

Section I: The System Mission

As an Institution of the University of Wisconsin System, UW-Green Bay shares in the purpose of the entire System.

Section II: The Core Mission

As an Institution in the University Cluster of the System, UW-Green Bay shares in the purposes of this Cluster.

Section III: The Select Mission

Purposes particular to the University of Wisconsin-Green Bay are stated in this section.

The select mission statement is the foundation planning document for the University of Wisconsin-Green Bay. However, the select mission statement does not in and of itself provide any particular unit entitlement not specifically authorized on its own merits by the Regents.

The select mission statement should be regarded as a living document subject to change. When it is clear that modification in the select mission statement would support more effective service, a recommendation for such change can be brought forward for consideration and action by the Board of Regents.

I. The System Mission

The University of Wisconsin-Green Bay shares in the mission of the University of Wisconsin System. The mission of this System is to develop human resources, to discover and disseminate knowledge, to extend knowledge and its application beyond the boundaries of its campuses, and to serve and stimulate society by developing in students heightened intellectual, cultural, and humane sensitivities; scientific, professional, and technological expertise; and a sense of value and purpose. Inherent in this mission are methods of instruction, research, extended education, and public service designed to educate people and improve the human condition. Basic to every purpose of the System is the search for truth.

II. The Core Mission

As an Institution in the University Cluster of the University of Wisconsin System, the University of Wisconsin-Green Bay shares the following core mission with other institutions of the Cluster:

- (a) Provide associate and baccalaureate degree level and selected graduate programs within the context of its approved select mission.
- (b) Provide an environment that emphasizes teaching excellence and meets the educational and personal needs of students through effective teaching, academic advising, and counseling, and through university-sponsored cultural, recreational and extra-curricular programs.
- (c) Provide a core of liberal studies that support university degrees in the arts, letters, and sciences, as well as for specialized professional/technical degrees at the associate and baccalaureate level.
- (d) Provide a program of preprofessional curricular offerings consistent with the university's mission to serve the needs of citizens in its service area.
- (e) Expect scholarly activity, including research, scholarship and creative endeavor, that supports its programs at the associate and baccalaureate degree level, its selected graduate programs, and its approved mission statement.
- (f) Promote the integration of the extension function, assist University of Wisconsin-Extension in meeting its responsibility for statewide coordination, and encourage faculty and staff participation in outreach activity appropriate to its select mission.
- (g) Participate in interinstitutional relationships in order to maximize educational opportunity for the people of the state effectively and efficiently through the sharing of resources.
- (h) Serve the needs of women, minority disadvantaged, disabled and nontraditional students and seek racial and ethnic diversification of the student body and the professional faculty and staff.
- (i) Support activities designed to promote the economic development of the state.

III. The Select Mission

The University of Wisconsin-Green Bay provides an interdisciplinary, problem-focused educational experience that prepares students to think critically and address complex issues in a multicultural and evolving world. The University enriches the quality of life for students and the community by embracing the educational value of diversity, promoting environmental sustainability, encouraging engaged citizenship, and serving as an intellectual, cultural, and economic resource.

Faculty Senate Approved 21 October 1987

Approved by the Board of Regents June 1988

Faculty Senate Revised and Approved 18 April 2007

Approved by the Board of Regents 7 September 2007

UWGB CHAPTER 50 THE UNIVERSITY FACULTY-GREEN BAY

50.01 UNIVERSITY OF WISCONSIN-GREEN BAY FACULTY DEFINED

The University of Wisconsin-Green Bay Faculty (hereafter in this chapter called Faculty) consists of professors, associate professors, assistant professors, instructors, and such other persons as may be designated as having University faculty status. Faculty status for academic staff members with training, experience and responsibilities comparable to those in the professorial ranks may be granted by the Provost/Vice Chancellor for Academic Affairs, on recommendation of the interdisciplinary unit executive committee, and with the approval of the University Committee, for a definite term and may be renewed.

50.02 VOTING MEMBERS OF THE FACULTY

All members of the University of Wisconsin-Green Bay Faculty holding the rank of professor, associate professor, assistant professor, or instructor and academic staff with faculty status are voting members of the Faculty.

50.03 OFFICERS OF THE FACULTY

- A. The Chancellor is the executive head of the Faculty.
- B. The Provost/Vice Chancellor for Academic Affairs is the chief academic officer of the Faculty.
- C. The Secretary of the Faculty and Academic Staff is appointed by the Chancellor, with the concurrence of the University Committee, and is responsible to the Vice Chancellor in the execution of his/her duties.

50.04 JURISDICTION AND POWERS OF THE FACULTY

- A. The Faculty adopts rules and regulations for the conduct of its proceedings. Subject to such rules and by-laws, business shall be conducted according to Robert's Rules of Order.
- B. Matters within the jurisdiction of the Faculty include the following:
 - 1. Educational interests or educational policies not clearly within the jurisdiction of a single academic unit.
 - 2. Requirements for admission.
 - 3. Requirements for graduation, and the title of the degree to be conferred upon the completion of any course of study.

4. Review of and recommendation on the University budget.
 5. Establishment of Faculty committees.
 6. Investigation of alleged infractions of rules, or other misconduct, and the administration of student discipline.
 7. Regulation of intercollegiate athletics.
 8. Commencement exercises and honors convocations.
- C. If there is a question of jurisdiction between the Faculty and the faculty of any academic unit, the final decision rests with the Faculty.
- D. The enumeration of functions and powers made in this section is illustrative of the nature of the jurisdiction of the Faculty, and is not to be construed as exclusive in nature.

50.05 CONDUCT OF FACULTY BUSINESS

- A. Presiding Officer. The Chancellor presides at meetings of the full Faculty and is a member *ex officio* of all Faculty committees other than the University Committee, the Committee on Committees and Nominations, the Academic Affairs Council, the Personnel Council, and the General Education Council.
- B. Faculty Senate. The Faculty may delegate its responsibilities, under 50.04, to a Faculty Senate which is representative of the UWGB Faculty.
- C. Faculty Committees. The Faculty may establish elective, appointive, and/or ad hoc committees.
- D. The Executive Committee of the Faculty. The University Committee is the executive committee of the Faculty. Membership on the University Committee is restricted to associate and full professors with tenure.
- E. Faculty Appointive Committees. The Chancellor, with advice from the Committee on Committees and Nominations, appoints all members to standing Faculty appointive committees. The Chancellor may delegate the Secretary of the Faculty and Academic Staff to appoint all members to standing Faculty appointive committees.
- F. Meetings of the Faculty
1. If the Chancellor is absent from a Faculty meeting, the presiding officer will be the University Committee chairperson.

2. Meetings of the Faculty shall be held at the call of the Chancellor, the University Committee, or on written petition of fifteen percent of the membership of the Faculty to the University Committee.
3. The Faculty may meet in executive session, when legally appropriate.
4. A quorum consisting of simple majority of those eligible to vote is necessary for enactment of business at a Faculty meeting.
5. At a meeting of the Faculty, time may be set aside for the Faculty to meet as a committee of the whole for the discussion of matters of general interest. Under ordinary circumstances the chairperson of the University Committee presides over the committee of the whole.

50.06 THE AGENDA OF FACULTY MEETINGS

- A. The agenda for each meeting of the Faculty is prepared by the Chancellor, chairperson of the University Committee, and the Secretary of the Faculty and Academic Staff. Matters to be included in the agenda should be submitted to the University Committee two weeks in advance of the meeting. All proposals must be submitted in writing, and be accompanied by reports or statements which the University Committee deems necessary for an understanding of the proposed business.
- B. Five percent of the members of the Faculty may propose a matter for consideration at any meeting of the Faculty by submitting it to the University Committee. Matters submitted for the agenda under this subsection shall be examined by the University Committee, and shall be included in the agenda if found to be within the jurisdiction of the Faculty, and in form suitable for expeditious consideration. A motion for permission to place upon the agenda any such matter not included may be made at any meeting of the Faculty, and if such permission is granted by the presiding officer, the said matter shall go on the agenda of the next regular Faculty meeting.
- C. The University Committee may submit any item for the agenda which it believes should be brought to the attention of the Faculty.
- D. The Chancellor, University Committee chairperson, and Secretary of the Faculty and Academic Staff may place at the head of business for any Faculty meeting any administrative actions or reports of any faculty committee or academic unit which may appear to be suitable for passage by automatic consent. Any member of the Faculty may call up and debate any matter for automatic consent. Such a matter is discussed prior to the succeeding agenda item.
- E. Items for passage by automatic consent shall be followed in sequence by action items, discussion items, informational items, and new business. New business items shall be discussion items only, but may be moved to action items for the next Faculty meeting by a majority vote of the faculty present.

- F. Documents which are too long to be included in the agenda of a meeting shall be given identifying serial numbers and attached to the agenda.
- G. Business of a confidential nature is so indicated on the agenda and in the published minutes by title or other brief form, and is explained on the floor of the Faculty meeting in executive session.
- H. The agenda with supporting materials for any regular meeting is duplicated or printed and delivered by the Secretary of the Faculty and Academic Staff to each member of the Faculty no later than five days before the meeting. The agenda for a special meeting of the Faculty is prepared as far as possible in advance of the meeting.

50.07 MINUTES OF FACULTY MEETINGS

The Secretary of the Faculty and Academic Staff prepares the minutes of each Faculty meeting and sends a copy to every member of the Faculty. The minutes, as distributed to the Faculty, shall stand as approved, under the rule for automatic consent, unless the Faculty otherwise determines.

50.08 AMENDMENTS

Amendments of this chapter are under the jurisdiction of the Faculty and must carry by a two-thirds majority of the Faculty Senate.

UWGB Faculty Senate Approved 12 May 1976

UWGB Faculty Senate, as amended, 9 February 1977

EFFECTIVE: 1 September 1977

UWGB Faculty Senate Revised and Approved 18 September 2002 [50.01]

UWGB CHAPTER 51 TEMPORARY TEACHING APPOINTMENTS

51.01 TYPES OF TEMPORARY TEACHING APPOINTMENTS.

Temporary teaching appointments carry the following titles: lecturer, laboratory teaching specialist, teaching specialist, athletic specialist, community lecturer, teaching assistant and those that carry visiting, adjunct, and clinical titles.

51.02 TEMPORARY TEACHING APPOINTMENTS OR SPECIAL NON-TENURE TRACK APPOINTMENTS

1. Lecturers and Laboratory Teaching Specialists. Lecturer and Laboratory Teaching Specialist are titles for persons who possess qualifications appropriate for carrying out independent instructional responsibilities in the academic program of UWGB but for whom a tenured or probationary appointment is inappropriate. The individual may hold a full or part-time appointment on an annual, academic, or shorter term basis, or, in special circumstances, two or three years. These titles carry no tenure or probationary implications. Lecturers and Laboratory Teaching Specialists are appointed by the appropriate Dean(s) on the affirmative recommendation of the appropriate interdisciplinary unit executive committee.

Note: The following paragraph from the Academic Staff Governance Handbook 2.02(2)(b) applies to Lecturers:

Appointment as a lecturer on a one-half (50%) time or greater basis. Lecturers will receive a one-year appointment through the fourth year of employment. In special circumstances Lecturers may be appointed for two or three years. Beginning no later than the fifth year of consecutive employment, they will receive a two-year appointment; beginning no later than the eleventh year of consecutive employment, they will receive a three-year appointment. All appointments will be fixed-term appointments and will be subject to all provisions (including notification periods) governing fixed-term appointments. This provision for multiple-year appointments will hold true only for persons on 102 or predictable funding.

Note: the following notice periods apply to Lecturers:

- 1 year appointment (1st & 2nd years) 3 months notice
- 1 year appointment (3rd & 4th years) 6 months notice
- 2 year appointment (5th through 10th years) 1 year notice
- 3 year appointment (begins 11th year) 1 year notice

All notice deadlines are prior to the ending date of the appointment. If an employee is notified earlier than the notice date, he or she still remains employed until the end of the appointment.

2. Specialists: Teaching and Athletic. Specialists, teaching and athletic, are titles for persons who participate in educational programs on a temporary or regular basis, but for whom a tenure or probationary appointment is inappropriate. The individuals may hold a full or part-time appointment for a specified period of time, normally on an annual, academic, or shorter term basis. These titles carry no tenure or probationary implications. Athletic specialists and teaching specialists are appointed by the appropriate Dean(s) on the affirmative recommendation of the appropriate interdisciplinary unit executive committee.

3. Teaching Assistant. Teaching Assistant is a title for the graduate student with a part-time appointment for a specified period of time, who is assigned teaching responsibilities in an academic program under the supervision of a faculty member. The title carries no tenure or probationary implications. Teaching Assistants are appointed by the appropriate Dean(s) on advice of the appropriate interdisciplinary unit and the Associate Dean of Graduate Studies.

4. Visiting Titles. When a person holding a ranked faculty position or its equivalent and on leave from another institution assumes a temporary academic assignment at the University for a period normally not longer than one year, the appropriate title shall be his/her ranked faculty title as used in the other institution, preceded by the qualifying term "visiting." Visiting faculty are appointed by the appropriate Dean(s) on the affirmative recommendation of the appropriate interdisciplinary unit executive committee.

5. Adjunct Title. A person whose training and qualifications are comparable to those of ranked faculty and whose duties and program responsibilities are designed to advance the educational and research functions of the University, but whose assignments do not include the full range of expectations of teaching, scholarship, and service, may be assigned a ranked faculty title preceded by the qualifying term "adjunct." The title may be used for part-time appointments and is to be used for individuals whose principal professional careers are outside of University instruction but who are asked by the institution to assume recurring special teaching assignments. Adjunct titles are made upon a positive recommendation of the appropriate interdisciplinary unit executive committee with the approval of the appropriate Dean(s). The appointment is made for a fixed period of time and the adjunct title shall be so designated at the time of the initial appointment. Such titles carry no expectation of tenure and are not subject to the provisions of UWS 1 to 8.

6. Community Lecturer. A person whose professional career is outside of the University but who is given occasional responsibilities designed to assist the educational and research functions of the University, may be given the title of "Community Lecturer" on recommendation of the appropriate interdisciplinary unit executive committee and with the approval of the appropriate Dean(s). This title carries no expectation of compensation or tenure, is not subject to the provisions of UWS 1 to 8, and is annually renewable.

7. Clinical Lecturer. Lecturers whose instructional responsibilities are in the supervision of the clinical training of students may be given the title "Clinical Lecturer." This title carries no expectation of tenure, and is annually renewable. Clinical Lecturers are appointed by the appropriate Dean(s) on the affirmative recommendation of the appropriate interdisciplinary unit executive committee.

51.03 CONVERSION OF PROBATIONARY APPOINTMENTS TO NON-TENURE APPOINTMENTS

An interdisciplinary unit executive committee may not convert a probationary appointment to that of adjunct appointment or academic staff appointment or other temporary appointment in which that person would perform academic or teaching duties similar to those of his/her probationary appointment in order to circumvent a decision on promotion, or a decision between retention or non-retention.

51.04 FACULTY STATUS

Members of the academic staff teaching fifty percent or more (14 or more credits per year or its equivalent) will normally be granted "Faculty Status" by the Provost/Vice Chancellor, usually during the first year of an appointment. The designation is initiated as a recommendation from the appropriate interdisciplinary unit executive committee to the appropriate Dean(s), who recommends to the Provost/Vice Chancellor, who then must seek the approval of the University Committee. Faculty Status is conferred for the duration of the lecturer's appointment. Faculty Status will continue with any renewal of the initial appointment, so long as the conditions of appointment remain the same. However, both the reappointment recommendation to the appropriate Dean(s) and the Dean's reappointment letter will stipulate any continuation of Faculty Status. Any substantive change in the conditions of the lecturer's reappointment will require a full-process reconsideration of Faculty Status. Members of the academic staff who have been given faculty status have employment rights under the rules and policies concerning academic staff. In addition, they shall be counted in Faculty voting districts, and have the right to vote for and serve on faculty committees, including the Faculty Senate, when not excluded by the non-tenured nature of their appointments.

51.05 AMENDMENTS

Amendments of this chapter are under the jurisdiction of the Faculty and must carry by a two-thirds majority of the Faculty Senate.

APPROVED:

UWGB Faculty Senate, 12 May 1976

UWGB Faculty Senate, as amended, 23 February 1977

Effective 1 September 1977

UWGB Faculty Senate, as amended, 22 February 1989

UWGB Faculty Senate, revised and approved, 18 April 1990

UWGB Faculty Senate, revised and approved, 16 October 1991

51.04 A.--language changes, approved via System Administration, 28 May 1992

51.12--language changes, approved via System Administration, November 1992

UWGB Faculty Senate, revised and approved, 21 September 1994 [51.05 D(5)]

UWGB Faculty Senate, revised and approved, 24 March 1999 [51.05 D(2-3)]

UWGB Faculty Senate, revised and approved, 18 November 2009 [51 #09-04]

Approved by Board of Regents, 11 June 2010

UWGB CHAPTER 52 FACULTY SENATE

52.01 JURISDICTION OF THE SENATE

- A. The Senate shall represent the Faculty in all matters within the jurisdiction and powers of the Faculty as enumerated in UWGB Chapter 50.04.
- B. The Senate may decide, in matters of major importance, to request that action by the Faculty be taken.
- C. The Senate shall receive regular monthly reports from the University Committee on appropriate matters, including educational policy, budget, legislation, and actions taken by the Board of Regents, and by the various faculties and faculty committees, and by other bodies or individuals related to the UWGB campus. The Senate may take appropriate action in response to these reports.
- D. In closed session, the Senate shall hear and question appointees to major administrative positions in academic and faculty affairs, including the Secretary of the Faculty and Academic Staff, the Provost/Vice Chancellor for Academic Affairs, the Deans, and others as deemed appropriate by petition of five Senators.
- E. Upon recommendation of the appropriate Dean(s), the Faculty Senate shall approve the establishment, the merger, or the discontinuance of interdisciplinary and disciplinary units per 53.01 (B) and 53.06 (B).
- F. Upon recommendation of the appropriate Dean(s), the establishment, the merger, or the discontinuance of curriculum majors or minors without an existing major shall receive the approval of the Faculty Senate.

52.02 MEMBERSHIP OF THE FACULTY SENATE

- A. Ex Officio Members. The Chancellor and Provost/Vice Chancellor for Academic Affairs shall be *ex officio* (non-voting) members.
- B. At Large Members. Members of the University Committee shall be senators at-large.
- C. District Representation
 - 1. Each academic budgetary unit shall comprise a Faculty Senate voting district.
 - 2. One senator shall be elected for each ten voting faculty, or fraction thereof, for each voting district. Faculty on full-time administrative appointments shall not be counted in determining the size of a Senate voting district. The

size of the Senate voting district will be determined by the records of the Secretary of the Faculty and Academic Staff at the time of the election.

52.03 ELECTION OF SENATORS

A. Eligible Voters of a District

1. All persons who are members of the Faculty or who hold faculty status shall be eligible voters in the district.
2. A voting faculty member with joint appointment shall vote in the district where he/she has voting membership.
3. If a faculty member has an appointment half-time or more in an administrative position, or one in which there is an apparent conflict of interest, as determined by the University Committee, this faculty member will not be eligible to be elected to the Senate.
4. Any senator may be recalled by his/her district constituents by means of a petition containing a simple majority of the eligible voters.

B. District Senators Shall be Elected as Follows:

1. Names of all persons in a district eligible to serve in the Faculty Senate shall be distributed to the district faculty by the Secretary of the Faculty and Academic Staff.
2. The academic budgetary unit chairperson shall call a meeting to elect senate representatives, and alternates, for vacant positions in November of each academic year.
3. The results of the election shall be announced at the meeting. The results of the election shall be transmitted to the Secretary of the Faculty and Academic Staff by December 15 for recording.
4. The district may elect an alternate for any of its senators and the alternate may attend and vote at Senate meetings that the regular senator is unable to attend.

C. Ex Officio Members and At-Large Members of the Senate are not eligible for election as district senators.

52.04 TERM OF OFFICE

Each district senator shall have a term of office of two years.

52.05 REPLACEMENT OF SENATORS DUE TO RESIGNATIONS, LEAVES OF ABSENCE, OR ABSENCE DUE TO RECALL

If a replacement is necessary, the district shall elect another senator to fill the remainder of the senate term.

52.06 MEETINGS

- A. The Senate shall normally meet once a month during the academic year, or as business dictates.
- B. Special Senate meetings may be called by the Speaker of the Senate or by petition of five senators.
- C. The majority of members constitutes a quorum.
- D. Any member of the University community (students or employees of UWGB) may be recognized by the Presiding Officer to speak on any matter on the agenda.
- E. Faculty shall receive agenda and summary minutes automatically, and may have access to the full proceedings on request to the Secretary of the Faculty and Academic Staff.
- F. There shall be time allotted for new business at each meeting. Items submitted at this time shall be discussion items at the next meeting and action items at the next.

52.07 ORGANIZATION OF THE FACULTY SENATE

- A. The Presiding Officer of the Senate shall be the Speaker of the Senate.
- B. The Speaker of the Senate shall be elected from among the senators at a Senate meeting in the month of May. The Speaker of the Senate shall be the executive coordinator of the Senate. Term of office for the Speaker shall be one year. He/she shall be eligible to succeed himself/herself.

Duties of the Speaker include:

- 1. Preparing the agenda for Senate meetings in conjunction with the Chancellor, the Secretary of the Faculty and Academic Staff, and the University Committee, bringing before the Senate all items of interest in faculty governance.

2. Coordinating, in conjunction with the chairperson of the University Committee, all Faculty committees, elected and appointed, to ensure that all matters are brought before the appropriate Faculty committees; setting deadlines for committee reports to the Senate, and receiving committee minutes and reports.
 3. Reporting to the Senate the disposition of each matter.
 4. Appointment of a parliamentarian, if needed.
- C. The Deputy Speaker of the Senate shall be elected from among the senators at a Senate meeting before the month of November. The Deputy Speaker will be the Presiding Officer in the absence of the Speaker.
- D. The University Committee serves as the executive committee of the Faculty Senate, as well as of the Faculty.
1. The University Committee comprises six tenured members of professorial rank, two elected each year for three-year terms. There shall be one member from each domain voting district and two members at-large, with not more than two from a single domain voting district. A faculty member shall not serve on the UC and the PC, AAC, GEC or CRR at the same time.
 2. The University Committee has the following functions:
 - a. Considers questions concerning the educational interests or policies of the UWGB campus.
 - b. Examines any action taken respecting the UWGB campus by the Board of Regents, by the Board of Visitors, by the various faculties or faculty committees, or by other bodies or individuals related to the UWGB campus.
 - c. Serves as the UWGB Codification Committee, and as such:
 - (1) Interprets the rules and regulations where general questions arise;
 - (2) Interprets rules and regulations regarding potential faculty grievances, and where appropriate, refers personnel grievances to a personnel grievance committee;
 - (3) Proposes for Faculty action, changes in rules and regulations, when appropriate.
 - d. Consults with appropriate administrative officers on budget and legislative matters.

- e. Participates in the preparation of the agenda for meetings of the Faculty and of the Faculty Senate.
 - f. Initiates studies and makes recommendations to the Faculty or administration concerning educational policy.
 - g. Advises on procedures which involve the Faculty in making nominations for appointments to major administrative positions.
 - h. Advises on procedures which involve the Faculty in making recommendations on the organization or reorganization of major programs of instruction, research, and service, or the creation of new colleges, schools or institutes involving significant educational programs.
- E. The Secretary of the Faculty and Academic Staff shall serve as Secretary of the Senate.
- F. The Senate shall determine its own organization in further respects, and shall, if deemed necessary, create committees whose membership need not be limited to senators, and shall adopt procedural rules for the conduct of its business.

52.08 RELATIONSHIP TO THE UWGB FACULTY

- A. The Senate shall be responsible to the Faculty and any action of the Senate may be appealed to a regular or special meeting of the Faculty on petition of ten percent of the Faculty.
- B. A faculty member may request a senator to place an item on the Senate agenda, and ten percent of the Faculty may direct the Speaker of the Senate to place an item on the Senate agenda.

52.09 AMENDMENTS

Amendments of this chapter are under the jurisdiction of the Faculty and must carry by a two-thirds majority of the persons voting, with a quorum required.

UWGB Faculty Approved 26 May 1976

UWGB Faculty Amended, 9 March 1977; EFFECTIVE: 1 September 1977

UWGB Faculty Approved as Amended 19 April 1989

UWGB Faculty Senate Approved Revisions 13 December 1995 [52.02 C; 52.03 B (2, 3, 4); 52.05]

UWGB Faculty Senate Approved Revisions 21 February 1996 [52.01 E&F]

UWGB Faculty Approved as Amended 8 May 1996 [52.01 E, F; 52.02 C; 52.03 B; 52.05]

UWGB Faculty Senate Approved Revisions 19 November 1997 [52.03 B (2, 3)]

UWGB Faculty Senate Approved Revisions 18 February 2004 [52.03 B(2); 52.03 B(4)]

UWGB Faculty Senate Approved Revisions 5 May 2004 [52.01 F]

UWGB Faculty Senate Approved Revisions 23 March 2005 [52.02 A]

UWGB Faculty Senate Approved Revisions 4 May 2011 [52.03 B; 52.07 B,C]

UWGB CHAPTER 53 ACADEMIC UNITS

53.01 INTERDISCIPLINARY UNITS

- A. An interdisciplinary unit shall consist of faculty members from diverse disciplines, but with a shared problem orientation.

- B. Recommendations concerning the establishment, the merger, or the discontinuance of interdisciplinary units can be initiated by the faculty members concerned, the appropriate Dean(s), or the Provost/Vice Chancellor for Academic Affairs. Such recommendations must be reviewed by the faculty concerned, the Academic Affairs Council and the Personnel Council, meeting jointly, and the University Committee, and shall receive the approval of the appropriate Dean(s), the Faculty Senate, the Provost/Vice Chancellor for Academic Affairs and the Chancellor, to be transmitted to the President and the Board of Regents.

53.02 INTERDISCIPLINARY UNIT FACULTIES: MEMBERSHIP

All University Faculty members as defined in 50.01 holding appointments in an interdisciplinary unit, excluding those university administrators without teaching assignments, shall be defined as members of that interdisciplinary unit and shall have the right to vote and otherwise participate in the governance of that interdisciplinary unit. Appointment is made by the Provost/Vice Chancellor for Academic Affairs upon the affirmative recommendation of the appropriate Dean(s) and the unit executive committee. A faculty member may have a split appointment or assignment with another interdisciplinary unit but may vote in only one interdisciplinary unit.

53.03 INTERDISCIPLINARY UNIT EXECUTIVE COMMITTEES: MEMBERSHIP AND FUNCTIONS

- A. The interdisciplinary unit executive committee shall consist of all tenured members of the interdisciplinary unit. The executive committee shall consist of no less than five members. When there are less than five qualified members in an interdisciplinary unit to form an executive committee, the qualified members shall, in consultation with the appropriate Dean(s), designate the remaining members from academically related interdisciplinary units.

- B. The interdisciplinary unit executive committee has the responsibility to make recommendations concerning appointments, dismissals, promotions and salaries of the members of the interdisciplinary unit and on other budget matters which are transmitted to the appropriate Dean(s) and to the Provost/Vice Chancellor for Academic Affairs. The executive committee has the authority to determine the internal affairs of the interdisciplinary unit.

- C. Executive Committee members, through their Chair, have the responsibility to share with individual faculty members information, opinions, and concerns about their professional performance throughout the year. The Chair will see that such matters are communicated orally whenever possible, in writing when deemed necessary; and these matters, as well as any follow-up or resolution, may be considered at future personnel reviews. These collegial functions shall be performed in accordance with affirmative action and equal opportunity principles.

53.04 INTERDISCIPLINARY UNIT CHAIRPERSON: SELECTION

- A. The chairperson shall be elected by a simple majority of the interdisciplinary unit members with the approval of the appropriate Dean(s) usually for a term of three years. In circumstances where both the Executive Committee and the Dean are in agreement, the term of appointment may be set for one to five years. There is no limit on the number of terms a chairperson may serve. The vote shall be at a interdisciplinary unit meeting with the results to be counted and announced immediately at said meeting. The results of the election shall be transmitted to the appropriate Dean(s) for his/her approval. Removal of the chairperson by the appropriate Dean(s) during the term of office normally shall take place following a vote of no confidence. A vote to determine confidence in the chairperson may be held at any time upon petition of 50 percent of the interdisciplinary unit faculty or on request of the appropriate Dean(s).
- B. The chairperson shall be elected from among the members of the interdisciplinary unit having the tenured rank of associate or full professor.

53.05 INTERDISCIPLINARY UNIT CHAIRPERSON: RESPONSIBILITIES AND DUTIES

The interdisciplinary unit chair shall have leadership and administrative responsibilities in relation to the faculty and the Executive Committee of the unit. The chair's primary responsibility is to organize faculty discussion of key intellectual and practical issues concerning the unit and the institution as a whole, and to work with the unit faculty to address them effectively. These functions are carried out on behalf of the executive committee and unit faculty and are particularly evident in five major areas.

- A. Program/Curriculum Planning.
 - 1. In this area leadership responsibilities include initiating and organizing the unit's curriculum planning and program development processes. These activities are coordinated with the preparation and implementation of the unit's Program Development Plan and Program Assessment Plan.
 - 2. The chairperson has leadership responsibilities to approve, schedule, and staff courses, subject to negotiation with other interdisciplinary units, relevant disciplines and programs.

- B. Personnel Leadership. Leadership responsibilities in this area include promoting a sense of intellectual esprit and institutional purpose among faculty, staff and students. The chair encourages faculty in their professional growth and development and their sense of contribution to the unit and its programs. As a resource and guide, the chair helps ensure that faculty seeking tenure and promotion are appropriately mentored, and receive timely, formative feedback regarding their professional development. The chair is also responsible for helping to align faculty expertise with the needs of the unit; establishing a direction for the unit through discussion of intellectual issues related to the teaching and research of the unit; and the development of faculty/staff positions and appropriate recruitment strategies.
- C. Resource Planning/Allocation. Planning and management of the unit's resources is a key responsibility of the chair. Leadership responsibilities in this area include the development and the regular updating of the unit's Program Development Plan, which is the basis for requests for funds and other resources to support program enhancement initiatives.
- D. Unit Representation/Advocacy. The chair serves as the unit's advocate within and outside of the University. The chair is also the official unit representative at all institutional meetings, official University functions, and in the community.
- E. Student Learning Experiences. Chair responsibilities regarding student learning experiences involve facilitating a process of open communication between faculty and students (e.g., by facilitating student-faculty discussions; involving students in curricular planning and review) that enhances the opportunity for students to engage in and contribute to high quality learning. The chair also contributes to the campus student recruitment and retention plan and participation in UW-Green Bay information and orientation programs.

In carrying out the leadership responsibilities of the position, the chair of the interdisciplinary unit also has the following duties:

- A. Serves as the official channel of communication for all matters affecting the unit as a whole, between the unit and the Chancellor, the Provost and Vice Chancellor for Academic Affairs, the appropriate Dean(s), and other University officials, units and offices (e.g., Registrar, Admissions, General Studies).
- B. Calls and presides over meetings of the interdisciplinary unit faculty and of the executive committee, including scheduling merit, tenure and promotion meetings. He/she shall call a meeting at the request of any two members of the interdisciplinary unit. Each interdisciplinary unit shall meet at least once every semester.
- C. Prepares all official correspondence of the interdisciplinary unit, including memoranda, reports, brochures and other documents that describe the programs, services and activities under the auspices of the unit. He/she also ensures that the

performance standards established by the unit are maintained, and that all necessary records of faculty activities are properly recorded.

- D. Submits all official copy for the timetable, catalog and other University publications.
- E. Monitors and maintains course periodicity and submits, through the Dean, the paperwork associated with the development of new courses, major revisions of existing courses and deletion of courses proposed by the interdisciplinary unit for action by the Academic Affairs Council and the Provost and Vice Chancellor for Academic Affairs.
- F. Monitors and approves expenditures charged to the unit's account(s). The chair is also responsible, in consultation with the Dean, for the preparation of an annual planning and budget document for the unit.
- G. Assists students with the pursuit of their educational goals through the organization and implementation of an effective unit advising system, dealing effectively with student complaints, and supporting student organizations that complement the unit's student learning outcomes and goals.

53.06 DISCIPLINARY AND OTHER UNITS

- A. A disciplinary or other unit shall consist of faculty members with a common or closely related academic interest.
- B. Recommendations concerning the establishment, the merger, or the discontinuance of disciplinary or other units can be initiated by the faculty members concerned, the appropriate Dean(s), or the Provost/Vice Chancellor for Academic Affairs. Any actions taken on such recommendations must be reviewed by the faculty concerned, the Academic Affairs Council and Personnel Council, meeting jointly, and the University Committee, and shall receive the approval of the appropriate Dean(s), the Faculty Senate, the Provost/Vice Chancellor for Academic Affairs, and the Chancellor.

53.07 DISCIPLINARY AND OTHER UNIT FACULTIES: MEMBERSHIP

All University Faculty members as defined in 50.01 holding appointments in a disciplinary or other unit, excluding those university administrators without teaching assignments, shall be defined as members of that disciplinary or other unit and shall have the right to vote and otherwise participate in the governance of that unit. Appointment is made by the Provost/Vice Chancellor for Academic Affairs upon the affirmative recommendation of the appropriate Dean(s) and the unit executive committee. A faculty member may have a split assignment with another disciplinary or other unit and may vote in more than one.

53.08 DISCIPLINARY AND OTHER UNIT EXECUTIVE COMMITTEES: MEMBERSHIP AND FUNCTIONS

- A. The disciplinary or other unit executive committee shall consist of all tenured members in the unit. The executive committee shall consist of no less than three members. When there are less than three qualified members in a disciplinary or other unit to form an executive committee, the qualified members shall, in consultation with the appropriate Dean(s), designate the remaining members from academically related disciplinary or other units.
- B. The disciplinary or other unit executive committee has authority to evaluate a faculty member of that disciplinary or other unit concerning appointment, dismissal and promotion according to Faculty Personnel Policy Procedures. The executive committee has the authority to make recommendations through the appropriate Dean(s) to the Academic Affairs Council and Provost concerning the curriculum and programs within the disciplinary or other unit.

53.09 DISCIPLINARY AND OTHER UNIT CHAIRPERSON: SELECTION

- A. The chairperson shall be elected by a simple majority of the disciplinary or other unit members with the approval of the appropriate Dean(s) for a term of three years. There is no limit on the number of terms a chairperson may serve. The vote shall be at a meeting of that unit with the results to be counted and announced immediately at said meeting. The results of the election shall be transmitted to the appropriate Dean(s) for his/her approval. Removal of the chairperson by the appropriate Dean(s) during the term of office normally shall take place following a vote of no confidence. A vote to determine confidence in the chairperson may be held at any time upon petition of 50 percent of the unit faculty or on request of the appropriate Dean(s).
- B. The chairperson shall be elected from among the members of the disciplinary or other unit having the tenured rank of associate or full professor.

53.10 DISCIPLINARY AND OTHER UNIT CHAIRPERSON: DUTIES

The chairperson of the disciplinary or other unit has the following duties:

- A. Serves as the official channel of communication for all matters affecting the disciplinary or other unit as a whole, between that unit and the Chancellor, the Provost/Vice Chancellor for Academic Affairs, the appropriate Dean(s), and other University officials or units.
- B. Calls meetings of the disciplinary or other unit faculty and of the executive committee, and presides over the meetings. He/she shall call a meeting at the request of any two members of the unit. Each unit shall meet at least once every semester.

- C. Has charge of all official correspondence of the disciplinary or other unit, and of all unit matters included in the catalog or other University publications.
- D. Determine that all necessary records of faculty activities within the disciplinary or other unit are properly recorded.
- E. Reports to the appropriate Dean(s) regarding the activities and needs of the unit.
- F. Submits through the appropriate Dean(s), new courses, major revisions of existing courses, and deletion of courses proposed by the disciplinary or other unit for action by an appropriate interdisciplinary unit, the Academic Affairs Council, and the Provost/Vice Chancellor for Academic Affairs.
- G. Acts as the chief executive of the disciplinary or other unit.

53.11 GENERAL EDUCATION PROGRAMS

- A. General Education Programs. General Education Programs consist of those courses and programs developed to satisfy or support the Breadth, Ethnic Studies, Other Culture, and All-University Proficiency Requirements.
- B. Associate Provost for Academic Affairs. The Associate Provost for Academic Affairs is appointed by the Provost/Vice Chancellor for Academic Affairs using the codified Search and Screen Procedures for Administrative Appointments. The Associate Provost is a member of the Office of the Provost/Vice Chancellor for Academic Affairs.
- C. Faculty. The General Education faculty includes all members of the Faculty of the University. For purposes of governance of General Education, the faculty includes four groups: the Humanities and Fine Arts Domain, which includes Humanistic Studies, Arts and Visual Design, half from Information and Computing Science; the Natural Sciences Domain, which includes Human Biology, Natural and Applied Sciences, and half from Information and Computing Science; the Social Sciences Domain, which includes Human Development, Social Change and Development, Urban and Regional Studies, and Public and Environmental Affairs; the Professional Programs, which include Business Administration, Education, Nursing, Physical Education, and Social Work. For purposes of General Education governance, faculty members may vote in each group to which they belong by these definitions.
- D. General Education Council. The General Education Council will advise the Faculty Senate on all matters pertaining to General Education, including but not limited to courses appropriate to the General Education Curriculum.
- E. Curriculum Review. Course proposals to fulfill General Education requirements

will be approved by interdisciplinary units in the usual manner. Such units may collaborate in any manner they see fit in developing course proposals. The Council shall determine and regularly review the suitability of any course for adoption or continuation as a General Education course, and so advise the Faculty Senate. The Faculty Senate will publish all curricular decisions made by the General Education Council in the minutes of its monthly meetings and forward them along with copies of all official Academic Affairs Council correspondence to the Provost/Vice Chancellor for Academic Affairs.

In a case where the General Education Council does not approve a course for adoption or continuation as a General Education course, the initiator of that course may ask the General Education Council for reconsideration of the decision, providing new arguments or supplementary evidence in support of the claim or making appropriate modifications in the proposal to meet the General Education Council's published objections. If this initial appeal fails to produce a satisfactory conclusion in the view of the initiator, a second appeal to the University Committee is possible. In such cases the University Committee may investigate the appeal themselves or establish an ad hoc committee to do so. If the University Committee chooses to overturn the second no approval decision, the results of that deliberation will be reported to the Senate, published in the Senate minutes and forwarded to the Provost/Vice Chancellor for Academic Affairs.

All new courses shall be submitted to the Academic Affairs Council for its normal review.

53.12 GRADUATE PROGRAM

- A. Graduate Degree Programs: Membership. The faculty of a graduate program shall consist of those UW-Green Bay faculty members holding professorial rank and Lecturers with faculty status who have been appointed to that program by the Provost/Vice Chancellor for Academic Affairs on recommendation of the Dean of Professional and Graduate Studies and the graduate program executive committee. A faculty member may have a split appointment or assignment with another graduate program but may vote in only one program.

- B. Executive Committee: Membership and Functions
 1. A graduate degree program executive committee shall consist of all tenured members of a graduate degree program. The executive committee shall consist of no fewer than three members. When there are fewer than three qualified members in a graduate degree program to form an executive committee, the qualified members shall, in consultation with the Dean of Professional and Graduate Studies, designate the remaining members from graduate faculty whose academic training and experience relate to the graduate degree program.

2. Graduate degree program executive committees have the responsibility to make recommendations concerning appointments, curriculum, and other matters related to the graduate degree program which are transmitted to the Dean of Professional and Graduate Studies and to the Provost/Vice Chancellor for Academic Affairs.

C. Chairperson: Selection

1. The chairperson shall be elected by a simple majority of members of a graduate degree program with the approval of the Dean of Professional and Graduate Studies for a term of three years. There is no limit to the number of terms that a chairperson may serve. The vote shall be at a graduate degree program meeting with the results to be counted and announced immediately at said meeting. The results of the election shall be transmitted to the Dean of Professional and Graduate Studies for approval.
Removal of the chairperson by the Dean of Professional and Graduate Studies during the term of office normally shall take place following a vote of no confidence. A vote to determine confidence in the chairperson may be held at any time upon petition of fifty percent of the faculty of a graduate degree program or on the request of the Dean of Professional and Graduate Studies.

D. Chairperson: Duties

1. Serves as the official channel of communication for all matters affecting graduate studies as a whole at UW-Green Bay, between the program and other academic units, the Chancellor, Provost/Vice Chancellor for Academic Affairs, the appropriate Dean(s), the Associate Dean for Graduate Studies and Research, and other University officials and units.
2. Calls meetings of the graduate program faculty and its executive committee and presides over the meetings. The chairperson shall also call a meeting at the request of any two members of the program. Each program shall meet at least once every semester.
3. Has charge of all official correspondence of the graduate program and of all program matters included in the graduate catalog or other University publications.
4. Determines that all necessary records of faculty activities within a graduate program are properly recorded.
5. Reports to the Associate Dean for Graduate Studies and Research regarding the activities and needs of the program.

6. Submits, through the Associate Dean, new courses, major revisions of existing courses, and deletions of courses proposed by the graduate program for action by the appropriate interdisciplinary unit, the Graduate Faculty Board of Advisors, Academic Affairs Council, and the Provost/Vice Chancellor for Academic Affairs.
 7. Acts as the chief executive officer of the graduate program.
- E. Graduate Faculty Board of Advisors. The Graduate Faculty Board of Advisors is elected from among the tenured members of the graduate faculty. The Board is convened by and serves in an advisory capacity to the Dean of Professional and Graduate Studies. The Board has the authority to make recommendations concerning curriculum, program and personnel within the graduate program.
1. The Board of Advisors consists of voting members of the graduate faculty [as defined in 53.12 (A)] holding the tenured associate or full professor ranks. Two at-large members serve for three years, with terms staggered to ensure continuity, and may not be elected for consecutive terms. Graduate program chairs and the chairs of cooperative graduate programs shall, *ex officio*, also serve as voting members of the Board. The Dean of Liberal Arts and Sciences shall also serve as a non-voting *ex-officio* member. Additionally, the graduate student union shall elect one of its members each year to sit without vote on the Board for a one-year term.
 2. The Committee on Committees and Nomination shall nominate members for vacancies on the Board of Advisors, ensuring that the two at-large members do not belong to the same graduate program.
- F. Curriculum Review. The course proposals and curriculum of the graduate program are subject to review and approval by the Academic Affairs Council.

53.13 AMENDMENTS

Amendments of this chapter are under the jurisdiction of the Faculty and must carry by a two-thirds majority of the Faculty Senate.

UWGB Faculty Senate Approved 26 May 1976

UWGB Faculty Senate Approved as amended, 9 March 1977, EFFECTIVE: 1 September 1977

REVISED AND APPROVED:

UWGB Faculty Senate, 16 March 1988 and 14 December 1988

UWGB Faculty Senate, May 1988

UWGB Faculty Senate, 18 April 1990

UWGB Faculty Senate, 18 May 1983 and 11 April 1984

UWGB Faculty Senate, 18 November 1987, 18 May 1988 and 17 May 1989

UWGB Faculty Senate, 18 September 1991

UWGB Faculty Senate, 16 October 1991
UWGB Faculty Senate Approved Revisions 21 February 1996 [53.01 B; 53.06 B]
UWGB Faculty Senate Approved Modification 20 March 1996 [53.01 B]
UWGB Faculty Senate, 19 November 1998 [53.12 rewrite]
UWGB Faculty Senate 17 February 1999 [53.05]
UWGB Faculty Senate 24 March 2000 [53.04 A]
UWGB Faculty Senate 5 May 2004 [53.02, 53.07]
UWGB Faculty Senate 14 February 2007 [53.11 B; D; E]
UWGB Faculty Senate 14 November 2007 [53.11 C; D; E]
UWGB Faculty Senate 14 May 2008 [53.05 A. 2; 53.08 B.]
UWGB Faculty Senate 8 December 2010 [53.12 E]
UWGB Faculty Senate 4 December 2011 [53.04 A; 53.09 A; 53.12 C]

UWGB CHAPTER 54 UNIVERSITY COUNCILS

54.01 UNIVERSITY COUNCILS DEFINED

The Personnel Council is a Faculty council which advises the Provost/Vice Chancellor for Academic Affairs and, as appropriate, the Dean(s).

The Academic Affairs Council and General Education Council are Faculty councils reporting to and working with the Faculty Senate and its executive committee, the University Committee.

54.02 MEMBERSHIP AND ELECTION OF MEMBERS FOR EACH COUNCIL

- A. The nomination of Council members shall be the responsibility of the Committee on Committees and Nominations.
- B. The four domain voting districts shall be as follows: Natural Sciences, Social Sciences, Arts and Humanities, and Professional Studies. The representatives from these domain voting districts shall each be elected by members of the appropriate faculty group. At-large members shall be elected by the faculty as a whole.
- C. For each Council there shall be one member from each domain voting district. The Academic Affairs Council and the Personnel Council shall additionally each have one member at-large for a total membership of five. The General Education Council shall have two members at-large for a total membership of six.
- D. A faculty member may not serve on two Councils at the same time.
- E. The length of each term shall be three years and staggered to provide continuity.
- F. Professors and associate professors with tenure are eligible to serve on the Councils with the exception of those who are members of the University Committee or interdisciplinary unit chairpersons. Members of the Committee on Rights and Responsibilities or the Committee of Six Full Professors may not serve on the Personnel Council at the same time. If a faculty member has an appointment half-time or more in an administrative position, or one in which there is an apparent conflict of interest, as determined by the University Committee, this faculty member will not be eligible to be elected to, or serve on, any Council.
- G. After serving for a term, a one year period must elapse before a person becomes eligible to serve again on the same Council.

- H. The chairperson for each Council shall be elected by its members annually. The chairperson shall report annually to the Faculty.
- I. When a vacancy occurs, the person with the next highest vote in the district will be appointed. If there are no available candidates or the next person down has received, in the opinion of the University Committee, too few votes, there will be an election for the vacant position.

54.03 FUNCTIONS OF THE COUNCILS

A. Academic Affairs Council

1. Upon request of the appropriate Dean(s), the Academic Affairs Council shall approve or disapprove of all new programs or on modification to existing programs (majors and/or minors), and on all new credit courses or modifications to existing credit courses at both the undergraduate and graduate levels.
2. The Academic Affairs Council shall have the responsibility and authority for review of all credit courses and all academic programs at both the undergraduate and graduate levels. Its official response, including its decision, shall be forwarded to the Faculty Senate through the University Committee. The Faculty Senate will publish all curricular decisions made by the Academic Affairs Council in the minutes of its monthly meetings and forward them along with copies of all official Academic Affairs Council correspondence to the Provost/Vice Chancellor for Academic Affairs.

In a case where the Academic Affairs Council does not approve a new course or program, the initiator of that new course or program may ask the Academic Affairs Council for reconsideration of the decision, providing new arguments or supplementary evidence in support of the claim or making appropriate modifications in the proposal to meet the Academic Affairs Council's published objections. If this initial appeal fails to produce a satisfactory conclusion in the view of the initiator, a second appeal to the University Committee is possible. In such cases the University Committee may investigate the appeal themselves or establish an ad hoc committee to do so. If the University Committee chooses to overturn the second no approval decision, the results of that deliberation will be reported to the Senate, published in the Senate minutes and forwarded to the Provost/Vice Chancellor for Academic Affairs.

3. The Academic Affairs Council shall have the responsibility for examining the interrelationships among program areas in the University and for overseeing for the faculty the total academic plan and its various programs and components. This examining and overseeing function shall include, but not be limited to, the reviewing of course titles and content for duplication, and the monitoring of records pertaining to enrollments in lower division

courses, upper division courses, the graduate program, and career and adult education courses. The final decision of the Council shall be forwarded to the Faculty Senate through the University Committee. The Faculty Senate will publish all curricular decisions of the Academic Affairs Council in the minutes of its monthly meetings and forward them along with copies of all official Academic Affairs Council correspondence to the Provost/Vice Chancellor for Academic Affairs.

4. On its own initiative, or upon request of the University Committee, the Academic Affairs Council may advise the Faculty Senate about issues of educational policy and implementation that fall within the jurisdiction of the Faculty.
5. The Academic Affairs Council shall annually provide the Secretary of the Faculty and Academic Staff, for inclusion in the *Faculty Governance Handbook*, a current list of: 1) Interdisciplinary Units and 2) approved academic programs (including majors, minors, emphases, graduate programs, and certificate programs).

B. Personnel Council

1. The appropriate Dean(s) shall seek the advice of the Personnel Council whenever a candidate for appointment or promotion is to receive tenure.
2. The Council shall develop written criteria to be used in providing its advice.
3. While serving on the Personnel Council, a member shall not take part in the deliberations or voting on a candidate for promotion in any review body other than the Personnel Council.
4. On its own initiative, or upon the request of the University Committee, the Personnel Council may advise the Faculty Senate about issues of personnel policy and implementation that fall within the jurisdiction of the Faculty.

C. General Education Council

1. The General Education Council shall provide advice to the Faculty Senate and its executive committee, the University Committee.
2. The General Education Council may establish sub-committees for each General Education program component without an otherwise established governance or administrative structure. Such sub-committees will have delegated responsibilities for curriculum development and regular course review.

3. Changes in General Education requirements may be initiated by the General Education Council, after consultation with the faculty groups and sub-committees affected, and are subject to approval by the Faculty Senate.

The General Education Council will advise the Faculty Senate on all matters pertaining to General Education, including but not limited to courses appropriate to the General Education Curriculum (See 53.11 D and 53.11 E).

4. On its own initiative, or upon the request of the University Committee, the General Education Council may advise the Faculty Senate about issues of General Education requirements that fall within the jurisdiction of the Faculty.

54.04 JOINT FUNCTION OF THE COUNCILS

- A. When appropriate, the Councils will meet jointly to consider matters of mutual interest.
- B. On their own initiative, or upon request, the joint Councils may advise on educational policy and its implementation.

54.05 AMENDMENTS

Amendments of this chapter are under the jurisdiction of the Faculty and must carry by a two-thirds majority of the Faculty Senate.

UWGB Faculty Senate Approved 17 November 1976

UWGB Faculty Senate Approved as amended, 9 March 1977

Effective 1 September 1977

UWGB Faculty Senate, Revised and Approved 54.03 B., 22 February 1984

UWGB Faculty Senate Approved 54.03 C., 18 May 1988

UWGB Faculty Senate, as Revised, 18 May 1988

UWGB Faculty Senate Revised and Approved 17 May 1989

UWGB Faculty Senate, as Revised, 17 May 1989

UWGB Faculty Senate, as Revised, 16 October 1991

UWGB Faculty Senate Revised and Approved, 12 December 1996 [eliminate Senior Seminars]

UWGB Faculty Senate Revised and Approved, 15 December 1999 [54.03]

UWGB Faculty Senate Revised and Approved, 9 May 2001 [54.03 B (3)]

UWGB Faculty Senate Revised and Approved, 15 October 2003 [54.03 B (3)]

UWGB Faculty Senate Revised and Approved, 19 September 2007 [54.03 B (3)]

UWGB Faculty Senate Revised and Approved, 14 November 2007 [54.01; 54.03 A (1,2,3), C (3)]

UWGB Faculty Senate Revised and Approved, 20 February 2008 [54.03 A.5]

SEARCH AND SCREEN PROCEDURES FOR ADMINISTRATIVE APPOINTMENTS

The procedure for selecting vice Chancellors, academic deans, and any other institution-wide administrative position which affects a major portion of the academic activities of the University as determined from time to time by the Chancellor and the University Committee, will be as follows:

1. The job description for the position shall be developed jointly by the Chancellor (or his/her designee) and the University Committee, and, if the position directly affects their respective areas, the Academic Staff Committee and/or Student Association.
2. The Chancellor shall appoint a Search and Screen Committee normally consisting of no more than nine members whose composition and names of appointments shall include the participation of women, minorities, and other under-represented classes as follows:
 - a. The Chancellor shall request that the Speaker of the Senate with the advice and consent of the University Committee provide a reasonable number of names of faculty members who would constitute a majority in the Search and Screen Committee.
 - b. The Chancellor will request the Academic Staff Committee to submit a reasonable number of names from which two persons will be selected for membership on the Search and Screen Committee.
 - c. The Chancellor will request the Student Association to submit the name of a student (or the names of two, if special circumstances warrant that two students serve) for membership on the Search and Screen Committee.
 - d. The Chancellor in consultation with the University Committee may name one (or under special circumstances, two) at-large member(s) from the community.
 - e. The Chairperson of the Search and Screen Committee will be chosen by members of the Search and Screen Committee.
 - f. A representative of the Human Resources Office will serve as an *ex officio* non-voting member on all administrative search and screen committees.
3. The Search and Screen Committee shall follow established procedures for unclassified searches.

4. The Search and Screen Committee shall be charged by the Chancellor or his/her designee to develop a list of three to five unranked candidates who would be acceptable for the position.

If none of the slate of candidates so recommended is acceptable to the Chancellor, President, or the Board of Regents, or if all acceptable candidates decline, the Search and Screen Committee may be requested to submit a new list of acceptable candidates, or the search may be closed.

The procedure for selecting a Chancellor will follow the Regent policy adopted on 3 November 1972 (Regent Resolution #325).

UWGB Faculty Senate Document #87-18 Approved 18 May 1988
UWGB Faculty Senate Revised and Approved 18 January 1989
UWGB Faculty Senate Revised and Approved 15 November 2006

FACULTY COMMITTEE SYSTEM

INTRODUCTION

Faculty governance at the University of Wisconsin-Green Bay is implemented through the Faculty as a whole, Academic Units and their executive committees, the Faculty Senate, and a system of governance committees. Some committees and councils are defined directly by UWGB Codification. Actions of the Faculty Senate have created additional standing committees that are either elected or appointed. Joint governance committees may also be created to represent the shared governance perspective of both the Faculty and Academic Staff to the administration. Additional special committees may be created by the Faculty Senate or by one or more of the senior administrators on campus in consultation with the Committee on Committees and Nominations.

It is the policy of the Faculty of the University of Wisconsin-Green Bay that any of its members taking a sabbatical or leave of absence for any purpose and for one semester or more shall relinquish his/her right of participation in All-University governance during the remaining term of the governance unit to which he or she was elected or appointed. A letter of resignation from any All-University standing elected or standing appointed council or committee must be tendered to the Secretary of the Faculty and Academic Staff well in advance of the beginning of the fall semester of the academic year involved. **(Faculty Senate Doc. #89-8, Approved 18 April 1990)**
(UWGB Faculty Senate Revised 10 March 2010)

GENERAL PROVISIONS FOR FACULTY COMMITTEES

(UWGB Faculty Senate Approved 20 March 1974)

Requirements Pertaining to Faculty Elective, Appointive, and Special Committees.

1. All elective and appointive Faculty Standing Committees are created, dissolved, or modified by action of the Faculty Senate.
2. Each Faculty Standing Committee shall have a description. Committee descriptions shall include: 1) the number, distribution, and terms of membership and whether and by whom members are elected or appointed, 2) the functions of the committee, and 3) if necessary, the mode of operation. The Secretary of the Faculty and Academic Staff, on advice of the Committee on Committees and Nominations, is authorized to make editorial revisions in committee descriptions.
3. Overlapping jurisdiction of Faculty Standing Special Committees is not permitted. When a question of jurisdiction occurs, the question shall be referred to the Committee on Committees and Nominations.

4. One-half of the faculty members of a committee must be present to transact business in a meeting of the committee.
5. Committees keep minutes of the meetings and file copies with the Office of the Secretary of the Faculty and Academic Staff.
6. There are two types of reports a committee makes: informational reports, by which a committee explains what it did or learned, or reports for action in which a committee forwards a recommendation through the University Committee to the Senate. The University Committee acts as an executive committee examining motions before reaching the Senate to determine that they are clear as to the subject to be acted upon and that they are in a form for action.
7. Committees proposing an action by the Faculty Senate shall file a report with its recommendations with the Chairperson of the University Committee and request that the Faculty Senate approve each recommendation. Such reports are addressed to the Faculty.
8. Committees annually submit an information report to the Faculty.
9. Each committee elects its chairperson from its faculty or academic staff members annually.
10. Faculty Standing Committees give advice on behalf of the Faculty to the individual or office as stated in the committee description. In addition the committee may advise the Provost/Vice Chancellor or Chancellor directly.
11. Faculty Standing Committees shall be composed of faculty as defined in the Wisconsin Administrative Code, UWS 1.04, unless specifically stated otherwise in the committee description.
12. A committee may designate non-voting consultants from the academic staff.
13. Student representation, where specified on UWGB Faculty Standing Committees, consists of students appointed annually by the Chancellor or his/her designee.
14. Faculty may not serve concurrently on the University Committee and on the Personnel Council, Academic Affairs Council, General Education Council or Committee on Rights and Responsibilities.
15. Faculty serving on the Committee of Rights and Responsibilities may not concurrently serve on the Personnel Council, Committee of Six, or the University Committee. **(UWGB Faculty Senate Approved 16 May 1990)**
16. Academic Staff representation, where specified on UWGB Faculty Standing Committees, consists of individuals designated by the Academic Staff Nominating Committee.

TYPES OF COMMITTEES

1. Faculty Elective Committees

Faculty members are elected to elective faculty committees from a slate of names presented by the Committee on Committees and Nominations. Annually the Committee on Committees and Nominations nominates at least two candidates for each elective committee position to be filled. The list of nominations shall be sent by the Secretary of the Faculty and Academic Staff to each member of the Faculty prior to the Faculty Senate meeting at which the Committee on Committees and Nominations reports. Additional nominations, made by petition of three members of the Faculty, must be received within 10 days of the report of the Committee on Committees and Nominations. Such nominations are made with approval of the nominee.

The election is held prior to the close of the academic year. Ballots are sent to each member of the Faculty from the Office of the Secretary of the Faculty and Academic Staff. Ballots shall be returned to the Office of the Secretary of the Faculty and Academic Staff for tallying. The Office of the Secretary of the Faculty and Academic Staff reports the results. [UWGB Faculty Senate Revised 4 May 2011]

Terms of office begin in September of the following academic year.

Elected committee vacancies are filled for the remainder of the academic year in which the vacancy occurs by the candidate who has the next highest number of votes. If there is no such candidate, the position is filled by an election.

If there is no continuing chairperson in an elective committee, the Secretary of the Faculty and Academic Staff will act to convene the committee.

2. Faculty Appointive Standing Committees

Faculty members are appointed annually to appointive standing committees. Appointive responsibility has been delegated by the Chancellor to the Secretary of the Faculty and Academic Staff. The Committee on Committees and Nominations submits a panel of nominees to the Secretary of the Faculty and Academic Staff for consideration. Appointments are made with an effort to assure some continuity of membership from year to year. A convener is named by the Secretary of the Faculty and Academic Staff for each committee who may or may not be elected chairperson for the year. It is assumed that faculty members so appointed serve until such time as new appointments are made.

3. Special Faculty Committees

May be created, when a need arises, by the Faculty Senate or the University Committee in consultation with the Committee on Committees and Nominations, to perform specific tasks either a) of a limited duration, or b) for a function that requires special technical competence of its membership.

- a. Committees of limited duration will be given a specific written charge which shall be reviewed by the Committee on Committees and Nominations. Charges shall be examined to avoid duplication of function with existing or standing committees. Such a committee ceases to exist when it has completed its charge and makes its final report.
- b. Committees requiring special technical competencies shall be given a specific written charge which will be reviewed by the Committee on Committees and Nominations. Such committees are to be advisory on technical matters and they may be of limited duration or continuing committees. (Examples: Fringe benefits, Legislature, etc.)

4. Joint Governance Committees

Members of the Faculty, Academic 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 with advice from the Committee on Committees and Nominations, the Academic Staff Committee, and an appropriate administrator in order to advise or act on behalf of shared governance.
(UWGB Faculty Senate Approved 10 March 2010)

FACULTY ELECTIVE COMMITTEES

CODIFIED COMMITTEES:

University Committee [UWGB Chapter 52.07 (D), pg. 19]
Graduate Faculty Board of Advisors [UWGB Chapter 53.12 (E), pg. 29]
Academic Affairs Council, Personnel Council, and General Education Council
[UWGB Chapter 54, pg. 31-34]

OTHER STANDING ELECTIVE COMMITTEES

Committee on Committees and Nominations

UWGB Faculty Senate Revised 16 March 1988

1. The Committee on Committees and Nominations is composed of five elected members of professorial rank, one of whom shall be from each domain voting district and one at-large. Each year two-fifths or one-fifth of the membership is elected for a three-year term assuring continuity of membership. Two candidates for each committee position are nominated

annually by the Personnel Council with the option of additional nominations from the floor of the Senate or by petition of three faculty members. No member is eligible for more than one consecutive term.

2. The Committee coordinates with the University Committee Chairperson, the Secretary of the Faculty and Academic Staff, the Provost/Vice Chancellor, and the Chancellor.
3. Committee responsibilities:

The Committee on Committees and Nominations shall undertake and maintain a continuing review of regulations relating to faculty committee structure. It may on its own initiative, by request of the University Committee, by request of the Chancellor, or by request of the Faculty Senate, review and recommend appropriate changes, consistent with faculty rules, on standing committees. It may recommend that the Secretary of the Faculty and Academic Staff make appropriate editorial changes of a committee description providing it does not change the membership or charge of a committee. It will monitor the committee structure to prevent duplication of committee function, to identify superfluous committees, and to ensure proper and effective use of faculty time.

Requests by administrators or committees for the formation of special committees shall be forwarded to the Committee on Committees and Nominations for advice. If a special committee is proposed, the committee shall examine jurisdictional overlap with existing standing and special committees. When an assignment is in question, the Committee on Committees and Nominations shall be consulted and advise as to which committee receives the assignment.

The Committee on Committees and Nominations recommends to the Senate the discontinuance, modification, merger, or establishment of faculty standing or special committees.

4. Nominations:

The committee reports to the Faculty the names of persons to be voted for as members of elective faculty committees. The committee presents at least two names for each position to be filled by election, but its action does not limit the right of members of the Faculty to make other nominations. The committee insofar as is practical, shall solicit the interest of faculty members as to the committees for which they wish to be nominated.

Committee on Rights and Responsibilities

UWGB Faculty Senate Approved 16 May 1990

Board of Regents Approved November 1990

1. The Committee on Rights and Responsibilities (CRR) consists of five tenured members of the Faculty, one from each domain voting district and one at-large. Members shall serve terms of three years with terms staggered to assure continuity. Nomination of candidates for election to the CRR is the responsibility of the University Committee. Members may

serve up to three consecutive terms. In event that a member of the committee, because of a conflict of interest, cannot serve on a particular case, the University Committee shall appoint a replacement for that case. A faculty member shall not serve on the CRR and the Personnel Council, Committee of Six, or the University Committee at the same time.

2. The CRR has the following responsibilities:
 - (a) Serves as the faculty hearing and appeals body on matters of nonrenewal, following procedures outlined in UWGB 3.10.
 - (b) Serves as the faculty hearing body on matters of dismissal (UWGB 4.03).
 - (c) Serves as the faculty hearing body on matters of complaints (UWGB 6.02).
 - (d) Serves as the faculty grievance committee (UWGB 6.02).
 - (e) Serves as the faculty ethics committee (UWGB 7.13).

Committee of Six Full Professors

**UWGB Faculty Senate Revised 16 March 1988; Revised 9 May 2001 (2),
Revised 19 September 2007 (2)**

1. The Committee consists of six tenured full professors elected by the Faculty, no more than two of whom shall be from a single domain voting district: i.e., one from each voting district and two at-large. Members serve three years and two new members are elected annually. A faculty member shall not serve on the Committee of Six and the Personnel Council or Committee on Rights and Responsibilities at the same time.
2. While serving on the Committee of Six, a member shall not take part in the deliberations or voting on a candidate for promotion in any review body other than the Committee of Six.
3. The committee will review and advise the appropriate Dean(s) for promotion to the rank of full professor [Chapter 3.08 (4) (c) (d)].

Library and Instructional Technology Committee

**UWGB Faculty Senate Approved 11 December 1985
UWGB Faculty Senate Revised 16 March 1988, 18 April 1990, 16 September 1998,
23 March 2005**

1. The Library and Instructional Technology Committee is composed of four faculty members, one from each of the four domain voting districts, two persons from the Academic Staff, and one student. 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.
2. The Library and Instructional Technology Committee is advisory to the Associate Provost for Information Services, the Director of the Cofrin Library, and the Technology Council on policy matters pertaining to instructional technology and library automation. The

Associate Provost for Information Services and the Director of the Cofrin Library are *ex officio* (non-voting) members of the Committee.

3. The Committee represents the Faculty and Academic Staff in making recommendations on policy matters pertaining to all units which are under the direction of the Chief Information Officer and University Librarian.

Faculty Consultative Committee

UWGB Faculty Senate Approved 16 March 1977

1. The membership of the Faculty Consultative Committee includes: the members of the University Committee, the Speaker of the Senate, the Secretary of the Faculty and Academic Staff, and two members of the Senate elected by the Senate.
2. The committee operates under the directives provided in the Wisconsin Administrative Code, Sections UWS 5.04 through 5.06 as described in Faculty Personnel Policy Procedures, UWGB 5.04 through 5.06.

FACULTY APPOINTIVE STANDING COMMITTEES

Committee on Academic Actions

UWGB Faculty Senate Revised 16 March 1988; 16 September 1998; 11 December 2002 [2]

1. The Committee on Academic Actions is composed of four appointed faculty members, with no more than two from a domain voting district, and three students. The Registrar and Director of Advising are *ex officio* non-voting members. The students sit with faculty on the committee except where a student involved requests exclusion of student membership.
2. Faculty appointment to the committee shall be for a term of two years, with the terms of members staggered so as to ensure continuity of membership. A member shall be eligible for reappointment for consecutive terms. Student representatives are appointed annually and, when possible, continuity is encouraged.
3. The Committee advises the Provost/Vice Chancellor for Academic Affairs and coordinates with the Registrar on registration policies, on drop-add policies, on the grading system, and on the academic standing of students including the identification, review, and resolution of transfer issues and problems.

4. The Committee represents the faculty in initiating recommendations or taking action on recommendations from outside of the committee concerning policy changes for matters listed in item 3 above. Such recommendations are submitted to the Faculty Senate via the University Committee Chairperson.
5. The Committee is responsible for preparing the academic calendar and represents the Faculty in the scheduling of academic events and activities, such as commencement and convocation.

Committee on Awards and Recognition

UWGB Faculty Senate Revised 16 March 1988

UWGB Faculty Senate Revised 22 February 1995

UWGB Faculty Senate Revised 15 November 2006

1. The Committee on Awards and Recognition is composed of four appointed faculty members, with no more than two from one domain voting district, three appointed Academic Staff members, one appointed Classified Support 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; Classified 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.

Honorary Degree Committee

UWGB Faculty Senate Approved 19 October 1988

University Committee Approved 14 December 1988 and 27 December 1989

Board of Regents Approved 8 September 1989

1. The Honorary Degree Committee is composed of the faculty members on the Awards and Recognitions Committee and the Chancellor. The President of the University of Wisconsin System is an *ex officio* (voting) member. The committee will elect its own chairperson at its first meeting.

2. The following honorary degrees may be awarded:

LL.D. (Doctor of Laws) is customarily awarded to a person distinguished in service to learning, the state, and the common good of society.

SC.D. (Doctor of Science) is customarily awarded to a person distinguished in the disciplines of the physical, biological, or certain of the social sciences, or their interrelationships.

L.H.D. (Doctor of Humane Letters) is customarily awarded to a person distinguished in the disciplines of the fine and performing arts, humanities, or certain of the social sciences, or their interrelationships.

D.Lit. (Doctor of Literature) is customarily awarded to a person distinguished by outstanding depth of contributions to a single academic discipline.

3. The following three categories of individuals are ineligible for an honorary degree from an institution of the University of Wisconsin System: Public Officials and Political Appointees; Regents; University of Wisconsin System Employees. Persons in any of these categories could be eligible for consideration two years or more after they have vacated office or terminated employment. Emeritus faculty are not eligible for honorary degrees unless they have achieved distinction in a second career following retirement.
4. The procedures for nomination and confirmation are as follows:
 - a. Early in each academic year, the chairperson of the Honorary Degree Committee will send a notice to all members of the faculty and the Board of Regents, inviting nominations of candidates for honorary degrees and announcing a 15 October deadline for receipt of nominations. Nominations may originate by formal resolution of an academic unit of the University (an interdisciplinary unit) or by joint action of more than one such academic unit.
 - b. In cases where a nomination is received from a member of the Board of Regents, the Chancellor, a graduate or friend of the University, or an individual faculty member, that nomination is referred to the appropriate academic unit for the advice and

recommendation of its faculty. In practice, the strong support of one or more academic units is usually essential to the success of a nomination. NOTE: given the sensitive nature of honorary degrees, all discussions and correspondence associated with nominations must be in strictest confidence, as befits a personnel matter, and at no time should the prospects of a nomination be discussed with a potential candidate before the award is confirmed by the Board of Regents.

- c. If the executive committee of an academic unit agrees to initiate or support the nomination of an individual for an honorary degree, the chairperson of that unit will submit the following nominating materials to the Honorary Degree Committee: a) a letter of nomination which presents the arguments for awarding an honorary degree to the candidate; b) a two- or three-page summary of the candidate's career; c) letters of support from persons who are prominent in the candidate's field of accomplishment or otherwise qualified to comment on the merits of the nomination; d) a rationale for the particular degree to be awarded; and e) a curriculum vitae for the candidate (the last is not an absolute requirement but is strongly recommended).
- d. The Honorary Degree Committee will review nominations and supporting materials in confidence. The chair of the Committee will consult with the UW System Office of Academic Affairs to avoid duplication with honorary degree awards or nominations by other campuses. The Committee then will present its recommendation(s) to the Chancellor. The Chancellor will submit the recommendation(s) to the Board of Regents through the President of the System. After initial consideration by the Board of Regents, the nomination(s) is/are returned to the university for formal action by the Faculty Senate. Acting in closed session, during which only members of the Senate may be present, the Senate will discuss the nomination(s) and cast a ballot. A three-fourths affirmative vote of the Senate is required for confirmation. If a nomination is confirmed, the Speaker of the Senate will report to the Chancellor confidentially in writing, and the Chancellor in turn will then convey the action of the Faculty Senate to the Board of Regents. Board approval must be obtained at least two months prior to the commencement at which the degree is to be conferred. For a Spring commencement the nominations must be received for first reading by the board not later than the February meeting and for the Winter commencement not later than the October meeting.
- e. The Chancellor invites the candidate(s) confirmed by the Board of Regents to attend the Commencement convocation in May, where the degree(s) will be officially conferred. It is the policy of the University of Wisconsin-Green Bay to award honorary degrees only in person.
- f. If an honorary degree is to be conferred at the December commencement ceremonies, the same basic calendar is to be followed, except that the Honorary Degree Committee must report its recommendation to the Chancellor in time for the Faculty Senate to take action no later than its September meeting.

Committee on Intercollegiate Athletics

UWGB Faculty Senate Revised 16 March 1988

UWGB Faculty Senate Revised 13 December 2000

1. The Committee on Intercollegiate Athletics consists of nine appointed members: four faculty members (with no more than two from a domain voting district), two non-instructional professional staff members, one student, one community representative, and one ex-officio (voting) Faculty Athletics Representative.
2. Appointment to the committee shall be for a term of three years with the terms of members staggered so as to ensure continuity of membership. A member shall be eligible for reappointment for consecutive terms. Student and community representatives are appointed annually and when possible, continuity is encouraged.
3. The committee is advisory to the Athletic Director.
4. The committee represents the Faculty in making recommendations on all aspects of, and policies concerning, intercollegiate athletics.

Chancellor's Task Forces on Facilities and Grounds

UWGB Faculty Senate Approved 13 November 1991

1. Three tenured faculty members, appointed by the Secretary of the Faculty and Academic Staff from among a slate prepared by the Committee on Committees and Nominations, will serve on the Facilities Planning Committee and on such related Chancellor's task forces as may be useful from time to time.
2. Members serve for staggered three-year terms and appointees preferably will represent three different domain voting districts; there will be no more than two appointees from any one district.
3. Faculty members who serve on these committees must make periodic reports to the University Committee or the Faculty Senate and will be expected to initiate interactions with faculty governance when such seems warranted.

Faculty Senate Standing Committee on Planning and Budget

UWGB Faculty Senate Approved 16 December 1992

UWGB Faculty Senate Revised 19 October 1994

1. The Committee is composed of six members, appointed by the University Committee, with at least one member from each domain voting district. At least three of the members shall be members of the Faculty Senate at the time of the appointment.

2. Appointment to the committee will be for a term of two years, with the terms of members staggered to promote continuity of membership. A member shall be eligible for reappointment for consecutive terms.
3. The committee will provide ongoing information and advice to the Faculty Senate, University Committee, and other bodies of faculty governance regarding budgetary matters related to the UWGB academic program and other faculty interests.
4. In fulfillment of the faculty codified responsibility (UWGB Chapter 50.04), the committee will be expected to play an active role during all stages of the University's budget-building process. The committee also will be available for consultation with the Chancellor, Provost/Vice Chancellor, Assistant Chancellor, Deans, and academic budgetary units involving emergency decisions and related issues.
5. A report from the committee will be presented at least annually to the Faculty Senate and will include an appraisal of the adequacy of resources provided to UWGB's academic programs, the distribution of resources among academic programs and between instructional and non-instructional activities at UWGB, and such other financial matters that affect UWGB's ability to achieve the goals of its academic mission.

Faculty Senate Standing Legislative Affairs Committee

UWGB Faculty Senate Approved 14 December 1994

1. The Legislative Affairs Committee is composed of two members of the Faculty Senate and one non-Senator, all appointed by the University Committee.
2. The Committee shall monitor actions of the Legislature as they pertain to concerns of our faculty and meet, as appropriate, with legislators for the purpose of seeking and providing relevant information of interest to the Faculty.
3. The Committee will work in concert with the parallel bodies of the Academic Staff and Student Government as well as work closely with and advise the Administration in its dealings with the Legislature.

FACULTY PERSONNEL POLICY PROCEDURES

UWGB CHAPTER 3 FACULTY APPOINTMENTS

3.01 TYPES OF APPOINTMENTS.

Faculty appointments carry the following titles: professor, associate professor, assistant professor, and instructor. Faculty appointments are either tenure or probationary appointments.

3.02 RECRUITING.

Recruiting for faculty shall be the responsibility of individual departments or administrative units. The faculty shall develop procedures relating to recruitment of members of the faculty, after consultation with appropriate students and with the appropriate Dean(s) and/or the Provost/Vice Chancellor for Academic Affairs (hereinafter referred to as Provost/Vice Chancellor). These procedures shall be subject to the approval of the Chancellor. Recruitment shall be consistent with State and Federal laws regarding nondiscriminatory and affirmative action procedures and provide for departmental peer review and judgment in the recruiting process.

3.03 LETTER OF APPOINTMENT

Each person to whom a new appointment is offered must receive an appointment letter in which an authorized official of the institution details the terms and conditions of the appointment, including, but not limited to, duration of the appointment, salary, starting date, ending date, general position responsibilities, probationary or tenure status, and crediting of prior service. Accompanying this letter for new faculty shall be an attachment detailing University and System rules and procedures relating to faculty appointments. If the appointment is subject to advance approval of the Board of Regents, a statement to this effect must be included in the letter.

3.04 APPOINTMENTS – GENERAL

Probationary appointments are made by the Chancellor only upon the affirmative recommendation of an interdisciplinary unit executive committee and the appropriate Dean(s), and in consultation with the Provost/Vice Chancellor. Tenure appointments and promotions to tenure, in addition, require the advice of the Personnel Council. If an appointment is to be divided among several interdisciplinary units or between an interdisciplinary unit and University Extension (a "collaborative appointment"), one interdisciplinary unit shall be the principal sponsor of the recommendation for appointment and the responsibility for that appointment is with the principal sponsor.

3.05 TENURE APPOINTMENTS

Tenure appointment means an appointment, one-half time or more, for an unlimited period normally granted to all professors and associate professors and to other members with faculty appointments designated as having tenure by the Board of Regents.

1. Except as provided under 2., the Board may grant a tenure appointment upon the affirmative recommendation of the appropriate interdisciplinary unit, the appropriate Dean(s), and the Chancellor in consultation with the Provost/Vice Chancellor, via the President of the System. The privilege of serving on unit executive committees and the authority to vote on personnel, budget, and curriculum matters is associated with the awarding of tenure rather than with rank. Neither the Chancellor nor the appropriate interdisciplinary unit executive committee nor Dean may base a tenure recommendation upon impermissible factors, as defined by the Board by rule.

2. The Board may grant a tenure appointment without the affirmative recommendation of the appropriate interdisciplinary unit executive committee and Dean if all of the following apply:

a. The Board has the affirmative recommendation of the Chancellor.

b. The Committee on Rights and Responsibilities, on appeal, has reviewed the negative recommendation of the interdisciplinary unit or Dean, and finds that the negative decision was based upon impermissible factors, as defined in UWS 3.08 and UWGB 3.12.

c. The Board has the affirmative recommendation of a special faculty committee appointed by the Chancellor, only after all normal reconsideration and appeal procedures have been exhausted, to review the individual's record with reference to criteria for tenure as published in the Faculty Handbook. No person may be appointed to the special committee unless the person is knowledgeable or experienced in the individual's academic field or in a substantially similar academic field. No member of the special committee may be a member of the individual's interdisciplinary unit if that body made the negative decision. The special committee may not base its tenure recommendation upon impermissible factors, as defined in UWS 3.08 and UWGB 3.12.

3. Personnel Council Advice on Tenure Appointment. Before an appointment is made within an interdisciplinary unit to a position of tenure or to associate professor where tenure had been granted previously at a lower rank, the appropriate Dean(s) shall seek the advice of the Personnel Council.

4. Tenure is not acquired solely because of years of service. Provisions as to duration of the probationary period merely establish limits beyond which decisions and actions may not be delayed.

5. Changes in Proportion of Time. The percentage of time specified in a tenured faculty appointment may not be diminished or increased without the mutual consent of the faculty member, the executive committee of the interdisciplinary unit, and the appropriate Dean(s) unless the faculty member is dismissed for cause, pursuant to 36.13 (5) of the Wisconsin Statutes, or is terminated or laid off pursuant to 36.21 of the Wisconsin Statutes.

3.06 PROBATIONARY APPOINTMENTS

1. A probationary appointment is for no less than half time and is normally held at the rank of instructor or assistant professor, and may be held on initial appointment at the rank of associate professor or full professor, during the probationary period that precedes determination of tenure status. A full-time probationary appointment shall not exceed seven academic years. A longer maximum probationary period is provided for part-time appointments of at least half time.

2. Computation of Part-time Service. Part-time service at less than one-half time shall not be counted in the probationary period of the instructor or assistant professor. Each year of service at the rate of at least one-half time but not more than three-quarters time shall count as half of a year for probationary purposes, and service at a rate greater than three-quarters time shall be counted as a full year. In no case shall the probationary period exceed 13 years, with the decision to retain or dismiss being made no later than the 12th calendar year.

3. Changes in Proportion of Time. The percentage of time within the term provided for in a probationary appointment, full or part-time, may not be diminished or increased without the mutual consent of the faculty member, the executive committee of the interdisciplinary unit, and the appropriate Dean(s) unless the faculty member is dismissed for just cause pursuant to 36.13 (5) of the Wisconsin Statutes or is terminated or laid off pursuant to 36.21 of the Wisconsin Statutes.

4. Previous probationary service in other colleges and universities may be taken into account in computing a person's probationary period and so indicated in the letter of appointment. If a credit is given for prior service, it shall affect only the date by which a decision on tenure must be made. It shall not apply to notice provisions under UWGB 3.13, seniority under UWGB 5.07, or other provisions of these rules, unless otherwise specified in appointment letters.

5. A leave of absence, sabbatical or a teacher improvement assignment does not constitute a break in continuous service and shall not be included in the seven year period under UWGB 3.06.

6. Circumstances in addition to those identified under sub. (5) that do not constitute a break in continuous service and that shall not be included in the seven year period include responsibilities with respect to childbirth or adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond the control of the faculty member, when those circumstances significantly impede the faculty member's progress toward achieving tenure. It shall be presumed that a request made under this section because of responsibilities with respect to childbirth or adoption shall be approved. A request shall be made before a tenure review commences under UWGB 3.10 (2).

a. A request for additional time because of responsibilities with respect to childbirth or adoption shall be initiated in writing by the probationary faculty member concerned and shall be submitted to the Provost/Vice Chancellor for Academic Affairs who shall consult with the faculty member's budgetary unit chair and the appropriate Dean(s). A denial of a request shall be in writing and shall be based upon clear and convincing reasons. The Provost/Vice Chancellor shall specify the length of time for which the request is granted. More than one request may be granted.

b. A request for additional time because of responsibilities other than childbirth or adoption shall be submitted to the Provost/Vice Chancellor for Academic Affairs who shall consult with the faculty member's budgetary unit and the appropriate Dean(s). A denial of a request shall be in writing and shall be based upon clear and convincing reasons. More than one request may be granted but the total, aggregate length of time of all requests, except for a request because of responsibilities with respect to childbirth or adoption, granted to one faculty member shall be no more than one year.

3.07 PROBATIONARY ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS, OR PROFESSORS

The initial probationary appointment at the rank of assistant professor, associate professor, or professor shall be for no more than three years. After not more than six years of full-time service at this university, as an assistant professor, associate professor, or professor, or after the equivalent of not more than six years of full-time service at this university in the ranks of instructor and assistant professor combined, a faculty member will be notified in writing by the interdisciplinary unit or the administration no later than the end of his/her sixth year that he/she will be recommended for tenure or will not be recommended for tenure. Promotion to the rank of associate professor after an initial probationary appointment always includes the granting of tenure. The above provisions do not preclude the awarding of tenure after a period of service shorter than six years.

3.08 PROBATIONARY INSTRUCTORS

Instructors are appointed annually. After not more than six years of service at this university as an instructor, an instructor shall be notified in writing by the interdisciplinary unit or the administration no later than the end of his/her sixth year that he/she will be recommended for tenure or will not be recommended for tenure. The above provisions do not preclude promotion and tenure after a period of service shorter than six years.

3.09 PART-TIME FACULTY APPOINTMENTS

1. An individual may be given a tenured or probationary appointment if he/she serves one-half time or more. Tenure may be granted only to a faculty member whose appointment is at least one-half time.

2. A faculty member who is on a part-time appointment shall be so designated in the University budget. The letter of appointment shall clearly state the fraction of appointment and assignment and any subsequent modification shall be in writing, with copies to all parties concerned. The fraction of appointment may be changed only by mutual agreement of the faculty member, the interdisciplinary unit executive committee, and the appropriate Dean(s).

3. If tenure for a part-time faculty member is recommended by the interdisciplinary unit executive committee, the following procedures shall be followed:

a. The appropriate Dean(s) and the Personnel Council shall follow the normal tenure review procedures as provided in UWGB 3.05.

b. The interdisciplinary unit is responsible for making clear to the appropriate Dean(s), to the Personnel Council, and to the persons involved, what portion of a position (e.g., one-half or three-quarters time) would be assured by granting tenure.

c. In all respects other than the length of the probationary period, standards of performance and scholarly quality shall be the same for part-time as for full-time assistant professors. As with other probationary faculty members, a decision concerning tenure may be made before the end of the probationary period if the quality of the candidate's work warrants it.

3.10 REVIEW PROCEDURES (MERIT, PROMOTION, RENEWAL)

1. Merit Review Procedures for all Faculty

a. The performance of each tenured faculty member shall be reviewed annually or biennially (every second year) by the faculty member's interdisciplinary unit executive committee. Non-tenured faculty will be reviewed annually by the executive committee, or the review may be combined with a retention review in a given year. The review shall be of the faculty member's performance from the beginning of one appointment period to the beginning of the next appointment period. The results of the review shall be communicated to the faculty member by his/her chairperson within 30 days of the completion of the review.

b. Each curricular unit in which the faculty member serves, including UW-Extension, shall participate in the review process. Each unit other than the interdisciplinary unit in which the faculty member votes shall prepare an evaluation based on the faculty member's participation in that unit and forward this evaluation to the chairperson of the interdisciplinary unit in which the faculty member votes, with a copy to the appropriate Dean(s).

The recommendation of the interdisciplinary unit executive committee shall be forwarded to the appropriate Dean(s) and shall reflect all evaluations received from each curricular unit. In cases of significant disagreement in merit evaluations between curricular units, consultation between the chairpersons of each unit, for purposes of resolving the differences, shall take place before the final recommendation is forwarded to the appropriate Dean(s) by the interdisciplinary unit chairperson.

c. Merit reviews will be open unless the reviewing committee, in accordance with state law and proper notification, authorizes a closed review. The faculty member under consideration has the right to attend reviews, whether open or closed.

d. Secret ballots may not be taken at any review session, open or closed, and any member of the reviewing committee may require that a vote be taken in such manner that the vote of each member be ascertained and recorded.

2. Requested Reviews for Promotion and Renewal at all Ranks

a. A faculty member may request, in writing, of his/her interdisciplinary unit chairperson consideration for promotion once in any of the first six years of his/her appointment. This

request for consideration is to be honored.

b. A probationary faculty member may be considered for promotion in any of the first six years of his/her appointment if so requested by two members of his/her interdisciplinary unit executive committee, professorial committee (or advisory committee). Such a consideration must be with the knowledge and consent of the faculty member.

3. Responsibility for Reviews for Promotion and Renewal at all Ranks

a. For faculty below the rank of associate professor, the review will be conducted by the interdisciplinary unit executive committee.

b. Promotion to tenure requires the review and recommendation of the interdisciplinary unit executive committee and the advice of the Personnel Council. The advice of the Personnel Council is required also for promotion of tenured assistant professors to the rank of associate professor.

c. For promotion review of associate professors, the initial review will be conducted by the full professors of that interdisciplinary unit. Where there are not at least three full professors in the interdisciplinary unit, the interdisciplinary unit executive committee will invite professors, in consultation with the appropriate Dean(s), from related interdisciplinary units to be part of the professorial committee. If the initial review results in a positive recommendation, this recommendation will be forwarded by the appropriate Dean(s) to the Committee of Six Full Professors, elected by the faculty, for advice.

4. Authority for Decisions for Renewal and Promotion at all Ranks

a. All recommendations on renewal or nonrenewal, promotion, and tenure shall be initiated by the interdisciplinary unit executive committee (or the interdisciplinary unit of full professors in the case of associate professor to professor promotion considerations). It is the responsibility of the reviewing executive committee to solicit, receive, and show evidence of having considered the evaluations or recommendations of every curricular unit in which the faculty member has served, including UW-Extension. The units will determine, based on the participation of the faculty member, whether an evaluation or a recommendation is appropriate, except in the instance when a faculty member or his/her interdisciplinary unit executive committee requests that a recommendation be forwarded. The review meeting will be open unless the reviewing committee, in accordance with state law and proper notification, authorizes a closed review. The faculty member under consideration has the right to attend reviews, whether open or closed. The chairperson of any executive committee making a recommendation on renewal or nonrenewal, promotion and tenure, shall notify the faculty member in writing 20 days prior to the date of the executive committee review held for the purpose of formulating that recommendation. This document shall be adequate notification to all faculty members in regard to periodic reviews affecting them.

b. For renewal the reviewing executive committee shall forward its recommendation to the appropriate Dean(s). Where positive recommendations for renewal are received, the appropriate Dean(s) shall forward his/her recommendation (if positive) through the

Provost/Vice Chancellor to the Chancellor.

c. For promotion, the reviewing executive committee or interdisciplinary unit professorial committee shall forward its recommendation to the appropriate Dean's Office. Where positive recommendations for tenure or promotion to associate professor are received, the appropriate Dean's Office shall forward the recommendation and documentation to the Personnel Council for advice. Where positive recommendations for promotion to full professor are received, the appropriate Dean's Office shall forward the recommendation and documentation to the Committee of Six Full Professors for advice. On receipt of the appropriate committee's advice, the appropriate Dean(s) shall forward his/her recommendation (if positive) through the Provost/Vice Chancellor to the Chancellor. The Chancellor shall make his/her recommendation in consultation with the Provost/Vice Chancellor and forward it (if positive) to the President.

d. The faculty member shall be notified in writing of the recommendation and reasons for the recommendation by the committee or office making the recommendation within 20 days after each recommendation at each reviewing level. The faculty member and Executive Committee members should receive a copy of the transmittal letter.

5. Conduct of the Review for Promotion and Renewal at all Ranks

a. Review (whether required or by request) by executive committees, by the Personnel Council, by the interdisciplinary unit professorial committees, or by the Committee of Six Full Professors, shall be open unless the reviewing committee, in accordance with state law and proper notification, authorizes a closed review. The faculty member under consideration has the right to attend reviews, whether open or closed.

b. The faculty member under consideration shall be notified in writing 20 days (25 days if by first class mail) prior to the date of review of the time and place of the review session.

c. Secret ballots may not be taken at any review session, open or closed, and any member of the interdisciplinary unit executive committee, the Personnel Council, the interdisciplinary unit professorial committee, or the Committee of Six Full Professors, may require that a vote be taken in such manner that the vote of each member be ascertained and recorded.

d. The review of the faculty member shall be based upon the promotion and merit file, and oral evidence introduced by members of the Reviewing Committee. However, no new evidence reasonably expected to affect negatively the outcome of the review should be introduced unless the candidate has prior knowledge of such evidence. The faculty member's promotion and merit file shall be open to the faculty member, the reviewing committees, and reviewing offices only. During an open review, and only during an open review, the faculty member's promotion and merit file is open.

e. At the time of notification of the date of review, the faculty member shall be invited to clarify materials in his/her promotion and merit file. The faculty member may answer questions from the reviewing committee if he/she desires.

f. Accurate summary notes shall be made of all review sessions and the final recommendation to the appropriate Dean(s) shall be accompanied by a clear statement of reasons used in reaching the recommendation.

3.11 NONRENEWAL OF PROBATIONARY APPOINTMENTS

1. Statement of Reasons

In cases of a negative recommendation, if requested in writing by the faculty member within 10 days of the receipt of a decision, a more detailed explanation of the reasons will be provided in writing to the faculty member within 10 days of the receipt of the request by the chairperson of the interdisciplinary unit executive committee, the appropriate Dean(s), or the Chancellor, depending upon the level at which a decision was reached.

2. Reconsideration Procedure

Every faculty member for whom a negative recommendation is made will have the right of reconsideration upon written request of the faculty member within 15 days of receipt of written reasons. The reconsideration review shall be held within 20 days of the written request for reconsideration.

a. The purpose of reconsideration of a non-renewal decision shall be to provide an opportunity to a fair and full reconsideration of the nonrenewal decision, and to ensure that all relevant material is considered.

b. The reconsideration committee or office will either be the interdisciplinary unit executive committee, the appropriate Dean(s), or the Chancellor, depending upon the level at which the decision was reached. Such reconsideration shall include, but not be limited to, adequate notice of the time of reconsideration of the decision, an opportunity to respond to the written reasons and to present any written or oral evidence or arguments relevant to the decision, and written notification of the decision resulting from the reconsideration.

c. Reconsideration is not a hearing, or an appeal, and shall be non-adversarial in nature.

d. The format and conditions will be as outlined for the original review, see UWGB 3.10(5). The faculty member will be notified in writing of the decision of the chairperson of the reconsideration committee, the appropriate Dean(s), or the Chancellor, within 20 days, with a copy to all levels of review within UWGB.

e. In the event that a reconsideration affirms the nonrenewal decision, the faculty member may appeal under the procedures specified in UWGB 3.12 and UWS 3.08.

3.12 APPEAL OF NONRENEWAL DECISION

1. The Committee on Rights and Responsibilities shall be the faculty hearings and appeals committee. In the event a reconsideration affirms a nonrenewal decision, a faculty member may appeal a nonrenewal decision to the Committee on Rights and Responsibilities. Written requests

for an appeal shall be forwarded by the faculty member to the Committee on Rights and Responsibilities within 20 days of receipt of the reconsideration decision (25 days of notice if by first class mail). If the faculty member wishes to have counsel present, he/she must so advise in writing the chairperson of the Committee on Rights and Responsibilities so that the Committee on Rights and Responsibilities may have counsel present.

2. Such review shall be held not later than 20 days after the request, except that this time limit may be enlarged by mutual consent of the parties, or by order of the review committee. The faculty member shall be given at least ten days' notice of such 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 reappointment or renewal as defined above. 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. Completely unfounded or arbitrary assumptions of fact were made about work or conduct.

3. The Committee on Rights and Responsibilities shall report its decisions as to the validity of the appeal to the body or official making the nonrenewal decisions and to the Provost/Vice Chancellor and the Chancellor.

4. Such a report may include remedies which may, without limitation because of enumeration, take the form of a reconsideration by the decision maker, a reconsideration by the decision maker under instructions from the committee, or a recommendation to the next higher appointing level, or directly to the Chancellor if provisions under UWGB 3.05 pertain in the case of a negative decision regarding tenure. Cases shall be remanded by the decision maker in all instances unless the Committee on Rights and Responsibilities specifically finds that such a remand would serve no useful purpose. The Committee on Rights and Responsibilities shall retain jurisdiction during the pendency of any reconsideration. The decision of the Chancellor will be final on such matters.

Within UWGB, any question concerning the interpretation of these guidelines shall be resolved by a decision of the Committee on Rights and Responsibilities.

3.13 NOTICE

A faculty member who is employed on probationary appointment (UWGB 3.07 and 3.09) shall be given written notice of his/her reappointment or non-reappointment for another academic year in advance of the expiration of his/her current appointment as follows:

- a. When the appointment terminates at the end of the academic year, not later than 28 February of the first academic year and not later than 30 November of the second consecutive academic year of service;
- b. If the initial appointment terminates during the academic year, at least three months prior to its termination; if a second consecutive appointment terminates during the academic year, at least six months prior to its termination;
- c. After two or more years of continuous service at an institution of the University of Wisconsin System, such notice shall be given at least 12 months before the expiration of the appointment.

3.14 ABSENCE OF PROPER NOTIFICATION

If proper notice is not given in accordance with UWGB 3.13 above, the aggrieved faculty member shall be entitled to a one-year terminal appointment. Such appointments, however, shall not result in the achievement of tenure.

3.15 LEAVE OF ABSENCE

1. A faculty leave of absence is defined as an extended absence from full or partial university responsibilities, granted by the appropriate Dean(s), upon recommendation of the UWGB interdisciplinary unit executive committee. A leave shall neither constitute a break in continuous service nor shall it be included in a probationary period. Ordinary leave is granted for one year. Only under exceptional conditions, and with the recommendation of the unit, may a year-long leave be extended an additional year. A leave of absence implies a return to university duties at the end of the leave.

2. Leaves and Committee Service. Any faculty taking a sabbatical or leave of absence for one semester or more shall relinquish his/her right of participation in All-University governance during the remaining term of the governance unit to which he or she was elected or appointed. A letter of resignation from any All- University standing elected or standing appointed council or committee must be tendered to the Secretary of the Faculty and Academic Staff well in advance of the beginning of the fall semester of the academic year involved.

3.16 MILITARY LEAVE

In accordance with State statutes and national policy, the university cooperates in facilitating the return to normal occupation of a faculty member who serves the Federal Government in the interest of national defense. Military leave is granted as follows:

1. Faculty with tenure shall be granted leaves of absence for Federal service and the departure and return shall be in accordance with Section 45.50 of the Wisconsin Statutes.
2. Faculty in probationary status shall be granted leaves of absence for Federal service, and the departure and return shall be in accord with the general intent of Section 45.50, Wisconsin Statutes, to the extent that university requirements and standards will allow. To prevent prejudice against the person concerned, leave granted here under shall not be deemed probationary service.

3.17 RETIREMENT

Retirement policy for members of the faculty is determined by the Board of Regents. Information about retirement policy and specific benefits may be obtained from the Office of Human Resources.

3.18 SICK LEAVE

Sick leave policy for members of the faculty is governed by the provision of UWS 19. The Family and Medical Leave Act of 1993 requires covered employers to provide up to 12 weeks of unpaid, job protected leave to eligible employees for certain family and medical reasons. Information about the sick leave policy and the Family Medical Leave Act may be obtained from the Office of Human Resources.

3.19 LIMITATION

Tenure and probationary appointments at UWGB are confined to UWGB, except that other institutions within the University of Wisconsin System may agree to share tenure appointments through established procedures. The explicit agreement shall specify both the tenure responsibility and the budget responsibility.

3.20 EMERITUS TITLES

1. Emeritus designation is an honorary title which may be granted to professorial faculty upon their retirement from UWGB. It normally corresponds to the faculty title last held by the faculty member. In exceptional cases the emeritus title may correspond to an administrative title held at the time of retirement from UWGB (e.g., Dean Emeritus).
2. The nomination of a faculty member for emeritus status may come from any member of the University community, but requires a recommendation by the appropriate faculty unit, the appropriate Dean(s), the Provost/Vice Chancellor for Academic Affairs, and the Chancellor. In those exceptional cases where there is no appropriate faculty unit, the University Committee will consider the nomination, and submit its recommendation to the Chancellor.
3. Emeritus status, although allowing a continuation of some of the perquisites of a faculty member, does not permit a person to participate in the governance of the University. [See the appropriate Dean(s) for the perquisites granted.]

3.21 AMENDMENTS

Amendments of this chapter are under the jurisdiction of the Faculty and must carry by a two-thirds majority of the Faculty Senate.

Board of Regents Originally Approved Chapters 3-6 on 5 September 1980
UWGB Faculty Senate Revised and Approved 13 May 1992 [3.08 1(a),(c)]
Board of Regents Approved Revisions 10 July 1992
UWGB Faculty Senate Revised and Approved 19 October 1994 [3.05 (3-4)]
UWGB Faculty Senate Revised and Approved 15 April 1998 [3.08 1(a)]
UWGB Faculty Senate Revised and Approved 17 February 1999 [3.05 1]
UWGB Faculty Senate Revised and Approved 18 February 2004 [3.08 1(c), 4(a), 5(a)(b)]
Board of Regents Approved Revisions 10 September 2004
UWGB Faculty Senate Revised and Approved 15 March 2006 [3.08 4(d); 3.09 1]
UWGB Faculty Senate Revised and Approved 13 September 2006 [3.09 2(a) 1-4]
Chancellor Approved 22 September 2006
Board of Regents Approved 10 November 2006 - Revisions to 3.08 and 3.09
UWGB Faculty Senate Revised and Approved, 18 November 2009
Board of Regents Approved 11 June 2010

THE UW-GREEN BAY FACULTY SABBATICAL PROGRAM

PURPOSE: The purpose of the faculty sabbatical program is to enable recipients to be engaged in intensive study in order to become more effective teachers and scholars and to enhance their services to the University. This privilege should be granted to faculty members on the merit of their past academic contributions.

ELIGIBILITY: The word “sabbatical” is used to refer to the professional leave program authorized by Wisconsin Statutes 36.11(17). A faculty member is eligible for a sabbatical award under the following terms:

STIPULATIONS: A faculty member must have completed **six** or more years of full-time instructional service, or its equivalent, and not have taken a sabbatical during the previous **six** years of full-time service. **Leaves of absence, regardless of source of funding (including personal resources), will be excluded in determining a faculty member’s years of full-time service.** Preference shall be given to those making significant contributions to teaching and who have not had a leave of absence, regardless of source of funding, in the previous four years.

A faculty member may take a sabbatical leave for an academic year at 65% pay, or take a sabbatical leave for one semester of the academic year at full pay.

A faculty member may receive supplementary grants or other awards while on sabbatical leave, but such pay, when combined with his/her current salary, shall not exceed the full pay normally received. Additional grants or awards received may not interfere with the stated purposes of a faculty member’s sabbatical program.

A faculty member must agree to return to UW-Green Bay for at least one academic year of service after the sabbatical, or repay any compensation (salary, plus the University’s share of fringe benefits) received from the institution during the sabbatical. A written report outlining accomplishments during the leave should be submitted within three months of returning to UW-Green Bay. These reports are to be filed and maintained in the Provost/Vice Chancellor’s Office and be available upon request.

SELECTION: The Instructional Development Council will review all full-year and one-semester sabbatical applications and make recommendations to the appropriate Dean(s). The Dean(s) will, in turn, bring the recommendations to the Provost/Vice Chancellor’s staff meeting for review. The Provost/Vice Chancellor, after consulting with the Chancellor, will make the recommendation to the Board of Regents by November 15 of each academic year.

HOW TO CONDUCT MEETINGS AND PERSONNEL REVIEWS

MEETINGS

1. WHO MUST GIVE NOTICE OF A MEETING?

Chairs or conveners of academic programs and campus elective and appointive committees are required by the Wisconsin Open Meeting Law to post notice of all meetings of their programs and committees at least 24 hours prior to the start of the meeting. Officially constituted subcommittees (those created by action of the body) and Search Committees must also post notice of meetings.

Search and Screen committee chairs and chairs of subcommittees formed by formal unit action do not need to inform the Secretary of the Faculty and Academic Staff (SOFAS) of meetings, but are obliged to post notice of meetings on the campus calendar. Search and Screen Committees should also post a local notice of meetings in the appropriate office area. All other subcommittees that are appointed by chairs or administrators are exempt from the Open Meeting Law.

2. HOW SHOULD NOTICE OF A MEETING BE GIVEN?

Academic governance units and campus-wide committees are required to send copy of agendas (preferably) or notice of meetings to the Secretary of the Faculty and Academic Staff for posting and inclusion in the program or committee file. Paper copy may be sent to the SOFAS in the Faculty and Academic Staff Governance Office (Cofrin Library 835). Electronic copy is acceptable (e-mail or Word for Windows attachment) and may be addressed to sofas@uwgb.edu.

This means 1) informing the Governance Office of the meeting agenda, date, time and place, and 2) posting the meeting on the University "Calendar of Events" that can be found on the UW-Green Bay home page or at <http://calendar.uwgb.edu>. Someone in every office area has been designated to post meetings on this calendar. Chairs should arrange postings with that person. The Governance Office also posts meetings for campus governance units and committees on the Bulletin Board outside CL 835 and places copies of agendas into unit and committee files. Sending an agenda more than 48 hours in advance is sufficient to assure posting. If you cannot give the Governance office 48 hours notice, you should call (x2211) to make sure the meeting is posted in timely fashion. In urgent cases a two-hour posting may meet the requirements of the law.

3. WHEN MAY A MEETING BE CLOSED?

Open meetings are the norm for all governmental bodies, including the University, in the State of Wisconsin. However State Statutes include exceptions that permit closed meetings under certain circumstances. In order to use these exceptions, however, the meeting must be properly noticed. That is, there must be a statement in the meeting's notice that explains the reason for going into closed session and cites the statute. In the example of a search committee, the following statement would be sufficient: "The committee may go into closed session pursuant to Wis. Stat. sec. 19.85(1)(c), (f) to discuss candidates' qualifications."

The most common exceptions allowing closed sessions within the university are:

- Section 19.85 (1) (b) for consideration of tenure, dismissal, demotion or discipline;
- Section 19.85 (1) (c) for consideration of employment, promotion, compensation or performance evaluation.
- Section 19.85 (1) (f) for consideration of financial, medical, social or other personal or work history.

Section 19.85 also allows closed meetings in other cases of a personal and confidential nature. If a proposed meeting does not appear to be included in these exceptions or if you wish to discuss the requirements to ensure understanding and compliance, feel free to contact the Secretary of the Faculty and Academic Staff or University Legal Counsel.

Please note that all meetings must begin in open session and require a majority vote of those present to move into closed session. Once in closed session the meeting may not reconvene in open session unless this possibility has been included in the notice. For example: "The committee will reconvene in open session to discuss planning and scheduling for future meetings." If the committee fails to provide notice that it plans to reconvene in open session following a closed session, it may not so do at that session.

It is also important to note when using 19.85 (1) (b) as the reason for a closed meeting that the statute specifies: "The notice shall contain the statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session." An evidentiary hearing is the portion of the meeting that takes place before final action is taken on the matter. Our own campus policy amended by the Faculty Senate on 2/18/04 (UWGB 3.08 pending Board of Regents' approval) also stipulates that "The faculty member under consideration has the right to attend reviews, whether open or closed."

4. RENEWAL, PROMOTION AND MERIT REVIEWS

The Secretary of the Faculty and Academic Staff will notify chairs of required dates for renewal and promotion reviews. Merit Review dates are set within the guidelines issued by the Provost/Vice Chancellor's Office and are announced in the annual Administrative Calendar. Everyone involved in personnel reviews should carefully read all the notice requirements for such reviews in the Faculty Handbook (UWGB 3.10).

5. HOW SHOULD UNITS AND COMMITTEES CONDUCT A MEETING?

a. Ensure that a quorum is present. For academic units and programs, a quorum is a simple majority of all members after subtracting anyone who is on leave or who has a halftime or more administrative assignment (University Committee interpretation of Code April 7, 2004). For committees, a quorum is a simple majority unless otherwise defined in code. In the absence of a quorum no business can be transacted. The only exception is that the chair may provide information without debate or discussion as long as the same information is made available without undue delay to the full membership.

b. Designate a secretary for the meeting. It is best to appoint a secretary for the entire year to maintain consistency of record keeping. Use an informal version of Robert's Rules of Order for motions and the orderly conduct of business. If the meeting includes members from outside the unit or if it is an executive committee meeting with untenured members attending, clarify who may participate and who may vote. If an item not on the agenda comes up for action or discussion, delay the item until the next meeting since Wisconsin Open Meeting Laws require prior notice for all business.

c. It is always wise for the Chair to have the Code present at meetings and to read aloud the relevant sections at the beginning of meetings involving merit, renewal and promotion reviews (UWGB Chapter 3 in the Faculty Handbook).

d. Although e-mail can provide valuable assistance to help units and committees prepare for its business meetings, care must be taken not to use electronic distribution as a substitute for in-person discussion and action. Electronic meetings are contrary to State statutes. Chairs need to exercise discretion in deciding what material distributed electronically is meant to help the unit discuss and take action when it meets. When the electronically distributed material becomes an extension of a meeting a line has probably been crossed.

6. WHAT TYPE OF MINUTES SHOULD BE KEPT AND WHAT SHOULD YOU DO WITH THEM?

Those present and absent should be recorded. The time of calling to order and adjournment should be recorded. Have the secretary for the meeting summarize the discussions and record, precisely, the motions and amendments noting who made the motions. The minutes are a place to record the business of the body, not to argue the merits of issues.

Sec. 19.88 (3) of the Open Meetings Law requires only that you keep a record of the motions and votes at each meeting (open or closed). Most units would find such lack of detail too restrictive for most business because minutes are a way of distributing information, but this is dictated by campus or unit policy not State statute. During personnel reviews (renewal, promotion and merit), we do recommend that you be very careful about the minutes. We believe that merit ratings and performance evaluations of individual faculty should not be included in the minutes of the executive committee. These ratings and performance evaluations would be included in the composite memo sent to the appropriate Dean(s). Individual performance reviews are placed in the individual's file not in the unit file. The unit file, however, should include minutes recording the body's actions.

If a meeting is properly closed under the Open Meetings Law, the minutes can be limited. For example, the minutes would state "the committee unanimously voted to go into closed session to consider a personnel matter, as permitted by Sec. 19.85 (1) (c) of the Wisconsin State Statutes." (See 4. below) If votes are taken during a closed session, the results of the voting must be announced at the meeting and recorded in the minutes. Once in closed session, the body may not reconvene in open session unless that possibility was included in the meeting notice.

Minutes as approved by the body should be distributed to all members of the unit, the Dean, others needing to know, and the Secretary of the Faculty and Academic Staff for inclusion in the unit or committee's official file. Executive committee minutes should be distributed to the entire unit membership, not just to the executive committee.

Drafts of minutes may be distributed to the body in electronic format. The best way to make them official is for the body to approve them at its next meeting. If there is a need for more rapid distribution of the minutes than waiting for the next meeting allows, it is permissible for the body to decide to consider the distributed draft approved by automatic consent if no changes are suggested to the secretary within a pre-determined, reasonable time.

7. HOW ARE VOTES TAKEN IN A MEETING?

- a. General votes: Votes are best taken by a show of hands and recorded by the secretary. Secret ballots are not permitted with the exception of votes for program chairs. It is best to avoid calls for a consensus even when the matter before the meeting seems non-controversial. This permits everyone a say by a show of hands.
- b. Election of the Academic Program Chair: The vote shall be by written ballot with the results counted and announced immediately at the meeting. The results of the vote, and the ballots, shall be transmitted to the appropriate Dean(s) for approval. The ballots should not be signed. Program chairs are elected by a simple majority of the total membership of the unit or program (UWGB 53.04 and 53.09). Official membership rosters for academic units and programs are maintained in the Governance Office.
- c. Renewal, Promotion and Merit Review votes: Votes may be taken by a show of hands and recorded by the secretary. Secret ballots are not permitted. ; If any member requests that the vote of each particular member be recorded the unit may use signed, written ballots to ascertain how each member voted. However, no secret ballot may be used to determine a decision of a governmental body, except for the election of officers of the body.

8. WHAT IS THE JURISDICTION OF UNIT FACULTY AND UNIT EXECUTIVE COMMITTEE?

The executive committee has the authority to make recommendations concerning appointments, dismissals, promotions and the salaries of its members. The code [UWGB 53.03 (B) and UWGB 53.13 (B)] states that the executive committee has the authority to determine the internal affairs of the unit. This has been variously interpreted by units.

Some executive committees assume authority over all recommendations; others open curricular and program matters to the jurisdiction of the faculty meeting as a whole. Since all meetings are announced and all meetings must be open (with the exceptions noted above), only budget and personnel matters need be the sole jurisdiction of the executive committee. The Secretary of the Faculty and Academic Staff recommends that all matters appropriate for open meetings be discussed by all faculty members, and that budget matters be voted upon by the executive committee meeting jointly with the full faculty. This may not be the tradition in your unit, and the code gives the executive committee the right to say what its authority will be beyond recommendations concerning personnel and budget. It would be quite wise for the executive committee to establish a written policy concerning its jurisdiction. Please remember that if you hold a full faculty meeting, all those with faculty status (minus those on leave or with greater than half-time administrative assignments) are included in the count when you determine whether a quorum exists.

In any case, all executive committee meetings must be announced to all members of the unit so anyone may attend these open meetings. Minutes of both the executive committee meetings and the full faculty meetings should be distributed to all members of the unit, the appropriate Dean(s) and the Secretary of the Faculty and Academic Staff.

ACADEMIC STAFF AND PERSONNEL REVIEWS

Several faculty units have members who are academic staff, particularly lecturers. They may be instructional or research academic staff members. Often these members feel left out of review processes and see themselves as not fully part of the unit. We recommend that you take as much care with your academic staff as you do with your faculty. The Secretary of the Faculty and Academic Staff office maintains the personnel files for the academic staff, and the files are looking more and more like faculty files.

1. How does a Performance Review for an academic staff member differ from a merit review for a faculty member?

Units may decide to use the same method of reviewing both their faculty and instructional or research academic staff. Executive committees should discuss how their instructional and research academic staff will be evaluated, and a written policy presented to all members of the unit. In the absence of a decision to evaluate instructional or research academic staff in the same manner as unit faculty, the review process for non-instructional academic staff will pertain and the following section of the Academic Staff Handbook (3.02) governs those reviews:

“Every academic staff member shall be reviewed annually by the supervisor.”

“(a) The staff member completes the Pre-Evaluation Statement to describe activities and accomplishments on the job for the past year as they relate directly or indirectly to his/her job description and to the goals established for the evaluation period. This may be in the form of a list or a narrative description. Appropriate topics include but are not

limited to: primary position duties and responsibilities; achievements of pre-established goals; professional development activities; innovations and/or special projects; research; committee work; university governance activities; and community outreach. The staff member identifies goals for the coming year that support institutional, divisional, and/or departmental goals.

(b) The supervisor completes the Evaluation Narrative to evaluate the staff member's performance with respect to the following criteria, as appropriate: quality of work; productivity; judgment/decision making; problem-solving ability; organizational ability; interpersonal skills; communication skills; leadership and/or supervision; independent learning ability, initiative, teamwork, and contribution to university mission and principles. The supervisor discusses and approves the staff member's goals for the coming year.

(c) A conference between the staff member and the supervisor shall be scheduled. The staff member must be given a minimum of two working days to review the supervisor's Evaluation Narrative. The conference shall include a review of the employee's Position Description.

(d) Following the conference, the staff member completes the Employee Response section (if desired), and the staff member and supervisor both sign the form.

(e) The Academic Staff Performance Evaluation form (ref. Appendix III), with the attached Pre-Evaluation Statement, Evaluation Narrative, and Employee Response, is sent to the employee's official personnel file through the appropriate hiring authority."

Please note that renewals for instructional academic staff who have been granted faculty status must explicitly recommend renewal of the faculty status along with the appointment.

2. How are adjunct (*ad hoc*) instructors reviewed?

Adjunct instructors, often referred to as *ad hoc* instructors, are fixed-term employees and they do not fall under the provisions of the Academic Staff Handbook or the Faculty Handbook. The Governance Office does not maintain personnel files for them beyond PA forms, letters of appointment, and miscellaneous legal items. We recommend that you do have a performance evaluation, based upon the academic staff evaluations, for adjunct instructors who are likely to return to your unit for a subsequent term.

PERSONNEL FILES

Official personnel files for faculty are to be kept in the Office of the Secretary of the Faculty and Academic Staff. Under Wisconsin Law, individual faculty members have complete access to their own files. Comprised of an appointment file and professional activities file, these files represent an individual's official cumulative personnel record, and they are available to authorized committees and individuals for personnel reviews. A third file is the responsibility of individual faculty members. This is a file of supporting documents considered by review committees as evidence of professional activity claimed in the official files. To be used in any personnel review, documents must be included either in the official personnel files or the faculty member's supporting documents file.

Only material from appropriate chairs, review committees, administrators, and the individual faculty member is entered in the official file, with the exception of letters received in review of qualifications for renewal, tenure or promotion. When requesting off-campus reviews, care should be taken to advise reviewers that the individual being considered will have access to the letters. Once materials are entered in the official personnel files, they may not be removed except by concurrence of the faculty member involved, the interdisciplinary unit chairperson, and the Secretary of the Faculty and Academic Staff within one year from the date of entry. In cases where they object to the content of items in their official files, faculty members are authorized to write a letter to their file addressing the objectionable material.

Unless an interdisciplinary unit executive committee has created its own policy with respect to the management of the supporting documents file, material in that file is at the disposition of the faculty member until it is made available for review, at which point no changes can be made without the consent of the individual and the review body. On completion of personnel reviews, the supporting documents file will be returned to the individual except following a negative personnel decision or an appeal of a personnel decision. In either of those cases the files will not be returned until all appeals have been completed and statutes of limitations for appeals have expired.

Faculty members are expected to submit an annual Professional Activities Report to the Secretary of the Faculty and Academic Staff in September. The Report should include teaching, scholarship, and service activities for the past appointment year (August to August). The Report format will be distributed by the Faculty and Academic Staff Governance Office. For merit reviews a copy of the Report may be placed in the supporting documents file (as long as the original is on file with the SOFAS) since normally that is the only file required for those reviews. Persons being considered for promotion should plan on having their supporting documents files in order by October 1 to allow all units to complete their reviews before established deadlines. Faculty in their first year may need to be reviewed after just one semester in order to make them eligible for a second-year salary increase since Board of Regents' regulations require that merit be factored in to raises. That said, such reviews can serve as an excellent means of providing early support, help and direction to new colleagues.

*Prepared by E. Michael Thron, Secretary of the Faculty and Academic Staff
and Daniel Spielmann, Legal Counsel, 8 September 1993

*Revised by Kenneth Fleurant, Secretary of the Faculty and Academic Staff
and Melissa Jackson, Legal Counsel, 18 August 2004 and 8 August, 2005.

POLICY ON STUDENT FEEDBACK ON INSTRUCTION

Affirming the centrality of teaching to faculty performance and therefore the need to provide effective evaluation of teaching, the faculty of the University of Wisconsin-Green Bay has always recognized that student response to teaching is one important source of information for that purpose, and is especially important for providing information about the instructor's classroom demeanor, conduct and professionalism. The faculty reaffirms its policy on the use of student feedback on teaching to provide data for (a) the improvement of instruction; (b) retention, promotion and tenure decisions; and (c) merit increase deliberations. These policies are expressed in terms of faculty and unit responsibility and the University's use of the students' comments, and are in accordance with Regent Policy #20-2.

Unit Responsibilities:

1. Student comments on teaching performance shall be obtained in every course taught by means of a standardized, university-wide student feedback instrument. Each unit shall also include a list of questions or a separate instrument pertinent to additional teaching issues deemed important by that unit. A standardized technique for administering the student feedback process, established by the instructor's unit, shall be implemented. The process should encourage students to write open-ended comments. End-of-course feedback shall not be shown to the instructor until grades are submitted.
2. The executive committee of each academic budgetary unit shall establish guidelines for the use of a student feedback process, in conformity with Board of Regents and University of Wisconsin-Green Bay policy requiring use for merit, retention, and promotion decisions of student ratings as part of the data considered regarding teaching, and in accordance with norms and research done on each item on the instrument. Each unit's policy shall be submitted to the Provost's Office and made available in writing to all members of the unit. These guidelines shall also include provisions to ensure that:
 - a. for all untenured and teaching academic staff, results are reviewed annually
 - b. for all tenured faculty, results are reviewed at least biennially
3. To enlarge the information base used in evaluation of teaching performance, faculty members should be encouraged to place in their personnel files (a) a list of courses taught, (b) a current syllabus for each course taught, (c) a copy of a representative assessment tool to measure student performance for each course taught, and (d) samples of other materials distributed to students.
4. Positive recommendations for promotion, retention, or annual merit increases must be supported by evidence of teaching effectiveness, including but not limited to data from a student feedback process.

UWGB Faculty Senate Approved March 1976 and January 1981

UWGB Faculty Senate Revised and Approved 1989

UWGB Faculty Senate Revised and Approved January 1997

UWGB Faculty Senate Revised and Approved January 2008

POLICY REGARDING CONFLICTS BETWEEN CLASS ATTENDANCE AND ATHLETIC EVENTS

The University recognizes the importance of class attendance by all students. When constructing athletic schedules, class absences must be taken into consideration and should be kept at a minimum.

It is the responsibility of the student-athlete to inform instructors well in advance when classes must be missed, and to make up any assignments missed during the absence.

When participation in athletic competition does require missed class time, student-athletes are considered representatives of the University and scheduled absences from class should be treated as excused absences by the instructor.

UWGB Faculty Senate Approved 18 November 1998

EXPECTATIONS FOR LEARNING

Purpose of This Document

This document is intended to help students understand the mission of this university, the general expectations of the academic community, and the rights and responsibilities students have as members of that community--rights and responsibilities intended to help achieve the mission. The document is not intended to create an adversarial relationship between students and faculty/staff or to lead to litigation: the implementation section of the document specifies what students can and should do if they have any grievances related to the rights listed below. Overall, this document is intended to enhance student learning and to be in full accord with, and subject to, all official policies that govern this institution. Those policies are stated in other documents, including the undergraduate catalog, semester timetables, student handbook, faculty governance handbook, and the Wisconsin Administrative Code.

MISSION AND EXPECTATIONS

As part of the University of Wisconsin System, the UW-Green Bay mission shares the following: to develop human resources, to discover and disseminate knowledge, to extend knowledge and its application beyond the boundaries of its campuses, and to serve and stimulate society by developing in students heightened intellectual, cultural, and humane sensitivities; scientific, professional, and technological expertise; and a sense of value and purpose.

The mission of UW-Green Bay also includes offering an environment that emphasizes teaching excellence and meets the educational and personal needs of students through effective teaching, academic advising, counseling, and through University-sponsored cultural, recreational, and extracurricular programs.

For UW-Green Bay to accomplish its mission, all members of the UW-Green Bay academic community--students, faculty, and staff--have a responsibility to promote and a right to expect:

- the widest possible range of free inquiry and expression;
- consistent enforcement of federal, state, and university laws, and protection against discriminatory treatment because of race, ethnicity, gender, religion, sexual orientation, age, disability, military status, socioeconomic status, family status, or political views;
- mutual respect and preservation of individual dignity and privacy;
- mutually considerate behavior; for example, students should arrive at classes on time, not disturb others during lectures, and not leave--or begin to leave--early; faculty and staff should begin and end classes and meetings on time.

RIGHTS AND RESPONSIBILITIES

- **Information:** Students have the right to clear, accurate, timely, comprehensive, and readily accessible information about academic programs, policies, services, and requirements. They also have the right to information about courses and instructors that will help them select appropriate courses.

They have the responsibility to familiarize themselves with relevant information and to use it to make choices towards the completion of their degrees.

- **Advising:** Students have the right of access to timely and accurate advising. They have the responsibility to consult with their advisers at appropriate times and to make informed decisions based on the advice that they receive.
- **Enrollment In Required Courses:** Students have the right to reasonable opportunities to enroll in courses required for timely completion of their majors and for graduation and/or program certification. They have the responsibility to take advantage of these opportunities.
- **Academic Integrity:** Students have the right to be fully informed about the University's rules governing academic dishonesty, such as prohibitions against cheating on examinations, false representation of work submitted for evaluation, and plagiarism. Students have the responsibility to familiarize themselves with the University's Acceptable Use Policy. <http://www.uwgb.edu/compserv/policies/studentAccpUse.htm>.
- **Information About Course Requirements:** Students have the right to receive a general course outline or its equivalent at the beginning of each course. This outline should include the instructor's name, office location, office hours, telephone number, a description of course objectives and requirements, grading and attendance policies, a tentative examination schedule, and sufficient information to enable students to prepare adequately for each class, as appropriate to the course. Students have the responsibility to use this information to prepare adequately for class, to participate fully and constructively in all classroom activities, to adhere to deadlines and attendance policies, and to complete all course requirements.
- **Accommodation of Religious Beliefs:** Students have the right to reasonable accommodation of their religious beliefs with regard to the scheduling of all examinations and other academic requirements. They have the responsibility to inform instructors of their religious accommodation needs as early in the semester as possible.
- **Information About Classroom Performance:** Students have the right to receive timely information about their performance on projects, assignments, and examinations. They have the responsibility to take appropriate action in response to that information. Such action might include, for example, devoting more time to class preparation, consulting with the instructor, and forming a study group on their own through Tutoring Services and/or the Writing Center.

- **Faculty Contact Outside The Classroom:** Instructors are responsible for scheduling regular office hours, being available to students for appointments at other mutually convenient times, and for informing students when office hours or appointments cannot be kept. More broadly, the professional responsibility of educators is to promote student learning in all available and appropriate circumstances and venues. Contingent upon available resources, instructors and academic programs should seek to provide opportunities for learning outside the classroom, including independent study projects, internships, field trips, etc. Students are responsible for keeping scheduled appointments or informing instructors when they are unable to do so, and for taking appropriate advantage of learning opportunities outside the classroom.
- **Fair And Equitable Evaluation And Feedback By Instructors:** Students have the right to be evaluated in a fair and equitable manner in accordance with the course objectives and policies. Students also have the right to structured opportunities to provide feedback to their instructors regarding the quality of the course and the performance of the instructor. Students have the responsibility to communicate with the instructor when they have difficulty understanding course material, to be objective and constructive in their feedback, and to recognize that the role of faculty is neither to entertain nor to win popularity contests but rather to facilitate learning. They also have the responsibility to understand that learning is not a spectator sport: their role is not to consume knowledge passively but to participate actively and constructively in the learning process.

IMPLEMENTATION POLICY

A student with a concern related to a specific course should first communicate that concern to the course instructor unless the particular nature of the concern makes the instructor an inappropriate person to resolve it. If the concern is not or cannot be resolved by the instructor, the student may then address the concern to the chairperson of the appropriate academic unit. If the chairperson cannot resolve the matter, the student may then address the concern to the appropriate dean. Concerns not related to a specific course or to a specific academic unit should first be addressed to the Dean of Students Office. That office will also answer general questions related to student rights and responsibilities. The Office of the Provost and Vice Chancellor for Academic Affairs has the overall responsibility for ensuring that the rights and responsibilities listed in this document are implemented.

REVIEW AND UPDATE POLICY

The Student Government Association President is responsible for convening a student-faculty/staff committee, in coordination with the Provost's Office, to periodically review this document.

UWGB Faculty Senate Approved 10 May 1995
Reviewed and Revised: March 2001, March 2006

UWGB FACULTY DOCUMENT ON TENURE

Promotion or appointment to the rank of Associate Professor or Full Professor normally carries tenure at the University of Wisconsin-Green Bay. Tenure is viewed as an acknowledgment in the academic community of the commitment and contribution of the individual to his/her profession and the University for the mutual benefit of each. Tenure also is a formal acknowledgment of a reciprocal responsibility between the University and the fully qualified individual.

In granting tenure at UWGB, assessment shall be made of professional performance, contributions, and future potential of the individual. Such evaluations and judgments should be made in the context of the mission of the University with its emphases on problem oriented learning and research, innovation in curriculum, excellence in teaching, and a liberal arts program as the foundation of its undergraduate degree programs. Tenure implies responsibilities and obligations of leadership for maintaining academic excellence in the University and of professional participation in activities outside the University.

If a faculty member has been on probationary status for more than seven years because of one or more reasons set forth in UWGB Chapter 3.06 (5) and (6), the faculty member shall be evaluated as if he or she had been on probationary status for seven years.

Evaluation of the qualifications of a faculty member for tenure shall be made by consideration of activities in the following categories:

A. TEACHING

1. Array of courses taught, including undergraduate and graduate level, Independent Study, and graduate student supervision (major professor).
2. Evidence of involvement with other academic programs and interdisciplinary teaching.
3. Evidence of course development, special techniques of instruction developed and instructional improvement.
4. Evaluation of teaching effectiveness will be based upon the following:
 - Peer evaluation by classroom visitation
 - Course syllabi
 - Reading lists
 - Narrative self-evaluation
 - Student Evaluation Policy (pp. 64-65, Approved 10 March 1976)
 - Examinations

Student evaluation continues to be an important mechanism for assessing teacher effectiveness. Additionally, however, evidence from the above areas must also be available and be suitably representative of the diversity and frequency of courses taught during the years (e.g., lower level, upper level, graduate, interdisciplinary unit, disciplinary unit, etc.). Classroom visitation by peers obviously cannot be accomplished for all courses but a representative sampling can provide useful evidence. The courtesy of advance notification of the visitation should be exercised.

B. SCHOLARLY ACTIVITY AND CREATIVE ACCOMPLISHMENT

1. Articles published in refereed journals.
2. Performances, recitals, exhibitions as appropriate to the major field including evaluative evidence of originality or creativity.
3. Books and monographs; manuscripts if accompanied with evidence of peer review and evaluation.
4. Professional work in other media such as service journals, laboratory manuals, educational films or video tapes, or related materials including evidence of peer review and evaluation.
5. Professional contributions at regional, national, and international meetings or organizations.
6. Grants solicited and received; awards or other honors received.
7. Current activities.

C. UNIVERSITY AND COMMUNITY SERVICE

1. Evidence of contributions to and participation on elected and appointed committees.
2. Evidence of contribution to program development and curricular innovations within and among academic units.
3. Evidence of professional orientation of activities and service outside the University at local, regional, national, and international levels, including but not limited to:
 - a. committee participation
 - b. organization involvement
 - c. non-credit teaching
 - d. community research, evaluation, development, and planning
 - e. workshops and presentations

The following considerations are intended to clarify the application of these criteria:

1. Achievement of a record of high quality in each of the categories of Teaching, Scholarship, and University and Community Service is necessary for the awarding of tenure.
2. If service at another institution is to be considered, evidence of performance and evaluation of activities there must be available.
3. Ordinarily no faculty member should be recommended for promotion to tenure with less than one academic year's experience at this university.

4. Evidence of sustained contributions and future potential shall be assessed along with considerations of merit review comments related to the candidate's past activities.

D. PROGRAMMATIC AND OTHER INSTITUTIONAL CONSIDERATIONS IN PERSONNEL DECISIONS

The Faculty of UWGB have primary responsibility for decisions to retain or promote probationary faculty. Four categories of performance constitute the basis for faculty personnel evaluation. Teaching, scholarly or creative activity, institutional development, and community outreach, are to be assessed in terms of the candidate's performance and in terms of the program needs the individual serves within UWGB's institutional priorities. It is the responsibility of unit executive committees reviewing candidates to assess the programmatic significance of the candidate's qualifications and record of performance at UWGB.

The evaluation of a probationary faculty member for purposes of retention or promotion should take careful and specific account of the candidate's contribution to the unit's goals and to the related institutional missions as specified in the unit's current planning and review documents. For the Faculty to discharge its personnel review responsibilities effectively, units must be informed by the Office of Academic Affairs in a regular and timely fashion of programmatic or institutional concerns that could negatively affect decisions on the retention or tenuring of probationary faculty.

Neither programmatic nor other institutional considerations shall be applied without the careful evaluation of faculty records in teaching, scholarly or creative activity, institutional development, and community outreach. That is, programmatic and institutional considerations shall be interpreted in terms of candidates' records of performance. Faculty are entitled to regular personnel review by their peers, to be informed of the findings and recommendations of their peers, and to have their service to their programs and to the institution assessed on the basis of their performance in the four areas of their professional responsibility.

No administrative denial of retention or tenure on the basis of programmatic or other institutional considerations shall be made prior to consultation by the Administration with the unit(s) affected and with the Academic Affairs Council. Specific reasons for denial in these cases will be provided to the candidates at their request.

Personnel Council Approved 1978-1979

UWGB Faculty Senate Revised and Approved 12 May 1982

UWGB Faculty Senate Revised and Approved 9 October 1985

CRITERIA AND PROCEDURE FOR PROMOTION TO FULL PROFESSORIAL RANK

The body of this material is based on the assumption that a Professor is a person dedicated to excellence, who should be a creative teacher, and should have attained accepted recognition as a scholar through professional publication, or through otherwise equally recognizable evidence. There should be reasonable promise that his/her professional growth will continue; and it recognizes, in addition to teaching and scholarly activity, the responsibility for making significant contributions to both community and university service.

Guidelines

The three categories under which we judge each candidate for promotion to Associate Professor are applicable as well for consideration of promotion to the rank of full Professor. These categories are Teaching, Scholarly Activity, and both Community and University Service.

Teaching

We should all recognize that excellent teaching is really very rare, and we must not assume that it is constantly or continuously done. Foremost among the requirements for promotion to full Professor is a high level of quality in teaching performance in which the candidate inspires the student with respect for the subject, and, ideally, makes the student want to further explore the material. We believe that teaching excellence is manifested, in large part, by the repute in which the candidate is held by his/her colleagues and students.

Scholarly Activity

This is attested to by articles in refereed scholarly journals, an outstanding scholarly book, publication of book reviews in refereed scholarly journals, oral presentations at national, area, and sectional meetings of various professional associations and societies, appointment as referee and/or reader for scholarly publications. For faculty whose creative scholarly work is not usually manifested in this manner--e.g. faculty in the visual arts and the performing arts such as drama, music, and dance--exhibitions and performances provide the evidence of scholarly and creative activity.

Candidates should be judged on their own merits and should have exhibited substantial and/or continuous advance and progress beyond those scholarly activities which warranted promotion to the rank of Associate Professor. Historically, one or two significant scholarly works have been sufficient to assure promotion to the rank of Associate Professor. For promotion to the rank of Professor the level of performance should appreciably exceed this.

Community and University Service

Both Community and University Service are expected when considering a promotion to full professor.

a. Community Service

This may be paid or unpaid, and includes service volunteered, service requested, or consultantship in which the faculty member renders aid to the field of his/her academic expertise. Certain types of service to professional societies (e.g., officerships, editorships, program chairmanships, etc.) also fall within this category. The candidate should demonstrate a continued willingness to be of help in the interlinkages between the academic and the broader communities.

b. University Service

University service must go well beyond the routine service expected of all faculty members in regulating the functioning of the University. The essential component for promotion to the rank of Professor is demonstrated leadership. Evidence of leadership might be manifested through service on the principal elective committees or bodies--e.g. the Personnel Council, the Academic Affairs Council, the General Education Council, the University Committee, the Faculty Senate--and/or service on appointive committees charged with substantial tasks, such as search and screen committees, committees charged with planning for major reorganizations of exigencies, and/or service as interdisciplinary unit, disciplinary unit or other program chairpersons.

It should be recognized that the tenured rank of Associate Professor is by its very nature and definition not a probationary rank. Time in rank (i.e., number of years as an Associate Professor) is not a primary factor in the consideration for promotion to Professor. Promotion to the rank of Professor, therefore, should not be considered an automatic next step based on number of years in the rank of Associate Professor; it is not merely a question of time. It is earned on the basis of fulfillment of the criteria stated in the guidelines above.

There is no fixed period of time for the consideration of candidates for promotion from the rank of Associate Professor to the rank of Professor. Promotion may occur at any time after achieving the rank of Associate Professor, but every person of that rank will be considered for promotion in no more than ten years from the time of achieving that rank. Subsequent to this ten-year period, reviews for consideration of promotion may be conducted at the discretion of the interdisciplinary unit professorial committee and/or the candidate.

Faculty Senate Approved 23 February 1977

Faculty Senate Revised and Approved 11 May 1994

GUIDELINES FOR TENURED FACULTY REVIEW AND DEVELOPMENT

BASIC PRINCIPLES GUIDING TENURED FACULTY REVIEW AND DEVELOPMENT AT UW-GREEN BAY

1. The review should be a formative process with the goal of continuing to develop and support, to the fullest extent possible, the talents and aspirations of each faculty member.
2. The review of performance will be based, in part, on a professional development proposal which the faculty member has prepared in concert with the unit. This proposal will be compatible with the mission and goals of the institution, and with those of the unit and programs with which the faculty is affiliated, and be consistent with available resources.
3. Reviews are conducted in the unit, employing procedures to be determined by the unit. The results are shared with the appropriate Dean(s).
4. The review will take place on a regular schedule to be determined by the unit.
5. If the review determines that the faculty member is not effectively pursuing the professional development proposal agreed to by the faculty member and the unit, the faculty member and the unit will develop a plan designed to assist the faculty member in doing so.
6. The tenured faculty review and development process is not a retenuring process and, therefore, does not invoke continuation or loss of tenure as an outcome of the process.

PROCEDURES

A. Responsibility for the Review

1. The review may be conducted as part of the existing merit review process or as a special review of tenured faculty by either the unit executive committee or by a review committee agreed to by the executive committee.
2. For faculty holding appointments in more than one unit, the review will be the responsibility of the unit in which tenure is held.

B. The Faculty Member's Professional Development Proposal

A distinguishing characteristic of the review process is the preparation by each faculty member of a statement setting forth his or her objectives for professional development, including teaching, scholarship, outreach and service. This professional development proposal should be a flexible document, subject to change as conditions change. Together with institutional and unit goals and priorities, it will serve as a focal point for the review.

1. The professional development proposal shall be prepared or revised at least every five years by the faculty member in negotiation with the executive committee of the unit. Negotiations with the executive committee may take place in the context of existing merit reviews.
2. The professional development proposal should be prepared in the context of unit and program mission, needs, and resources.
3. The current professional development proposal will be part of the faculty member's official merit and promotion file.

C. Conduct of the Review

1. Regent Policy requires a review at least once every five years. Within that requirement, units may schedule such reviews on a timetable allowing the most effective and efficient assessment of professional performance, including consideration as an element of regularly scheduled merit reviews or reviews for promotion to Full Professor.
2. It is the intent of this document that the review shall include discussion with the faculty member.
3. The review will be prospective as well as retrospective with the faculty member encouraged to present his or her plans and priorities for upcoming years as well as accomplishments since the preceding review. In addition to the professional development proposal, documentation for the review will include all materials prepared for merit reviews and promotions since the previous review.
4. Units will provide an assessment of the faculty member's professional development proposal and accomplishments and, if specific needs for improvement are identified, a plan for this purpose will be developed jointly by the faculty member and the unit executive committee.
5. A summary of the review will be sent to the faculty member and to the appropriate Dean(s), and a copy will be submitted to the faculty member's official merit and promotion file. The faculty member may wish to make a written response to the review summary. The response will be included with the review summary before it is submitted to the dean and to the file.

D. Official Record of the Reviews

As with other faculty reviews, official record of each review is held in the permanent files maintained by the Secretary of the Faculty and Academic Staff.

E. Oversight of the Process

1. Monitoring the tenured faculty review and development process is the responsibility of the Provost/Vice Chancellor in conjunction with the University Committee.
2. This document is subject to review every two years or as deemed necessary by the faculty or the administration. Meeting jointly, the Personnel Council and the Committee of Six will review the document and submit the results including any recommendations for change to the University Committee and the Provost/Vice Chancellor.

UWGB Faculty Senate Approved 19 May 1993

UWGB FACULTY ACADEMIC FREEDOM POLICY

The University Committee recommends that the American Association of University Professors (AAUP) policy along with the interpretative comments (developed by representatives of the AAUP and the Association of American Colleges in 1969) be adopted by UWGB faculty as its academic freedom policy. It does so for three main reasons:

1. The statement has significant legal standing in case law. That is, it has been accepted by the courts as a defining principle of academic freedom, and
2. Any other policy adopted by the faculty could conceivably require a test in court before it would have legal standing and the protection that such standing grants to faculty, and,
3. In the absence of an academic freedom policy, a court would likely assume that the AAUP statement provides the effective principle.

The AAUP and AAC documents are on file in the office of the Secretary of the Faculty and Academic Staff.

UWGB Faculty Senate Approved 19 September 1990

UWGB CHAPTER 4 PROCEDURES FOR DISMISSAL

UWGB 4.01 Dismissal for Cause.

1. Any faculty member having tenure may be dismissed only by the Board and only for just cause and only after due notice and hearing. Any faculty member having a probationary appointment may be dismissed prior to the end of his/her term of appointment only by the Board and only for just cause and only after due notice and hearing. A decision not to renew a probationary appointment or not to grant tenure does not constitute a dismissal under this Chapter. The burden of proof of the existence of just cause for dismissal is on the administration.
2. A faculty member is entitled to enjoy and exercise all the 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 or not just cause for dismissal exists. The burden of proof of the existence of just cause for a dismissal is on the administration.

UWGB 4.02 Charges

1. Whenever the Chancellor receives a complaint against a faculty member which he/she deems substantial, and which if true, might lead to a dismissal under UWS Chapter 4, the Chancellor shall, within a reasonable time, initiate an investigation and shall, prior to reaching a decision of filing charges, offer to discuss the matter informally with the faculty member. A faculty member may be dismissed only after receipt of a written statement of specific charges from the Chancellor as the chief administrative officer of the institution, and if a hearing is requested by the faculty member, in accordance with the provisions of this Chapter. If the faculty member does not request a hearing, action shall proceed along normal administrative lines, but the provisions of Sections UWGB 4.03 and UWGB 4.10 shall still apply.
2. Any formal statement of specific charges for dismissal sent to a faculty member shall be accompanied by a statement of the appeal procedures available to the faculty member.
3. The Statement of Charges shall be served personally or by certified mail, return receipt requested. If such service cannot be made within 20 days, service shall be accomplished by first class mail and by publication as if the Statement of Charges were a summons and the provisions of 801.11 (1) (c) Wis. Stats., were applicable. Such service by mailing and publication shall be effective as of the first insertion of the notice of the Statement of Charges in a newspaper serving the community in which the faculty member resides.

UWGB 4.03 Hearing Body. The Committee on Rights and Responsibilities shall operate as the hearing body for the Board of Regents pursuant to 227.09 Wis. Stats., and conduct the hearing, make a verbatim record of the hearing, prepare a summary of the evidence, and transmit such record and summary, along with its recommended findings of law and decision to the Board.

UWGB 4.04 Hearing. If the faculty member requests a hearing within 20 days of notice of the Statement of Charges (25 days if notice is by first class mail and publication), such a hearing shall be held not later than 20 days after the request except that this time limit may be extended by mutual written consent of the parties, or by order of the hearing body. The request for a hearing shall be addressed in writing to the chair of the hearing body.

UWGB 4.05 Adequate Due Process. A hearing sought under this Chapter shall include the following:

1. Service of written notice of hearing on the specific charges at least 10 days prior to the hearing
2. The right to the names of witnesses and of access to documentary evidence upon the basis of which dismissal is sought
3. The right to be heard in his/her defense
4. The right to counsel and/or other representatives, and to offer witnesses
5. The right to confront and cross-examine adverse witnesses
6. A verbatim record of all hearings, which might be a sound recording, provided at no cost
7. Written findings of fact and decision based on the hearing record, and
8. Admissibility of evidence governed by 227.08, Wis. Stats.

UWGB 4.06 Procedural Guarantees. Any hearing shall comply with the requirements set forth in UWS 4.05 and UWGB 4.05. The following requirements shall also be observed:

1. The burden of proof of the existence of just cause is on the administration or its representatives.
2. No faculty member who participated in the investigation leading to the filing of a Statement of Charges, or in the filing of a Statement of Charges, or who is a material witness, shall be qualified to sit on the hearing body in that case.

3. The hearing shall be closed unless the faculty member under charges requests an open hearing, in which case it shall be open--see 19.85 (1) (b) Wis. Stats., Open Meeting Law.
4. The hearing body may, on motion of either party, disqualify any one of its members for cause by a majority vote. If any member disqualifies himself/herself or is disqualified, the remaining members may select another member of the faculty to serve.
5. The hearing body shall not be bound by common law or statutory rules of evidence and may admit evidence having reasonable probative value but shall exclude immaterial, irrelevant, or unduly repetitious testimony, and shall give effect to recognized legal privileges.
6. If the hearing body requests, the Chancellor shall provide legal counsel after consulting with the hearing body concerning its wishes in this regard. The function of legal counsel shall be to advise the hearing body, consult with it on legal matters, and such other responsibilities as shall be determined by the hearing body within its powers under the provisions of these policies and procedures.
7. If a proceeding on charges against a faculty member not holding tenure is not concluded before his/her appointment would expire, he/she may elect that such proceeding be carried to a final decision. Unless he/she so elects in writing, the proceeding shall be discontinued at the expiration of the appointment.
8. If a faculty member whose dismissal is sought has requested a hearing, discontinuance of the proceeding by the institution is deemed a withdrawal of charges and a finding that the charges were without merit.
9. Nothing in UWGB 4.06 (8) shall prevent the settlement of cases by mutual agreement between the administration and the faculty member, with board approval, at any time prior to a final decision by the Board.
10. Adjournments shall be granted to enable either party to investigate evidence as to which a valid claim of surprise is made.

UWGB 4.07 Recommendations.

1. The hearing body shall send to the Chancellor and to the faculty member concerned, as soon as practicable after conclusion of a hearing, a verbatim record of the testimony and a copy of its report, findings, and recommendations. The hearing body may determine that while adequate cause for discipline exists, some sanction less severe than dismissal is more appropriate. Within 20 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 20 days following the meeting with the faculty member, unless the proposed recommendation differs substantially from that of the hearing body. If the Chancellor's proposed recommendation differs substantially from that of the hearing body, the Chancellor shall promptly consult the hearing body and provide it with a reasonable opportunity for a written response prior to forwarding the recommendation. If the recommendation is for dismissal, it shall be submitted through the President to the Board. A copy of the hearing body's report and recommendations shall be forwarded through the President to the Board 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 hearing body.

2. Disciplinary action other than dismissal may be taken by the Chancellor, after affording the faculty member an 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 to the Board, together with a copy of the hearing body's report and recommendation.

UWGB 4.08 Board Review. The faculty member may seek a Board review pursuant to UWS 4.08.

UWGB 4.09 Suspension from Duties. Pending the final decision as to his/her dismissal, the faculty member shall not be relieved of duties, except as follows: If, after consultation with the appropriate departmental executive committee or its functional equivalent, the Chancellor finds that substantial harm to the institution may result if the faculty member is continued in his/her position, the faculty member may be relieved immediately of his/her duties, or reassigned to other professional duties. His/her salary shall continue until the Board makes its decision as to dismissal.

UWGB 4.10 Date of Dismissal. A decision by the Board ordering dismissal shall specify the effective date of the dismissal.

**UWGB Faculty Senate Revised and Approved May 1990
Board of Regents Approved Revisions November 1990**

UWGB CHAPTER 5 LAYOFF AND TERMINATION FOR REASONS OF FINANCIAL EMERGENCY

UWGB 5.01 General. Notwithstanding 36.13 of Wis. Stats., the Board may lay off or terminate a tenured faculty member, or lay off or terminate a probationary faculty member prior to the end of his/her appointment, in the event of a financial emergency. Such layoffs or terminations may be made only in accord with the provisions of this Chapter, and imply the retention of rights indicated herein. A nonrenewal, regardless of reasons, is not a layoff or termination under this section.

UWGB 5.02 Financial Emergency.

1. For the purpose of this Chapter, "financial emergency" is a state which may be declared by the Board to exist for an institution if and only if the Board finds that the following conditions exist:
 - a. The total general program operations (GPR/fee) budget of the institution, excluding adjustments for salary/wage increases and for inflationary impact on nonsalary budgets, has been reduced;
 - b. Institutional operation within this reduced budget required a reduction in the number of faculty positions such that tenured faculty must be laid off, or probationary faculty must be laid off prior to the end of their respective appointments. Such a reduction in faculty positions shall be deemed required only if in the Board's judgment it will have an effect substantially less detrimental to the institution's ability to fulfill its mission than would other forms of budgetary curtailment available to the institution; and
 - c. The procedures described in UWS 5.05 and 5.06 have been followed.

UWGB 5.03 Layoff and Termination. For the purposes of this Chapter, "layoff" is the indefinite suspension or an involuntary reduction in services and compensation of a faculty member's employment by the University of Wisconsin System. A laid off faculty member retains the rights specified in UWS 5.16 through 5.21, inclusive. For the purposes of this Chapter, "termination" is the permanent elimination of a faculty member's employment by the University of Wisconsin System. A terminated faculty member retains rights specified in UWS 5.18 and 5.19.

UWGB 5.04 Faculty Consultative Committee. The faculty consultative committee in a financial emergency consists of: (1) all members of the University Committee (2) the Speaker of the Senate (3) the Secretary of the Faculty and Academic Staff and (4) two members of the Senate, elected by the Senate. The committee shall function as specified in UWS 5.04 through 5.06.

UWGB 5.05 Consultation.

1. In the event that a declaration of financial emergency is contemplated, the Chancellor of the affected institution shall consult with and seek advice from the faculty committee provided for in section 5.04 at least 3 months before the matter is taken to the Board. The Chancellor and committee shall:
 - a. Consider identifiable alternative methods of budget reduction;
 - b. Determine whether reductions in faculty positions under the provisions of this Chapter can be made with less detriment to the institution's ability to fulfill its mission than would follow from reasonable alternative courses of action;
 - c. Determine from which colleges, schools, departments, and programs faculty positions should be eliminated.
 - d. Consult with faculties of colleges, schools, departments, and programs potentially involved; and
 - e. Consult with such other individuals and groups as they feel may be able to provide valuable advice.

The committee shall prepare a report, with supporting documents, for submission to the Chancellor, the Faculty Senate, and the Board.

2. It shall be the primary responsibility of the faculty of the institution to establish criteria to be used by the Chancellor and committee for academic program evaluations and priorities. A decision to curtail or discontinue an academic program for reasons of financial emergency shall be made in accordance with the best interests of students and the overall ability of the institution to fulfill its mission.

UWGB 5.06 Recommendation to the System President and the Board.

1. If the Chancellor decides to recommend that the Board declare a state of financial emergency for his institution, his recommendation to the System President and the Board shall be accompanied by a report which shall include the following:
 - a. A statement of the procedures followed in arriving at the recommendation, showing compliance with UWS 5.05;
 - b. Data clearly demonstrating the need for a reduction of faculty positions in accord with the provisions of this Chapter;

- c. An identification of the colleges, schools, departments, or program areas in which reductions will be made, with data indicating the appropriateness of such choices;
 - d. The report of the faculty committee, expressing its views on these matters; and
 - e. A report of any action of the Faculty Senate on this matter.
2. The Chancellor and the chairman of the faculty committee, or their designees, and representatives of affected colleges, schools, departments and programs, may appear before the Board at the time the recommendation is considered. Other interested parties may submit in writing alternative recommendations or challenges to any part of the report.

UWGB 5.07 Individual Designations. Once the Board has declared a state of financial emergency, it shall be the primary responsibility of the tenured members of the affected department(s) to recommend which individuals are to be laid off. These recommendations shall follow seniority, as provided in UWS 5.08, unless a clear and convincing case is made that program needs dictate other considerations, e.g., the need to maintain diversity of specializations within a department. The department may seek the advice of other groups or individuals in formulating its recommendations. The departmental recommendation shall be forwarded to the Chancellor, and the Chancellor shall prepare recommendations for the System President and the Board, as provided in UWS 5.14.

UWGB 5.08 Seniority.

1. The form of seniority to be followed by departments in recommending which individuals are to be laid off in accordance with UWS 5.07 and UWS 5.08 shall be according to rank, and within rank, according to length of service at the University of Wisconsin-Green Bay.
2. Length of service shall be computed from the effective date of the appointment at the University of Wisconsin-Green Bay.
3. If two or more individuals have identical seniority, then a process of random selection will be employed to give each a unique seniority position. The process to be used will be determined by the Faculty Senate.
4. The period of an approved leave of absence is included in determining length of service.
5. If a faculty member is reappointed after having left the university, the new appointment shall be treated as an initial appointment in the determination of seniority.

UWGB 5.09 Notification. Each faculty member whose position is recommended for elimination shall receive prompt written notification from the Chancellor. This statement of notification shall include:

1. A summary of the reasons and evidence supporting the declaration of a state of financial emergency and of the reasons and data leading to the choice of the colleges, schools, departments or programs in which reductions are to be made;
2. A statement of the basis on which the individual position was selected for elimination (if on the basis of seniority, the criterion used and data supporting the choice; if on another basis, the data and reasons supporting that choice);
3. A statement of the date on which the layoff is to be effective (this must be consistent with the provisions of UWGB 5.10); and
4. A copy of these rules and such other information or procedural regulations as the Chancellor or faculty hearing committee shall deem appropriate.

UWGB 5.10 Notification Period. For an academic year appointment the effective date of layoff must coincide with the end of an academic year. For an annual appointment it shall be June 30. In either case, notification must be given at least 12 months in advance of the effective date. The notification referred to here is that specified in UWS 5.09 informing the faculty member that his/her position has been recommended for elimination.

During this period, and prior to entering layoff status (UWGB 5.16), the Chancellor may offer as appropriate, and the faculty member may accept:

- a. Terminal leave and early retirement
- b. Relocation leave accompanied by resignation.

Acceptance of either of these options will terminate the faculty member's association with the University of Wisconsin System at the end of the leave period.

UWGB 5.11 Hearing Committee.

The University Committee will serve as the faculty hearing committee. The University Committee shall operate as the hearing agent for the Board pursuant to section 227.09 Wis. Stats., and conduct the hearing, make a verbatim record of the hearing, prepare a summary of the evidence, and transmit such record and summary along with its recommended findings of law and decision to the Board according to section UWS 5.14.

UWGB 5.12 Review Hearing.

1. A faculty member whose position is recommended for elimination is entitled to a hearing before the faculty hearing committee as to the appropriateness of the decision to lay off that particular individual. The existence of a state of financial emergency and the designation of the colleges, schools, departments, or programs in which faculty positions are to be eliminated are not subject to review in the hearing.
2. A hearing must be requested within 20 days of the receipt by the faculty member of notification of recommended layoff. The request shall state with particularity the grounds to be relied upon in establishing the impropriety of the decision. Relevant information supplementary to that contained in the notification statement may be requested. The question to be considered in the review is whether one or more of the following improper factors entered into the decision to lay off:
 - a. Conduct, expressions, or beliefs on the faculty member's part 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 selection of the individual to be laid off. For the purposes of this section, "improper selection" occurs if material prejudice resulted from any of the following:
 1. The procedures required by rules of faculty or Board were not followed; or
 2. Available data bearing materially on the role of the faculty member in the institution were not considered; or
 3. Unfounded or arbitrary assumptions of faculty were made; or
 4. Immaterial or improper factors other than those specified above entered into the decision.
3. The faculty member shall present evidence on whether one or more of the improper factors specified above entered into the decision to lay off. The committee shall then consider whether the evidence presented establishes a prima facie case that such factor or factors did enter significantly into the layoff decision.

If the committee finds that a prima facie case has not been established, the layoff decision shall be found to have been proper and the hearing shall be ended. The committee shall report this finding to the Chancellor and faculty member.

4. If the committee finds that a prima facie case has been established, the Chancellor or his designee shall be entitled to present evidence to support the layoff decision, and thereafter, the faculty member may present evidence in rebuttal. On the basis of all the evidence presented, the committee shall make its determination as follows:
 - a. The committee shall first consider whether one or more of the above specified improper factors entered significantly into the decision to lay off. Unless the committee is convinced that such factors did significantly enter into that decision, the committee shall find the decision to have been proper.
 - b. If the committee believes that improper factors may have entered into the decision, but is convinced that the same decision would have been reached had the error(s) not occurred, it shall find the decision to have been proper.
 - c. If the committee is convinced that improper factors entered significantly into and affected the decision, it shall be found to be improper.
5. The committee shall report its findings and recommendations to the Chancellor and the faculty member.

UWGB 5.13 Hearing Procedure.

1. If the faculty hearing committee requests, the Chancellor shall provide legal counsel to the committee. The hearing shall be closed unless the faculty member whose position has been recommended for elimination requests an open hearing, in which case it shall be open (19.85 Wis. Stats., Open Meeting Law).
2. The faculty hearing committee may, on motion of either party, disqualify any one of its members for cause by a majority vote. If one or more of the faculty hearing committee members disqualify themselves or are disqualified, the remaining members may select a number of other members of the faculty equal to the number who have been disqualified to serve, except that alternative methods of replacement may be specified in the rules and procedures adopted by the faculty establishing the standing committee under UWS 5.11. No faculty member who participated in the decision to lay off or who is a material witness may sit in on the hearing committee.
3. The faculty member shall be given at least 10 days notice of the hearing; such hearing shall be held not later than 20 days after the request except that this time limit may be extended by mutual consent of the parties or by order of the hearing committee.

4. The faculty member shall have access to the evidence on which the administration intends to rely to support the decision to lay off, and shall be guaranteed the following minimal procedural safeguards at the hearings:
 - a. A right to be heard in his/her own behalf;
 - b. A right to counsel and/or other representatives, and to offer witnesses;
 - c. A right to confront and cross-examine adverse witnesses;
 - d. A verbatim record of the hearing, which might be a sound recording, provided at no cost;
 - e. Written findings of fact and decision based on the hearing record; and
 - f. Admissibility of evidence governed by 227.08 Wis. Stats.
5. Adjournments shall be granted to enable either party to investigate evidence as to which a valid claim of surprise is made.

UWGB 5.14 Recommendations and Review by the Board. The recommendations of the Chancellor and the recommendations, if any, of the faculty hearing committee, shall be transmitted to the President of the University of Wisconsin System and to the Board and acted upon as follows:

1. If the faculty member has not requested a hearing before the faculty hearing committee, the recommendation shall be deemed proper and shall be reported for information to the System President and the Board.
2. If the faculty member has requested a hearing and the faculty hearing committee has found the decision to be proper, the report of the faculty hearing committee shall be forwarded to the System President and Board by the Chancellor with his recommendation. The faculty member may request a review by the Board, and the Board review panel may at its option grant a review. Unless the Board review panel grants the request for review, the recommended findings of fact and decision of the standing committee shall be the final decision of the Board of Regents.
3. If after a hearing, the faculty hearing committee's recommended findings of fact and decision are that the initial decision was improper, the Chancellor shall review the matter and give careful consideration to the committee's findings. If the Chancellor accepts the committee's findings, the Chancellor's decision shall be final. If the Chancellor contests the recommended findings that the decision was improper, the verbatim record, a summary of the evidence, and the recommended findings of law and decision shall be forwarded to the Board review panel (UWS 5.15). The Chancellor and the faculty member shall be furnished with copies of this material and shall have a

reasonable opportunity to file written exceptions to such summary and proposed findings and decision and to argue with respect to them orally and in writing before the Board review panel. The Board review panel shall hear and decide the case in accordance with section 227.09, Wis. Stats. The decision of the Board review panel shall be final.

UWGB 5.15 Board Review. A review panel shall be appointed by the President of the Board of Regents, and shall include 3 members of the Board, and 2 nonvoting staff members from the academic affairs office of the University System. The panel shall review the criteria and reasoning of the Chancellor and the findings and recommendations of the faculty hearing committee in each case forwarded for its review, and shall reach a decision on the recommendation to be approved. The decision shall be final and binding upon the Chancellor and the faculty member affected unless one or more of the Regent members of the review panel request that the decision be reviewed by the full Board of Regents, in which case the record shall be reviewed and a decision reached by the full Board.

UWGB 5.16 Layoff Status.

1. A faculty member whose position has been eliminated or reduced in accordance with the provisions of this Chapter shall, at the end of the appropriate notice period, be placed on layoff status, unless the layoff notice has been rescinded prior to that time.
2. The faculty member whose notice period has expired, and who is placed on layoff status shall remain on layoff status until:
 - a. For probationary faculty, the probationary appointment would have expired under its own terms;
 - b. For tenured faculty, one of the following occurs:
 1. Reappointment to the position from which laid off. Failure to accept such reappointment would terminate the faculty member's association with the University of Wisconsin System.
 2. Acceptance of an alternative continuing position in the University of Wisconsin System. Failure to accept an alternate appointment would not terminate the faculty member's association with the University of Wisconsin System.
 3. Resignation.
 4. Failure by the affected faculty member to notify the Chancellor not later than December 1 of each year while on layoff status as to his/her location, employment status, and desire to remain on layoff status. Failure to provide such notice of desire to remain on layoff

status shall terminate the faculty member's association with the University of Wisconsin System.

UWGB 5.17 Alternative Employment. UWGB shall devote its best efforts to securing alternative appointments within the university in positions for which faculty laid off under this Chapter are qualified under existing criteria. In addition, the University of Wisconsin System shall provide financial assistance for one year for faculty who are designated for layoff to readapt within the department or within another department of the institution, where such readaptation is feasible. Further, the University of Wisconsin System shall devote its best efforts to ensure that faculty members laid off or terminated in any institution shall be made aware of openings within the System.

UWGB 5.18 Reappointment Rights. UWGB shall establish administrative procedures and policies to ensure that where layoff or terminations occur for reasons of financial emergency, no person may be employed at that institution within 3 years to perform reasonably comparable duties to those of the faculty member laid off or terminated without first offering the laid off or terminated faculty member reappointment without loss of tenure, seniority and other rights. The three-year period shall be computed from the effective date of layoff as specified in the original notice.

UWGB 5.19 Retention of Rank and Salary. Any faculty member at UWGB reappointed within three years after layoff or termination shall be reappointed with a rank and salary at least equivalent to his/her rank and salary when laid off or terminated, together with such other rights and privileges which may have accrued at that time; any faculty member relocated within an institution or within the University of Wisconsin System shall not have either rank or salary adversely affected except by consent at the time of relocation.

UWGB 5.20 Rights of Faculty Members on Layoff. A faculty member at UWGB on layoff status in accord with the provisions of this Chapter has the re-employment rights guaranteed by UWS 5.18 and 5.19, and has the following minimal rights:

1. Such participation in fringe benefit programs as is allowed by State regulations governing rights of laid-off State employees;
2. Such continued use of campus facilities as is allowed by policies and procedures established by the department and institution, and
3. Such participation in departmental and institutional activities as is allowed by guidelines established by the department and institution.

UWGB 5.21 Lack of Faculty Action. If the Faculty of UWGB is given due notice of its rights and responsibilities under this Chapter, and does not act, the Chancellor may act as follows in lieu of the faculty action:

1. If a faculty committee provided for in UWS 5.04 is not established, the Chancellor may consult those members or representatives of the faculty he considers appropriate to satisfy the intent of section UWS 5.05. All departments potentially involved shall be consulted and representatives of the faculty may dispute the Chancellor's recommendation for a state of financial emergency before the Board.
2. If the Faculty does not act to determine the form of seniority to be followed, the Chancellor may designate the form. Such designation shall be effective campus-wide and shall be made prior to the declaration by the Board of a state of financial emergency.
3. If an affected department or program does not recommend individuals for layoff or termination following declaration of a state of financial emergency, the Chancellor shall determine the individuals to be affected, using such advice as is deemed of value.
4. If a faculty hearing committee provided for in UWS 5.11 is not established by the faculty, the Chancellor may appoint a committee of faculty members to provide this function.

UWGB CHAPTER 6 COMPLAINTS AND GRIEVANCES

UWGB 6.01 Complaints. Complaints are allegations by the administration, students, faculty members, academic staff members, classified staff members, or members of the public concerning conduct by a faculty member which violates university rules or which adversely affects the faculty member's performance of his/her obligation to the university, but which are not serious enough to warrant dismissal under UWGB Chapter 4. Any complaint against a faculty member substantial enough to bring about action under provisions of UWS 6.01 or UWGB 6, including those for which the level of intended penalty is the placement of a letter of reprimand in the faculty member's personnel file, must be adjudicated according to the procedures outlined below.

1. Complaints shall be in writing to the Chancellor or to his/her office, describing specifically the alleged misconduct. The misconduct must be clearly delineated in the complaint.
2. The Chancellor shall notify the faculty member who is the subject of the complaint in writing of the specific allegations, the identity of the person or party who made the complaint, and his/her disposition of the complaint.
3. The faculty member who is the subject of the complaint will have the opportunity to respond to the Chancellor about the complaint in writing.
4. The Chancellor may recommend an informal discussion and settlement of the complaint before reviewing and taking action. The informal discussion and settlement route shall follow the upward levels of supervision and employment: department or administrative unit, dean. If the complaint is not settled by this route, it shall be returned to the Chancellor.
5. If the Chancellor deems the complaint substantial, he/she may refer the complaint to the Committee on Rights and Responsibilities for a hearing.
6. The Committee on Rights and Responsibilities is authorized and shall hold a hearing on a complaint at the request of the Chancellor, or at the request of the faculty member concerned if the Chancellor invokes a disciplinary action without requesting a hearing. This request must be made in writing, addressed to the chair of the hearing body within 20 days after receipt of notice of the Chancellor's disciplinary action.
7. The hearing shall be conducted by the Committee on Rights and Responsibilities within 20 days following receipt of the request, except this time limit may be extended by mutual written consent of the parties, or by order of the hearing body. No member of the hearing body who participated in the allegations contained in the complaint or who is a potential witness for

or against the faculty member who is the subject of the complaint shall serve on the Committee.

The hearing body may, on motion of either party, disqualify any one of its members for cause by a majority vote. If one or more members disqualify themselves or are disqualified, the University Committee will select a number of other faculty members equal to the number who have been disqualified to serve on the hearing body for the purpose of that case only.

- a. The Committee on Rights and Responsibilities shall receive a copy of the specific allegation, the identity of the person or party who made the complaint, and the Chancellor's disposition of the complaint, and any other documentation relevant to the complaint.
 - b. The faculty member will be given notice of the hearing at least 10 days prior to the hearing.
 - c. All faculty members have the right to due process and the rights and privileges of academic freedom. This policy shall be observed in determining if the complaint is substantial and provides sufficient grounds for disciplinary action.
 - d. The burden of proof of the existence of misconduct shall be on the person or party making the complaint.
 - e. The hearing body may call witnesses and shall have access to documentary evidence upon which the complaint is based.
 - f. The faculty member may be assisted or represented by a person of his/her choice, at his/her expense. The faculty member has the right to testify on his/her own behalf and may present witnesses but there shall be no direct or cross-examination of the witnesses. Members of the Committee on Rights and Responsibilities may question any witnesses concerning matters relevant to the inquiry.
8. After the hearing, the Committee on Rights and Responsibilities shall recommend to the Chancellor: dismissal of the complaint, or invocation of specific disciplinary actions, or modification of the disciplinary action imposed by the Chancellor.
 9. The decision of the Chancellor on the recommendation of the Committee on Rights and Responsibilities, or on the grievance in the absence of a recommendation from the Committee on Rights and Responsibilities, shall be final, except that upon appeal by the faculty member, the Board of Regents, at its option, may grant a review of the case.

10. The faculty member shall not again be investigated or penalized for the same alleged misconduct after a final decision on a previous complaint.

UWGB 6.02 Grievances.

1. A grievance is a personnel problem involving a faculty member's expressed feeling of unfair treatment or dissatisfaction with aspects of his/her working conditions within the university.
2. The Committee on Rights and Responsibilities shall hear faculty grievances in accordance with these policies and procedures and may establish procedures to conduct the hearing. Dismissals and nonrenewals which are otherwise appealed in accordance with the personnel rules of the University of Wisconsin System may not be grieved under this Chapter.
3. Prior to filing a request for a hearing before the hearing body, the complaining faculty member shall attempt to discuss the grievance with his/her supervisor, department chair, dean, or other appropriate administrative official. This provision may be waived by the hearing body in exceptional cases.
4. The request for a hearing shall be made in writing to the chair of the hearing body. The grievance shall be described in detail, providing information on the nature of the disputed action, time, place, and relevant surrounding circumstances. It shall also state what informal settlement attempts were made, or state the grievant's reasons for not making such attempts.
5. A request for a grievance hearing shall be considered by the hearing body within 20 days following receipt of the request, except that this time limit may be extended by mutual written consent of the parties, or by order of the hearing body.
6. The hearing body may refuse to hear a grievance if:
 - a. Appropriate informal settlement efforts were not made by the faculty member; or
 - b. The request does not state a grievance or fails to state a cause of action upon which the Chancellor can grant relief.
7. The hearing body shall notify the faculty member of its decision on the request within 10 days after the meeting at which the decision was made. If it grants the request, a hearing date shall be set within 20 days, except that this time limit may be extended by mutual written consent of the parties, or by order of the hearing body.

8. If the hearing body so requests, the Chancellor shall provide legal counsel. The function of counsel shall be to advise and consult with the hearing body on legal matters, and such other responsibilities as the hearing body may determine consistent with the rules of the University of Wisconsin System and these policies and procedures.
9. The hearing body shall determine whether a pre-hearing conference is necessary. The hearing body may authorize one or more of its members to conduct such a conference.
10. Any hearing held under this Chapter shall meet the following requirements:
 - a. The grievant bears the burden of proof.
 - b. No member of the hearing body who participated in the action grieved against or who is a material witness shall be qualified to sit on the hearing body in that case.
 - c. The hearing body may, on motion of either party, disqualify any one of its members for cause by a majority vote. If one or more members disqualify themselves or are disqualified, the University Committee will select a number of other members of the faculty equal to the number who have been disqualified to serve on the hearing body for the purpose of that case only.
 - d. The hearing body shall not be bound by common law or statutory rules of evidence and may admit evidence having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony. The hearing body shall give effect to recognize legal privileges.
 - e. All grievances involving employment, dismissal, promotion, demotion, compensation, licensing, or discipline of the grievant shall be heard in closed session, unless the grievant requests an open hearing. Other grievances may be heard in open session, if the faculty member so requests.
11. The grievant and respondent are entitled to the following:
 - a. At least ten days written notice of the hearing;
 - b. The faculty member may be assisted or represented by a person of his/her choice, at his/her expense. The faculty member has the right to testify on his/her own behalf and may present witnesses but there shall be no direct or cross-examination of the witnesses. Members of the Committee on Rights and Responsibilities may question any witnesses concerning matters relevant to the inquiry.

- c. Access to verbatim record of all hearings, which may be a sound recording; and
 - d. Written findings of fact and a decision based on the hearing record.
12. Following the hearing, the hearing body shall forward its report, consisting of a verbatim record of the hearing, its findings of fact, and its recommendations, to the Chancellor.
 13. The Chancellor shall act on the recommendation within 30 days after receiving the report of the hearing body.
 14. The decision of the Chancellor on the recommendation of the Committee on Rights and Responsibilities, or on the grievance in the absence of a recommendation from the Committee on Rights and Responsibilities, shall be final, except that upon appeal by the faculty member, the Board, at its option, may grant a review of the case.

UWGB Faculty Senate Revised and Approved May, 1990

Board of Regents Approved Revisions November 1990

UWGB Faculty Senate Revised and Approved April 2000 [6.02 10(c)]

UWGB Faculty Senate Revised and Approved 11 December 2002 [6.01 1,3,7(a, c, e)]

Board of Regents Approved 11 December Revision, 7 November, 2003

UWGB Faculty Senate Revised and Approved 11 November 2006 [6.01 Complaints]

UWGB CHAPTER 7 OUTSIDE ACTIVITIES AND CONFLICT OF INTEREST

UWGB 7.01 Basic Policy. Every faculty member, at the time of appointment, makes a personal commitment to professional honesty and integrity, to seek knowledge and to share that knowledge freely with others. It is a violation of this commitment for faculty members to pursue outside interests or to seek financial gain for themselves, their immediate families, or organizations with which they are associated through activities that conflict with their responsibilities as employees of the University of Wisconsin-Green Bay. Thus, the rules and procedures governing outside activities are designed to ensure devotion to teaching, research, and all normal faculty responsibilities, while permitting participation by faculty in public service or other endeavors, including activities related to their fields of academic interest.

UWGB 7.02 Definitions.

1. "Anything of value" means any money or property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include:
 - a. Any salary, expenses, or other compensation received by a member of the Faculty from the University for his/her services;
 - b. Any compensation, honoraria, or expenses derived from outside activities permitted under this Chapter;
 - c. Political contributions which are reported under Ch. 11, Stats. or
 - d. Hospitality extended for a purpose unrelated to university business.
2. "Associated," when used with reference to an organization, means that a person or a member of a person's immediate family is a director, officer, or trustee, or owns or controls, directly or indirectly, and severally or in the aggregate, at least 10% of the outstanding equity.
3. "Confidential university information" means information relating to university financial operations or personnel which is obtained from university records or in the course of official university business and which is not available to the general public upon request.
4. "Contracting personnel" means those persons who are designated in writing by the Chancellor of UWGB or the President of the University of Wisconsin System to negotiate, review, approve, or sign contracts for the purchase of goods and services on behalf of UWGB, the System, or the Board of Regents. The term does not include persons who do either or both of the following:

- a. Contract only with outside agencies for research or for services to be performed by the University; or
 - b. Negotiate, review, approve, or sign only employment contracts.
5. "Immediate family" means:
- a. A faculty member's spouse; and
 - b. Any person who receives, directly or indirectly, more than one half of his/her support from a faculty member or from whom a faculty member receives, directly or indirectly, more than one half of his/her support.
6. "Organization" means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust, or other legal entity other than an individual or body politic.

UWGB 7.03 Outside Activities.

1. Members of the faculty are free to engage in outside activities, whether or not such activities are remunerative or related to faculty members' fields of academic interest or specialization. However, no member of the faculty may engage in an outside activity if it conflicts with his or her public responsibilities to the System or at UWGB.
2. Reportable outside activities. The following outside activities must be reported to the appropriate Dean(s):
 - a. Associations with organizations, as defined in UWGB 7.02 (2) and (6), related to a faculty member's field of academic interest or specialization;
 - b. Private remunerative relationships between faculty members and non-governmental sponsors of university research for which the faculty member is a principal investigator; and
 - c. Remunerative outside activities, including but not limited to consulting, and whether the faculty member earns for such activities \$5,000 or more in a year from a single source.

UWGB 7.04 Standards of Conduct.

1. Personal Conduct.
 - a. No member of the Faculty may, in a manner contrary to the interests of the System, use or attempt to use his/her public position or state property, including property leased by the state, to gain or attempt to gain anything of substantial value for the private benefit of the faculty member, his/her immediate family, or any organization with which he/she is associated.

- b. No member of the Faculty may solicit or accept from any person or organization anything of value pursuant to an express or implied understanding that his/her conduct of university business would be influenced thereby.
- c. No member of the Faculty may intentionally use or disclose confidential university information in any way that could result in the receipt of anything of value for himself/ herself, for his/her immediate family, or for any other person or organization with which he/she is associated.

2. Contracting and Leasing.

- a. No member of the Faculty, member of his/her immediate family, or any organization with which he/she is associated, may enter into any contract or lease involving payments of \$3,000 or more within a 12 month period, derived in whole or in part from university funds, if he/she is in a position to approve or influence, in his/her official capacity, the University's decision to enter into the contract or lease.
- b. If the faculty member is not in a position to approve or influence the University's decision, he/she may enter into a contract or lease described in par. 2 a, if he/she first makes written disclosure of the nature and extent of any such relationship to the appropriate Dean(s) and that officer approves. The appropriate Dean(s) shall approve a faculty member's interest in a lease or contract unless he/she determines that the faculty member's personal interest in the agreement will conflict substantially and/or materially with the faculty member's discharge of his/her university responsibilities.
- c. This subsection does not affect the application of s. 946.13. Stats.

3. Nepotism.

- a. No member of the Faculty may participate, formally or informally, in the decision to hire, retain, grant tenure to, promote, or determine the salary of a member of his/her immediate family.
- b. No member of the Faculty may, in the supervision or management of another faculty member who is a member of his/her immediate family, give preferential or favored treatment.

UWGB 7.05 Reporting of Substantial Outside Activities. There are two forms of reporting incumbent upon faculty members engaging in substantial outside activities: annual and changed circumstances.

1. An annual report of the previous calendar year's outside activities must be filed by each faculty member on or before 30 April with the Secretary of the Faculty and Academic Staff--notice and form to be supplied in advance.
2. If significant increases occur in the nature and scope of reportable outside activities during the academic year, the faculty member shall report in writing to his/her interdisciplinary unit chairperson and the appropriate Dean(s) the changed circumstances.
3. Information required to be reported under this section shall, unless otherwise privileged by law, be a matter of public record.

UWGB 7.06 Conflict of Interest. The following are examples of activities likely to present the possibility of conflict of interest and the faculty member should seek the advice of the appropriate Dean(s) before undertaking these activities:

1. Extensive or recurring paid consulting;
2. Associations, as defined in UWGB 7.02 (2), with for-profit organizations;
3. University research funded in whole or part by non-governmental sponsors through contract, grant, or restricted gift, where the faculty member has a financial interest in the sponsor or the research results;
4. Activities involving a private remunerative relationship between a faculty member and a non-governmental sponsor of university research for which the faculty member is a principal investigator;
5. Situations which may result in research that would normally be carried out at the University being diverted to a private establishment to the detriment of the University;

6. Situations giving to a private entity exclusive access to information resulting from a faculty member's university research;
7. Situations in which a faculty member directs a student into research from which the member expects to receive financial gain.

UWGB 7.07 Action to Avoid Possible Conflict of Interest. If, after review of any of the reports called for in 7.05, the appropriate Dean(s) determines that a faculty member's outside activities are excessive or improper, he/she shall inform the faculty member of possible or actual conflict of interest between the faculty member and the University. (Cf. UWS 8.04 for administrative procedures.)

UWGB 7.08 Appeal from a Decision of Impropriety. If the faculty member's outside activities are judged improper by the appropriate Dean(s), the faculty member has 15 days after notification in which to appeal the decision to the Committee on Rights and Responsibilities.

UWGB 7.09 Absence from Regularly Scheduled Duties. A member of the Faculty who expects to be absent from classes or other duties to fulfill outside activities must inform his/her Interdisciplinary unit chairperson in writing, and, if the absence is to be recurring or continuing, shall inform the appropriate Dean(s) in writing.

UWGB 7.10 Reporting of any Intended Service as an Expert Witness in Legal Proceedings, or as Staff Advisor of or Consultant to Granting Agencies. Any faculty member who intends to serve as an expert witness in legal proceedings shall inform in writing his/her Interdisciplinary unit chairperson and the appropriate Dean(s) of the nature of the proceedings. Any faculty member who is asked to serve as advisor or consultant, or in any other capacity, with a public or private agency which grants money or decides policy for grants, shall determine whether his/her participation will adversely affect the University's eligibility for funds from the agency involved, and shall report this determination in writing to the appropriate Dean(s).

UWGB 7.11 Use of University Facilities. University facilities, equipment, supplies, and personnel ordinarily shall not be used by faculty members for purposes other than carrying out their institutional responsibilities. If for any reason a faculty member deems it essential to use such facilities, equipment, supplies, or personnel for personal or commercial activities, appropriate arrangements shall be made in advance and in writing with the appropriate Dean(s).

UWGB 7.12 Student Research Protection. A faculty member who engages students in research under his/her supervision shall inform such students of any financial interest which the faculty member has in the research activity, including, but not limited to, financial arrangements involved in the direct support of the activity, agreements made by the faculty member to obtain data for the research, or agreements concerning copyright or patent rights arising from the research.

UWGB 7.13 Faculty Ethics Committee. The Committee on Rights and Responsibilities is hereby designated as the UWGB Faculty Ethics Committee, as called for in UWS 8.035. In this capacity, its function shall be to provide to any member of the Faculty consultation and advice on the application of UWGB 7. Committee deliberations and actions upon requests 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 Faculty Ethics Committee, which do not disclose identities of persons requesting such advice, shall be made public in an annual report.

UWGB 7.14 Sanctions.

1. Any person may file a written complaint charging a violation of UWGB 7. The complaint shall state the name of the faculty member alleged to have committed a violation and describe the violation.
2. A complaint involving a member of the UWGB Faculty shall be submitted to the Chancellor. Upon receiving a complaint, the Chancellor shall proceed under the policies and procedures adopted by UWGB pursuant to UWS 4 or UWS 6.01, as appropriate.
3. Notwithstanding the other provisions of this section, the Chancellor may investigate possible violations of UWGB 7 whenever the circumstances warrant and proceed in accordance with UWS 6.01 (1 to 4).

UWGB Faculty Senate Approved 17 December 1986
UWGB Faculty Senate Revised and Approved May 1989
Board of Regents Approved Revisions June 1989
UWGB Faculty Senate Revised and Approved May 1990
Board of Regents Approved Revisions November 1990
Faculty Senate Revised and Approved October 2004 (7.01)

POLICY REGARDING CONFLICTS BETWEEN MANDATORY ACADEMIC REQUIREMENTS AND RELIGIOUS OBSERVANCES

The University of Wisconsin-Green Bay in principle endorses no particular religious beliefs nor practices. However, in practice, campus life and activities occasionally do accommodate certain religious observances.

Consequently, it is the policy of the University of Wisconsin-Green Bay that all students' religious observances shall be reasonably accommodated with respect to all examinations and other academic requirements. A student shall be permitted to make up an examination or other academic requirement at another time or by an alternative method, without any prejudicial effect where there is a scheduling conflict between the student's religious observances and taking the examination or meeting the academic requirements. Whenever possible, the student should notify the instructor of such a conflict within the first three weeks of the beginning of classes (within the first week of summer session and short classes), of the specific days or dates on which he or she will request relief from an examination or academic requirement. Instructors should be aware that not all religions are calendar bound and that such early notification is not always possible.

The manner chosen to accommodate a missed requirement is at the discretion of the instructor, but it must be fair to all students in the course. Complaints related to the implementation of this policy will be resolved in the same manner as any other academic complaint. Abuse of this policy by students will be resolved in the same manner as any other academic misconduct.

Notification of these policies shall be published through appropriate institutional publications (to include at a minimum the timetable and catalog), providing information to students and instructors of the rules for accommodation of religious observances, and of the procedures and appropriate office for filing complaints.

Approved by Chancellor 5 May 1994

SEXUAL HARASSMENT POLICY STATEMENT AND GUIDELINES

PREAMBLE The mission of the University of Wisconsin-Green Bay requires the most profound respect for the free expression of ideas and opinions and the free pursuit of knowledge. This mission also requires a learning and working environment in which individuals are free from intimidation, exploitation, and coercion.

Therefore, in formulating a policy against sexual harassment the University of Wisconsin-Green Bay seeks to assure equal educational and employment opportunity for all people to study, teach, and work in this institution, now and in the future. We do so not only to meet our legal and moral responsibilities as a university, but to proclaim as part of our educational commitment our dedication to a society in which all people are free to study, learn, and pursue careers without fear, humiliation, and threats, and without discrimination or harassment.

Accordingly, in offering the following statement of policy, the University of Wisconsin-Green Bay affirms its commitment to equal educational and employment opportunity, and declares as unacceptable sexual harassment. In judging such unacceptable conduct, supervisors and review committees shall recognize the interest of the University to preserve and protect freedom of expression and inquiry. This document serves as the policy statement and guidelines for defining sexual harassment and delineating prescribed complaint procedures for the University of Wisconsin-Green Bay.

SECTION I POLICY.

It is the policy of the Board of Regents of the University of Wisconsin System, consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the university community, that sexual harassment of students and employees in the University of Wisconsin System is unacceptable and impermissible conduct which will not be tolerated.

The University of Wisconsin-Green Bay is obliged legally, ethically, and out of its own integrity as a university to condemn sexual harassment and to enforce penalties against it. Sexual harassment includes such behavior as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. In conformity with UWS CH. 17, sexual harassment specifically by students includes such behavior as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is directed at an individual or on separate occasions at different individuals with the intention both to demean the individual(s) and to create an intimidating, hostile, and demeaning environment. The University of Wisconsin-Green Bay has an obligation to protect all employees and students and to educate against

occurrences of sexual harassment. Sexual harassment will not be tolerated on this campus; prompt action will be taken whenever complaints of this nature are received.

The University of Wisconsin-Green Bay is committed to the free interchange of ideas: It is neither possible nor desirable to presume to regulate opinion or its expression. However, it is necessary to protect educational and employment opportunity and the free interchange of ideas by refusing to tolerate the inappropriate introduction of sexual activities or sexual comments into the academic or work environment.

It is the policy of the University of Wisconsin-Green Bay that sexual harassment of students and employees by members of the university community is unacceptable and impermissible conduct subject to disciplinary review and action.

SECTION II DEFINITIONS.

- A. Harassing behavior of a sexual nature is a violation of Title VII of the 1964 Civil Rights Act and the Wisconsin Fair Employment Act. The Equal Employment Opportunity Commission and the University of Wisconsin System have established the following guidelines for determining what constitutes sexual harassment.
 1. "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
 - a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment [or academic advancement, or]
 - b. submission to or rejection of such conduct by an individual is used as the basis for employment [or academic decisions] affecting such individuals, [or]
 - c. such conduct has the purpose or effect of unreasonably interfering with an individual's work [or academic performance] or creating an intimidating, hostile, or offensive working [or academic] environment."
- B. "Members of the university community" are defined as students, faculty, academic staff, limited staff, and classified staff.
- C. "Intention" and "intentionality" as used in this policy mean that a person knew or reasonably should have known that his/her behavior would constitute sexual harassment.

SECTION III ISSUES CONCERNING SEXUAL HARASSMENT.

In adopting this policy, the university recognizes the following considerations:

- A. A man or a woman may be the victim of sexual harassment; a woman or a man may be a harasser.
- B. The harasser does not have to be the victim's supervisor. He or she may also be an agent of the employer, a supervisory employee who does not supervise the victim, a non-supervisory employee, co-worker, and in some circumstances, a non-employee.
- C. The victim of sexual harassment does not have to be of the opposite sex from the harasser.
- D. The victim does not have to be the person at whom the unwelcome sexual conduct is directed. He or she may also be someone who is affected by such conduct when it is directed at another person. For example, the sexual harassment of one employee may create an intimidating, hostile, or offensive working environment for another co-worker.
- E. Allegations of sexual harassment do not necessarily have to be made by the supposed victim in order for an informal discussion, review, or disciplinary action to be initiated. Furthermore, while there is no requirement that the alleged victim complain to the alleged harasser or report the sexual harassment where the act is committed by a co-worker or a non-employee, the employer may be held responsible for the harassment if the employer knew or reasonably should have known that the harassment occurred and failed to take appropriate corrective action. In order to facilitate the University's handling of known incidents of sexual harassment when complaints have not been lodged, employees, students, and others in the University community are urged to report alleged incidents of apparent sexual harassment of which they are aware. Supervisors should report such incidents of which they are aware to the Chancellor or his/her designee, the Assistant for AA/EO.
- F. Consenting, or freely chosen relations of a romantic and/or sexual nature between teachers and students or between supervisors and employees do not in and of themselves constitute sexual harassment. Members of the university community are cautioned that relationships occurring when such power differentials exist may diminish the student's or the employee's freedom of choice. Mutual consent may not provide immunity if a charge of sexual harassment is lodged.

SECTION IV DISCIPLINARY PROCEDURE

- A. Where it appears that a member of the University community is in violation of this policy, the following shall apply:
 - 1. either UWGB Chapter 4 or 6, Faculty Personnel Policy Procedures, or
 - 2. UWGB Chapter 7 or 9, Academic Staff Policies and Procedures, or
 - 3. S.230.06 1 b and S.230.34 1 Wisconsin Statutes, and applicable sections of collective bargaining agreements, regarding classified employees, or
 - 4. for students, UWGB Chapter 17, Student Disciplinary Procedures.
- B. It is the right of every employee, student, official, or guest to use the prescribed complaint of sexual harassment procedure without fear of reprisal or retaliatory action. Reprisal or retaliatory action against any individual may result in an additional complaint.
- C. In the enforcement of these provisions, the University shall respect the rule of law, which assumes the innocence of the accused party unless proven guilty through due process.
- D. Discipline under this policy shall take into account the intentionality and severity of sexually harassing behavior, which shall be determined by consideration of all relevant circumstances.
- E. Discipline under this policy shall not infringe upon constitutional rights or academic freedom.

SECTION V TRANSMITTAL OF THIS POLICY

Effective immediately upon adoption by the Board of Regents of the University of Wisconsin System, copies of this policy shall be distributed to each member of the university community via campus media sources (i.e., student newspaper, university newsletter, campus radio, etc.) and by direct mail. A process for educating and informing members of the university community of the nature of sexual harassment will be designed under the direction of the Chancellor and his/her designee(s).

Board of Regents Approved March 1982
Board of Regents Approved and Revised July 1989

STATEMENT ON CONSENSUAL RELATIONS

Romantic and/or sexual relationships between faculty or other instructional staff/academic staff and students, or between supervisors and subordinates, are of concern to the University of Wisconsin-Green for two primary reasons.

1. Conflict of Interest

Conflicts of interest may arise in connection with consensual romantic and/or sexual relationships between faculty or other instructional staff/academic staff and students, or between supervisors and subordinates. University policy and more general ethical principles preclude individuals from evaluating the work or general academic performance of others with whom they have intimate familial relationships, or from making hiring, salary, or similar financial decisions concerning such persons. The same principles apply to consensual romantic and/or sexual relationships, and require, at a minimum, that appropriate arrangements be made for objective decision-making with regard to the student, subordinate, or prospective employee.

2. Abuse of Power Differential

Although conflict of interest issues can be resolved, in a consensual romantic and/or sexual relationship involving a power differential, the potential for serious consequences remains. A faculty or other instructional staff/academic staff member who enters into a romantic and/or sexual relationship with a student, or a supervisor with a subordinate, where a professional power differential exists must be aware that:

- a. the reasons for entering such a relationship may be a function of the power differential;
- b. if a charge of sexual harassment is alleged, it will be exceedingly difficult to defend against such a charge on grounds of mutual consent;
- c. the individual with the power in the relationship will likely bear the burden of accountability.

**UWGB Faculty Senate Approved 18 March 1992, and
Academic Staff Assembly Approved 16 January 1992
Approved by Chancellor 27 May 1992**

Appendices

A FACULTY GUIDE TO IMPLEMENTATION OF CHAPTER 14, STUDENT ACADEMIC DISCIPLINE

http://www.uwgb.edu/deanofstudents/policies_procedures/faculty_staff/docs/chpt14_faculty_guide.pdf

STUDENT ACADEMIC DISCIPLINARY PROCEDURES (CHAPTER 14)

http://www.uwgb.edu/deanofstudents/policies_procedures/students/pdfs/uws014.pdf

STUDENT CIVILITY AND TOLERANCE STATEMENT

http://www.uwgb.edu/deanofstudents/policies_procedures/students/pdfs/Civility_Tolerance.pdf

Office of the Secretary of the Faculty and Academic Staff
As approved through June 2010

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