

# Faculty Handbook

## University of Wisconsin—Green Bay

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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 have the primary responsibility for advising the chancellor regarding 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, except that the faculty of each institution shall ensure that faculty in academic disciplines related to science, technology, engineering, and mathematics are adequately represented in the faculty organizational structure.

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 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,



Steven J. Meyer  
Secretary of the Faculty and 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
Dr. Clifford Abbott	2006-2015
Name change to Secretary of the Faculty & Staff	
Dr. Steven J. Meyer	2015-present

# **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 pre-professional 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 inter-institutional 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.

The University offers undergraduate and graduate programs in the liberal arts and sciences and in professional studies that cultivate knowledge and encourage investigations into disciplinary and interdisciplinary fields, promote civic engagement and lifelong learning, and serve the needs of a diverse student body. Programs in the arts and humanities; business, management, and communication; science and technology; education; environment; health science; social and behavioral sciences; and social justice lead to a range of degrees, including AAS, BA, BAS, BM, BS, BSN, BSW, BBA, MS, MSW, and MSN degrees.

**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**

**Faculty Senate Revised and Approved 10 September 2014**

**Approved by the Board of Regents December 2014**

## **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 Staff is appointed by the Chancellor, with the concurrence of the University Committee, and is responsible to the Provost/Vice Chancellor for Academic Affairs 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 Graduate 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 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 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 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 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 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]**

**UC Revised and Approved 8 March 2017 [50.05 A]**

# 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.

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.

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 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 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 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 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 monthly 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 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 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, GAAC, 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 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 Dec. 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 [53.03 B; 52.07 B, C]**

**UWGB Faculty Senate Approved Revisions 2 May 2012 [52.01 C; 52.06 A]**

**UWGB Faculty Senate Approved Revision 8 April 2015 [52.06A]**

**UC Revised and Approved 8 March 2017 [52.07 D.1]**

## **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 an 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 must have the tenured rank of associate or full professor and shall be elected from among the members of the interdisciplinary unit.

#### 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 (or the Graduate Academic Affairs Council in the case of graduate programs) 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 Program 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 must have the tenured rank of associate or full professor and shall be elected from among the members of the disciplinary unit or other program.

### 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, Music, Theatre and Dance, 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, Democracy and Justice 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, Responsibilities, Appointment Process.
  - 1. Membership. Graduate faculty status may be granted to UW-Green Bay faculty members holding professorial rank and Lecturers with faculty status. The Chancellor, Provost, Associate Provost, Director of Graduate Studies, deans and associate deans,

directors and associate directors of research institutes, and curators of UWGB's academic museums and collections are also granted graduate faculty status; ex-officio (non-voting) for all faculty governance and curriculum issues with the exception of graduate committees. In all cases graduate faculty must hold the highest degree or equivalent in their fields. Emeritus, retired faculty, research scientists, artists in residence, and affiliated academics and professionals may be granted adjunct graduate faculty status, provided they hold the highest degree or equivalent in their fields. Graduate faculty who leave UWGB for other employment opportunities may retain their graduate faculty status (non-voting except for graduate committee service) for an additional year from the end of their formal employment with UWGB with no compensation; additional extensions may be granted by the Director of Graduate Studies following a formal request from the relevant program executive committee.

2. Responsibilities. Graduate faculty members will be expected to regularly contribute to the success of the program in one or more of the following ways: (1) serve on thesis committees, either as major professor and/or committee member (in programs that require a culminating research project, the expectation is that faculty will regularly serve as project advisors); (2) provide graduate level instruction either through the teaching of graduate level courses, cross-listed courses, or independent studies/internships; and/or (3) contribute to the graduate program's development (e.g., serving on program committees, attending program meetings, etc.). Interdisciplinary Budget Units are strongly encouraged to recognize the contributions of individuals with an appointment to a graduate program as part of the individual's budgetary unit periodic performance review.
3. Appointment Process. Graduate faculty and graduate adjunct faculty are appointed to specific program(s) by the Provost/Vice Chancellor for Academic Affairs on the recommendation of the appropriate dean, the Director of Graduate Studies, and the program executive committee. A faculty member may have a split assignment with another program and may vote in more than one. Graduate adjunct faculty appointments are for a period of three years. Prior to the end of the second year of the appointment an individual should be considered for renewal by members of a program's Executive Committee. Adjunct graduate faculty can withdraw participation at any time. Graduate faculty may request to terminate their participation in specific programs or their graduate faculty status. Recommendations regarding adjunct graduate faculty and graduate faculty status are made from a graduate program's executive committee, must be reviewed by appropriate budgetary unit executive committees, deans, and the Director of Graduate Studies. Final approval for appointments is made by the Provost/Vice Chancellor of Academic Affairs.

#### 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 appropriate Dean, 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 appropriate Dean 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 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 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 appropriate Dean for approval. Removal of the chairperson by the appropriate Dean 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 appropriate Dean.

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 Provost for Academic Affairs/Director of Graduate Studies, 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. Communicates to the Associate Provost for Academic Affairs/Director of Graduate Studies regarding the activities and needs of the program.
6. Submits new courses, major revisions of existing courses, and deletions of courses

proposed by the graduate program for action by the appropriate interdisciplinary unit, appropriate Dean, the Graduate Academic Affairs Council , Academic Affairs Council, and the Provost/Vice Chancellor for Academic Affairs.

7. Acts as the chief executive officer of the graduate program.

#### 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 Sept 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**

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**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 26 January 2012 [53.04 A; 53.09 A; 53.12 C; E]**

**UWGB Faculty Senate 2 May 2012 [53.12 A; E]**

**UWGB Faculty Senate 30 April 2014 [53.12 A1]**

**UWGB Faculty Senate 27 January 2016 [53.12 E Graduate Studies Council removed, replaced with Graduate Academic Affairs Council detailed in 54.01, 54.02, and 54.03]**

**UWGB Faculty Senate 27 April 2016 [53.12 A1, A2, A3]**

**UC Revised and Approved 8 March 2017 [53.04 B and 53.09B]**

## **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, Graduate 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. For the Academic Affairs Council, Personnel Council, and General Education Council, 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 the Academic Affairs Council, Personnel Council, and General Education 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. The Graduate Academic Affairs Council members are elected from among the tenured members of the graduate faculty. The Council shall consist of one member from each of the colleges that house a graduate program who is elected by members of the faculty of the college being represented, plus one at-large member who is elected by the faculty as a whole. Additionally, a graduate student shall be selected by the Director of Graduate Studies to serve as a nonvoting member of the Council for a one-year term.
- E. A faculty member may not serve on two Councils at the same time.
- F. The length of each term shall be three years and staggered to provide continuity.
- G. 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.

- H. After serving for a term, a one year period must elapse before a person becomes eligible to serve again on the same Council.
- I. The chairperson for each Council shall be elected by its members annually. The chairperson shall report annually to the Faculty.
- J. 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 the undergraduate level.
2. The Academic Affairs Council shall have the responsibility and authority for review of all credit courses and all academic programs at the undergraduate level. 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, 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 Staff, for inclusion in the Faculty Governance Handbook, a current list of: 1) Interdisciplinary Units and 2) approved academic programs (including majors, minors, emphases, 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 as well as to the Provost/Vice Chancellor, Associate Deans, and Deans on all aspects related to the general education curriculum.
2. The General Education Council will establish and manage the model for assessment and review of the general education curriculum.
3. 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 as determined by the GEC.

4. 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.

**D. Graduate Academic Affairs Council**

1. Upon the request of the appropriate Dean(s), the Graduate Academic Affairs Council shall approve or disapprove all new programs or modifications to existing programs, and all new credit courses or modifications to existing credit courses at the graduate level.
2. The Graduate Academic Affairs Council shall have the responsibility and authority for review and approval of all credit courses and all academic programs at the graduate level. Its official decision shall be forwarded to the Faculty Senate through the University Committee. All curricular decisions made by the Graduate Academic Affairs Council will be published in the agenda of the Faculty Senate and forwarded along with copies of all official Graduate Academic Affairs Council correspondence to the Director of Graduate Studies and the Provost/Vice Chancellor for Academic Affairs.
3. In a case where the Graduate Academic Affairs Council does not approve a new course or program, the initiator of that new course or program may ask the Graduate Academic Affairs Council for reconsideration of the decision, providing new arguments or supplementary evidence in support of the proposal to address the Graduate Academic Affairs Council's objections. If this appeal fails to produce a satisfactory conclusion, in the view of the initiator, an appeal to the University Committee can be made. 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 decision of the Council, the results of that deliberation will be reported to the Senate, published in the Senate minutes, and forwarded to the Director of Graduate Studies and the Provost/Vice Chancellor for Academic Affairs.
4. The Graduate Academic Affairs Council shall have the responsibility for examining the interrelationships among graduate program areas in the University and for overseeing for the faculty the total graduate 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 graduate programs. The final decision of the Council shall be forwarded to the Faculty Senate through the University Committee. All curricular decisions made by the Graduate Academic Affairs Council will be published in the agenda of the Faculty Senate and forwarded along with copies of all official Graduate Academic Affairs Council correspondence to the Director of Graduate Studies and the Provost/Vice Chancellor for Academic Affairs.
5. On its own initiative, or upon request of the University Committee, the Graduate

Academic Affairs Council may advise the Faculty Senate about issues of graduate level education policy and implementation that fall within the jurisdiction of the Faculty.

6. The Graduate Academic Affairs Council shall annually provide the Secretary of the Faculty and Staff, for inclusion in the *Faculty Governance Handbook*, a current list of graduate programs and graduate-level certificate programs.

#### 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 Nov 2007 [54.01; 54.03 A (1, 2, 3), C (3)]**

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

**UWGB Faculty Senate Revised and Approved, 14 November 2012 [54.03 A.1, 2, 3, 5]**

**UWGB Faculty Senate Revised and Approved, 2 October 2013 [54.03 C]**

**UWGB Faculty Senate Revised and Approved, 27 January 2016 [54.01, 54.02 B (revised), 54.02 C (revised), 54.02 D (added), 54.03 D1-D6 (added)]**

## 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 and 36.22 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 5.06, 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 at least once every five years 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 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 CHAPTER 4 PROCEDURES FOR DISMISSAL**

### **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.

### **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.



#### 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.

#### 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.

#### 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.

#### 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.

#### 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.

#### 4.08 Board Review

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

#### 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.

#### 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: PROCEDURES RELATING TO FINANCIAL EMERGENCY OR PROGRAM DISCONTINUANCE REQUIRING FACULTY LAYOFF AND TERMINATION**

### 5.01 Definitions

1. For the purposes of this chapter, “program” shall mean a related cluster of credit-bearing courses that constitute a coherent body of study within a discipline or set of related disciplines. When feasible, the term shall designate a department or functional equivalent, as defined in UWGB 53.01(A) and 53.06(A), that offers majors. Academic programs cannot be defined ad hoc, at any size, but should be recognized academic units; programs shall not be defined to single out particular faculty members for layoff.
2. For the purposes of this chapter, “program discontinuance” as described in Wis. Stat. 36.21–22 shall mean formal program elimination or closure.
3. For the purposes of this chapter, “curtailment” as described in Wis. Stat. 36.21–22 shall mean a reduction in the size of a program.
4. For the purposes of this chapter, “modification” or “redirection” as described in Wis. Stat. 36.21–22 shall mean great changes in the disciplinary content and focus of a program.
5. For the purposes of this chapter, “financial emergency” is defined and may be declared as described in UWS 5.02.
6. For the purposes of this chapter, “educational considerations” shall not include cyclical or temporary variations in enrollment. Educational considerations must reflect long-range judgments that the educational mission of the institution as a whole will be enhanced by a program’s discontinuance.
7. For the purposes of this chapter, “layoff” is the indefinite suspension or involuntary reduction in services and compensation of a faculty member’s employment by the University of Wisconsin System (Wis. Stat. 36.22(1)(a)). A laid off faculty member retains the rights specified in Wis. Stat. 36.22(11)–36.22(15).
8. For the purposes of this chapter, “termination” is the permanent elimination of a faculty member’s employment by the University of Wisconsin System (Wis. Stat. 36.22(1)(c)). A faculty member whose position has been terminated retains the rights specified in Wis. Stat. 36.22(13)–(14).

## 5.02 Layoff and Termination for Reasons of Financial Emergency or Educational Considerations

1. Except as provided in 5.02(2) below, no faculty member shall be laid off or terminated due to curtailment, modification, and/or redirection of a department. Faculty displaced due to restructuring of a program or discontinuance of a program for reasons other than financial emergency or educational considerations will be placed in another suitable position, at the same rank. If placement in another position would be facilitated by a reasonable period of training, such retraining and relocation will be provided and the institution will bear the cost.
2. The chancellor may lay off or terminate a tenured faculty member, or lay off or terminate a probationary faculty member prior to the end of their appointment, under extraordinary circumstances because of a financial emergency, or because of program discontinuance based on educational considerations. Such layoffs or terminations will be made in accordance with the provisions of UWS Chapter 5, Wis. Stat. 36.22, and this chapter and imply the retention of rights indicated therein. A nonrenewal under UWGB 3.11, regardless of reasons, is not a layoff or termination under this section.
3. Any decision to discontinue a program should take a broad and inclusive view of both the financial costs and the academic contributions of the program and its faculty, with the following principles in mind:
  - a. The primary mission of an academic program is to provide high quality academic and professional instruction. The professional contributions of the faculty, the design of the academic program, and the performance of the students in the program should all be considered.
  - b. Academic programs can provide significant contributions to the primary mission of other units and to the university as a whole. The quality of and the need for these contributions should be part of any evaluation of an academic program.
  - c. Academic programs can serve other programs and the university as a whole not only through courses but also through scholarship, outreach, and service activities. The value of these activities should be considered in the evaluation of an academic program.
  - d. The cost of an academic program may be included in the evaluation of a program for discontinuation in combination with the criteria given above. This evaluation should not be limited to the cost of the resources needed to provide the academic program but should include the value of all of the contributions that the academic program makes to the mission of the university. The university may determine to support a high cost program that is critical to the mission and marketability of the university and not to support a low cost program that does not meet its primary mission.

### 5.03 Financial Emergency: Consultation and Recommendations

1. The chancellor shall consult with the Faculty Consultative Committee if at any time a declaration of financial emergency is to be considered. This committee shall consist of the members of the University Committee, the Speaker of the Senate, the Secretary of the Faculty and Staff, and two members of the Senate elected by the Senate. The committee shall function as specified in UWS 5.04 through 5.06. It is the right and responsibility of the Faculty Consultative Committee to represent the faculty if a declaration of a state of financial emergency for the campus is being considered and to assure that the procedures of UWS 5.05 and 5.06 are followed.
2. Consultation shall proceed in accordance with UWS 5.05 and shall include consultation with the Academic Staff Committee and the University Staff Committee, as well as those other individuals and groups who may be able to provide valuable advice, including groups of students who might be affected by the changes (see UWS 5.05(1)(e) and RP 20-24, section III).
3. The chancellor and the Faculty Consultative Committee shall consider all feasible alternatives to termination of appointments such as the voluntary reduction of full-time faculty members to part-time status, expenditure of one-time money or reserves as bridge funding, furloughs, pay cuts, early-retirement packages, deferral of nonessential capital expenditures, and cuts to non-educational programs and services, including expenses for administration.
4. If the chancellor decides to recommend the declaration of a state of financial emergency for the campus, that recommendation to the system president and the board shall be accompanied by a report which shall be in conformity with UWS 5.06(1).
5. Before any proposal to declare a financial emergency is made, the faculty or an appropriate elected faculty body will have opportunity to render an assessment in writing of the institution's financial condition. The faculty or an appropriate elected faculty body will have access to at least five years of audited financial statements, current and following-year budgets, and detailed cash-flow estimates for future years as well as detailed program, department, and administrative-unit budgets.
6. The chancellor and the chair of the Faculty Consultative 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 alternative recommendations or challenges to any part of the report in writing.

### 5.04 Financial Emergency: Individual Designations

Once the Board has accepted the chancellor's declaration of a state of financial emergency, it shall

be the primary responsibility of the executive committees of the affected program(s) to recommend which individuals shall have their appointments reduced or terminated. Such recommendations shall be made in accordance with the provisions of UWS 5.07 and this chapter.

## 5.05 Educational Considerations

1. The chancellor's recommendation to the Board to discontinue formally a program will be based upon educational considerations, as determined primarily by the faculty as a whole or an appropriate committee thereof, as described in Regent Policy Document 20-24, Section II, Paragraphs A through G.
2. Faculty members in a program being considered for discontinuance for educational considerations will promptly be informed of this activity in writing and provided at least thirty days in which to respond to it. Tenured and probationary faculty and academic staff will be invited to participate in these deliberations.
3. Before the chancellor issues notice to a faculty member of an intention to terminate an appointment because of discontinuance of a program, the institution will devote its best efforts to place the faculty member concerned in another suitable faculty position. If placement in another position would be facilitated by a reasonable period of training, such retraining and relocation will be provided and the institution will bear the cost where readaptation is feasible as provided in Wis. Stat. 36.22(12). If no position is available within the institution, with or without retraining, the faculty member's appointment then may be terminated, but only with provision for severance as indicated in 5.11.
4. Faculty members may contest a proposed relocation under the hearing procedures described in section 5.08 below.
5. Faculty members recommended for layoff or termination due to discontinuance of a program for educational considerations shall have the same rights of notification, hearing, and review described in 5.07–5.10. below.

## 5.06 Seniority

1. In the case of any faculty layoffs or terminations due to financial emergency or program discontinuance, the recommendations described in 5.05(5) shall follow seniority, unless a clear and convincing case is made that program or budget needs dictate other considerations.
2. Seniority, for the purposes of Wis. Stat. 36.22(3)(b), is defined according to rank, and within rank, according to length of service at the University of Wisconsin-Green Bay and time at rank.

3. Length of service shall be computed from the effective date of the appointment at the University of Wisconsin-Green Bay.
4. 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 random process to be used will be determined by the Faculty Senate.
5. The period of an approved leave of absence is included in determining length of service.
6. 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.

### 5.07 Notification

Each faculty member whose position is recommended for layoff or termination shall be notified in accordance with Wis. Stat. 36.22(4) and 36.22(5).

### 5.08 Hearing

1. A faculty member whose position is recommended for layoff or termination is entitled to a full, on-the-record adjudicative hearing as provided in Wis. Stats. 36.22(7) and 36.22(8). The issues in the hearing may only include those described in Wis. Stat. 36.22(7)(b).
2. The University Committee shall operate as the hearing agent for the board pursuant to Wis. Stat. 36.22(6), 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 fact and decision to the board.

### 5.09 Recommendations and Board Review

1. The recommendations of the chancellor and the recommendations, if any, of the University Committee shall be forwarded to the president and the Board and acted upon by the Board in accordance with Wis. Stat. 36.22(9).
2. Review by the Board is governed by Wis. Stat. 36.22(9) and 36.22(10).

### 5.10 Layoff Status and Retained Rights



1. A faculty member whose position has been eliminated or reduced in accordance with the provisions of this chapter shall be placed on layoff status and shall so remain until removed according to Wis. Stat. 36.22(11).
2. A faculty member designated for layoff or on layoff status shall have the rights provided in Wis. Stat. 36.22(12)–36.22(15).
3. Faculty members on voluntary or compulsory reduction of appointment under this chapter retain full membership in the faculty regardless of the percent of appointment and continue to be governed by the UWGB Faculty Handbook; in addition, the annual notice required in Wis. Stat. 36.22(11)(b)(5) shall be deemed to be given automatically by virtue of the continued part-time appointment. In the event that a faculty member on voluntary or compulsory reduction of appointment shall accept an appointment at a greater fraction of full time as specified in UWS 5.16(2)(b)1, then any subsequent claim to increased appointment shall be forfeited.

## 5.11 Severance

A faculty member who is to be laid off or terminated under this policy has a statutory right to at least twelve months' notice under Wis. Stat. 36.22(5)(a) at the faculty member's current salary. At the discretion of the chancellor or designee, in consultation with the faculty member, the faculty member may be granted up to twelve months' salary as severance pay in lieu of part or all of the statutory notice period.

## 5.12 Safeguards for Students in the Event of Academic Program Discontinuance

1. Regent Policy Document 20-24 specifies the following:

UW System institutions will make every effort to accommodate students adversely affected by discontinuance of an academic program for reasons of financial emergency or because of educational considerations. Discontinuance of a program should be phased in over a reasonable time period to provide students with the opportunity to complete the program or transfer to another program. Completion of a program or transfer to another program cannot be guaranteed by the university.

2. UWGB will adhere to the following safeguards, and every effort will be made to be attentive to the students' needs:
  - a. Students should have opportunities to participate in discussions about programs proposed for termination.
  - b. A discontinued program should be phased out over a reasonable period of time, preferably in a way that allows all or most students who are currently (and continuously) enrolled in the program to complete it.

- c. New students should not be permitted to enroll in programs that are being considered for discontinuance.
- d. All students enrolled in the affected program shall be informed in a timely fashion that a program is being discontinued. This communication should include the timeline for discontinuance and options that students have for either completing the program or transferring to another program.

#### RELATED REGENT POLICIES AND APPLICABLE LAWS

Section 36, Wis. Stats.

Chapters UWS 3 and 5, Wis. Admin. Code

Regent Policy Document 20-23

Regent Policy Document 20-24

*Note: This is the exact version that was reviewed by UWS Legal Counsel the week of April 17, 2017, with their revisions accepted.*

**UWGB Faculty Senate Revised and Approved 26 April 2017**

**Board of Regents Approved Revisions August 2017**

## **UWGB CHAPTER 6 COMPLAINTS AND GRIEVANCES**

### **6.01 Complaints.**

Complaints are allegations by the administration, students, faculty members, academic staff members, university 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.

## 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 non-renewals 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, Statutes; 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 years outside activities must be filed by each faculty member on or before 30 April with the Secretary of the Faculty and 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)**

# 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 the Faculty, Academic Staff and University 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 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 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 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 on 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 and University Staff representation, where specified on UWGB Faculty Standing Committees, consists of individuals designated by the group's respective nominating committee (AS Leadership and Involvement Committee, US Election 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 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 Staff. Ballots shall be returned to the Office of the Secretary of the Faculty and Staff for tallying. The Office of the Secretary of the Faculty and 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 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 Staff. The Committee on Committees and Nominations submits a panel of nominees to the Secretary of the Faculty and 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 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, University Staff, or administration may propose the creation of joint governance committees. The proposal must specify a charge, or set of responsibilities, and a method of determining membership (including number, distribution, terms, and voting rights). The proposal must secure the approval of the Faculty Senate with advice from the Committee on Committees and Nominations, the Academic Staff Committee, the University 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)]

Academic Affairs Council [UWGB Chapter 54]

Personnel Council [UWGB Chapter 54]

General Education Council [UWGB Chapter 54]

Graduate Academic Affairs Council [UWGB Chapter 54]

### Other Standing Elective Committees

#### Committee on Committees and Nominations

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 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 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.

**UWGB Faculty Senate Revised 16 March 1988**

#### Committee on Rights and Responsibilities

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).

**UWGB Faculty Senate Approved 16 May 1990  
Board of Regents Approved November 1990**

#### Committee of Six Full Professors

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)].

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

#### Faculty Consultative Committee

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 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.

**UWGB Faculty Senate Approved 16 March 1977**

#### Faculty Appointive Standing Committees

##### Committee on Academic Actions

1. The Committee on Academic Actions is composed of four appointed faculty members, with no more than two from a domain voting district, one student, and two staff members from student services. The Registrar and Director of Advising are ex officio non-voting members. The student sits 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 three years to ensure continuity of membership. The staff members are appointed by the unanimous agreement of both ex officio board members for a term of one year. The student representative is appointed per meeting by the Student Government Association President, and when possible, continuity is encouraged. The chair of the committee shall be elected by majority-rule voting of all eligible committee members and shall be appointed for a term of two years.
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.

**UWGB Faculty Senate Revised 16 March 1988; 16 September 1998; 11  
December 2002 [2]; 12 March 2014**

#### Honorary Degree Committee

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.

**UWGB Faculty Senate Approved 19 October 1988**

**University Committee Approved 14 December 1988 and 27 December 1989**

**Board of Regents Approved 8 September 1989**

#### Individualized Learning Committee

1. The Individualized Learning Committee shall be composed of eight (8) appointed members. It will include five (5) faculty members with no more than two from a domain voting district and the chair of the Interdisciplinary Studies Committee. The Personal Major Advisor and Director of Assessment Services serve as ex-officio, non-voting members. Each faculty member will serve a three (3) year staggered term to assure continuity.
2. Nomination of candidates for appointment to the Individualized Learning Committee is the responsibility of the Committee on Committees and Nominations. Appointments are made annually by the University Committee.
3. Individualized Learning Committee activities are coordinated by a chairperson elected by Committee members at the beginning of each academic year. The chair will be responsible for establishing a committee structure and making committee assignments.
4. The Individualized Learning Committee serves the following functions:
  - A. Advises the Provost and Vice Chancellor for Academic Affairs or his/her designee on policies and procedures related to Credit for Prior Learning and Credit by Examination.
  - B. Evaluates Personal Major proposals and determine whether to recommend approval.
5. The chair must submit a report of Committee activities at the end of each academic year to the Chair of the University Committee and the Secretary of the Faculty and Staff.

**UWGB Faculty Senate Revised 13 October 2010**

#### Committee on Intercollegiate Athletics

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.

**UWGB Faculty Senate Revised 16 March 1988**

**UWGB Faculty Senate Revised 13 December 2000**

## Joint Governance Committees

### Awards and Recognition Committee

1. The Committee on Awards and Recognition is composed of four appointed faculty members, with no more than two from one domain voting district, four appointed Academic Staff members, one appointed University Staff member, and two appointed student members.
2. Appointments to the Committee shall be for a term of two years with the terms of faculty and academic staff staggered so as to ensure continuity of membership. Student members are appointed annually.
3. The committee coordinates with the Provost/Vice Chancellor and Chancellor in nominating candidates for awards and recognitions.
4. The committee nominates for the following awards: Faculty Award for Excellence in Teaching; Faculty Award for Excellence in Scholarship; Academic Support Award for Excellence; University Award for Excellence in Institutional Development; University Award for Excellence in Community Outreach; University Award for Excellence in Collaborative Achievement; University Staff Award for Excellence
5. The committee advises the Chancellor as to candidates for non-academic awards.
6. The committee advises on matters of public events and aids in arranging commencements, honors convocations, and other convocations and public functions as requested by the Chancellor.

7. The committee recommends names for buildings and other physical facilities and features of the campus.

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

**UWGB Faculty Senate Approved 11 April 2012**

**Academic Staff Assembly Approved 26 April 2012**

#### Committee on Workload and Compensation

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

**UWGB Faculty Senate Approved 12 October 2011**

**Academic Staff Committee Approved 15 September 2011;**

**REVISED 14 November 2012**

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



### Learning Technology Collaborative Committee

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

The charge of the Learning Technology Collaborative Committee is to:

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

### MEMBERSHIP

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

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

**UWGB Faculty Senate Approved 29 January 2014**  
**Academic Staff Committee Approved 20 February 2014**

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

Committee on Student Misconduct

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

**UWGB Faculty Senate Approved 6 March 2013**  
**Academic Staff Assembly Approved Spring 2013**  
**UC Revised and Approved 8 March 2017 [1]**

**Additional Committees**

Administrators, the academic staff and the university staff also create committees for various purposes. Faculty members serve on some of these and some include liaison representatives from

the faculty. These committees are governed by their charges available online at <http://www.uwgb.edu/sofas/structures/governance/>. Currently such committees include:

## Academic Staff Committees

Academic Staff Committee

Academic Staff Personnel Committee

Leadership and Involvement Committee

Professional Development Allocation Committee

Professional Development Programming Committee

## Chancellor's Committees

Council on Diversity and Inclusive Excellence

## University Staff Committees

University Staff Committee

Election Committee

Personnel Committee

Professional Development Committee

## Dean of Students Committee

University Student Leadership Awards Committee

## Provost Committees

Committee on Disability Issues

Institutional Animal Care and Use Committee

Institutional Review Board

Instructional Development Council

International Education Committee

Research Council

Technology Council

Vice Chancellor for Business and Finance Committees

Health and Safety Committee

## **FACULTY POLICIES**

### **PERSONNEL POLICIES**

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 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 Staff for posting and inclusion in the program or committee file. Paper copy may be sent to the SOFAS Office (Cofrin Library 835). Electronic copy is acceptable (e-mail or Word for Windows attachment) and may be addressed to [sofas@uwgb.edu](mailto:sofas@uwgb.edu).

This means 1) informing the SOFAS 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 SOFAS 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 SOFAS 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 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 (UWGB 3.10 1c; 4a; 5a) 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 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 to be sent to the SOFAS Office to be 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 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 SOFAS 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)] states that the interdisciplinary unit 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 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 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 SOFAS Office maintains the personnel files for the academic staff, and the Human Resources Office maintains files for other academic staff.

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 SOFAS Office does not maintain personnel files for them beyond PA forms, letters of appointment, and miscellaneous legal items. Faculty Senate Policy is that “all adjuncts teaching courses at UW-Green Bay be approved by the Unit responsible for that course. There must be Unit review of the adjunct's course syllabi and course materials. In addition, all adjuncts must be evaluated, on an ongoing basis, by the approving Unit upon the completion of any course that said adjunct teaches.” (Senate documents #10-22, approved 4/13/2011)

## Personnel Files

Official personnel files for faculty are to be kept in the Office of the Secretary of the Faculty and 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 external letters, not directly solicited by the faculty member and 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 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 or biennial Professional Activities Report to the Secretary of the Faculty and 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.

\*Revised by Clifford Abbott, Secretary of the Faculty and Academic Staff and Daniel Spielmann, Legal Advisor, 15 June 2005.

## Provost Guidelines on Personnel Processes

### **UW-GREEN BAY PROVOST AREA ANNUAL UNCLASSIFIED PERSONNEL PROCESSES**

#### **I. Performance Reviews**

##### A. Non-Instructional Academic Staff and Limited Employees

1. All non-instructional academic staff and limited employees must be reviewed annually.
2. Division Heads will be reminded via email by June 1 of each year that performance reviews for all non-instructional academic staff and limited term employees must be completed and sent to the Provost Office for filing by September 1.
3. Reviews will be based on an individual's performance during the previous fiscal year.
4. All performance reviews will be conducted using the form and following the procedures described on the UW-Green Bay Human Resources website at:

[http://www.uwgb.edu/sofas/forms/performance/AS-Limited\\_Eval\\_Form.pdf](http://www.uwgb.edu/sofas/forms/performance/AS-Limited_Eval_Form.pdf)

5. All non-instructional academic staff and limited employees will be sent an email by Human Resources reminding them to complete the Self-Evaluation portion of the evaluation and forwarding it to their supervisor by the middle of July (specific date will be determined each year.)
6. Supervisors will be asked by their Division Heads (deans and associate provosts) to schedule their face-to-face meetings well in advance to ensure that they are completed during the month of August.
7. Completed performance reviews will be sent to the Provost by Division Heads) by the September 1 deadline. Division Heads will be responsible for following up with supervisors who have not completed their reviews.
8. Performance reviews of those individuals who report directly to a division head will be reviewed by the Provost.
9. Performance reviews and revised position descriptions will then be sent to Human Resources for filing in individuals' personnel files.

#### B. Tenured Faculty

As required by the university chancellor, all faculty must undergo a review annually. The annual review procedures for probationary or "tenure-track" faculty are specified in UWGB Chapter 3. The policy contained herein applies to tenured faculty. Exceptions or delays are allowed only by the approval of the dean in unusual situations such as sabbatical, announced retirement, absence from campus for approved leave, etc.

This policy lays out a framework for annual faculty review and articulates the relationship of the annual review to other reviews. Each unit shall develop more specific policies, in adherence with the guidelines below.

1. The purpose of the annual review is to provide faculty with an opportunity to reflect on and receive formative feedback about their teaching, scholarly and creative activities, and service.
2. A distinct annual review is required only if a tenured faculty member is not under a higher level of review (promotion, post-tenure, or merit).
3. The annual review is distinct from:
  - a. the merit review, insofar as there is no requirement for the faculty member under review to be categorized, ranked, or otherwise scored;
  - b. post-tenure review, insofar as there is neither a requirement for a determination of "meets expectations" or "does not meet expectations," nor, in the case of the latter, for a remediation plan; and
  - c. review for promotion, insofar as it does not affect rank.
4. The executive committee of each budgetary unit shall develop annual review procedures, specifying:
  - a. Party or parties responsible for conducting the reviews (i.e., chair, dean, executive committee, or sub-committee of disciplinary or unit executive committees) and whether the reviews shall be carried out individually or in groups. Note: Unlike higher-level

- reviews, an annual review does not require the participation of all units to which a faculty member belongs.
- b. Basic expectations that take into account the relatively brief period of review.
  - c. The timeline for completing the reviews during the Fall semester, with all necessary reports to be filed by November 30.
5. The faculty member under review shall be notified in writing 20 days prior to the date of review of the time and place of the review session. Given the routine and formative nature of the review, this notification need not be individualized; a single electronic notification from the chair to all members of a unit who are to undergo the annual review shall suffice.
  6. The required documentation for the annual review shall be limited to the Professional Activities Report (PAR), which each faculty member is required to submit annually, by October 1, enumerating their activities for the previous academic year and summer.
  7. The annual review discussion should consider the activities documented in the PAR and should focus on acknowledging accomplishments, supporting career development, and providing constructive feedback as appropriate.

Upon the completion of the annual review process, the unit chair shall send a memo to the dean that lists who was reviewed, on what date(s), and by whom. If faculty members satisfied the annual review requirement via some higher form of review, this fact shall be noted.

#### C. Continuing Non-Tenured Faculty and Instructional Academic Staff

1. All non-tenured faculty and instructional academic staff must be reviewed annually.
2. The specific process used to conduct the reviews is determined by each unit's Executive Committee subject to the approval of the Dean. In addition to a written summary statement, all non-tenured faculty and teaching academic staff must be given an overall performance rating between "0" and "5" to determine the merit portion of the annual Pay Plan package distributed within the unit.
3. Reviews should be based on an individual's performance during the previous academic year. [Note: All non-tenured faculty and instructional academic staff should complete their Professional Activity Report annually, prior to their scheduled performance review and submit a copy to the Dean of their College and another copy to the SOFAS for placement in their Governance File.]
4. All reviews must be completed and written evaluations, including a numerical performance rating, must be submitted to the Provost (c/o Associate Provost for Academic Affairs) by February 1.

#### D. First Year Non-Tenured Faculty and Instructional Academic Staff

1. The performance of all first-year, non-tenured faculty and instructional academic staff must be reviewed by the budget unit chair prior to March 1. [Note: The budget unit has the option of including the entire Executive Committee in this review process.]

2. The specific process used to conduct the reviews is determined by each unit's Executive Committee subject to the approval of the Dean.
3. The purpose of this review is to determine whether an individual is eligible to receive a Pay Plan increase starting with the beginning of the next contract period.
4. The budget unit chair must submit a memo to the appropriate dean indicating whether the individual's performance is satisfactory or not satisfactory.
5. Reviews should be based on an individual's performance during the previous semester. Written evaluations, including an indication of satisfactory or unsatisfactory performance, must be submitted to the Provost (c/o Associate Provost for Academic Affairs) by March 1.

## II. **Renewal/Non-Renewal of Appointments**

### A. Instructional and Non-Instructional Academic Staff

1. Academic Staff will have automatic contract renewals unless the Division Head recommends to the Area Leader to non-renew an appointment.
2. By September 15 Division Heads will be sent a chart from the Provost Office listing all academic staff (instructional and non-instructional) in their divisions along with the nonrenewal notification due date for each individual.
3. Consideration for non-renewal must be based on previous performance reviews, particularly the most recently completed review.
4. A recommendation to non-renew must be submitted to the Area Leader at least four weeks prior to the non-renewal notification due date.
5. Appointments will automatically be renewed unless specific action is taken to non-renew an appointment. The exception is when an employee moves from a fixed- term to rolling horizon appointment. A rolling horizon appointment requires administrative approval at all levels including the Chancellor.
6. Human Resources will be sent a copy of all memos from the Area Leader confirming the awarding of rolling horizon appointments.

### B. Non-Tenured Faculty

1. Non-tenured faculty appointments can only be renewed with the affirmative recommendation of the unit Executive Committee.
2. By September 15 each Dean will receive a list from the SOFAS of all non-tenured faculty in their College along with the renewal/nonrenewal due date for each individual.
3. Consideration for renewal/nonrenewal must be based on previous performance reviews.
4. The budget unit has the option of conducting a separate renewal/nonrenewal review or combining the review with the annual performance review.
5. Renewal/nonrenewal recommendations must be submitted to the Provost by April 1 of the year prior to the last year of the individual's current appointment. [**Note:** Earlier dates may apply depending upon the length of the individual's appointment.]
6. Human Resources will be sent a copy of all memos from the Provost regarding appointment renewal or nonrenewal.

### III. Outside Activities Report

#### A. All Unclassified Employees

1. By March 30 division heads are sent a chart listing all unclassified staff in their divisions who are required to complete an Outside Activities Report.
2. Division Heads are given one month to collect a completed Outside Activities Report from each unclassified employee in their division.
3. Completed forms are sent to the Provost in a batch by May 1.
4. Forms are kept on file in the Office of the Provost.

### Personnel Actions Summary Table

Action	Notification Date	Who Notifies	Due in Provost Office
<b>Performance Reviews</b>			
<i>Performance Review:</i> Non-Instructional Academic Staff and Limited Employees	June 1	Human Resources	September 1
<i>Performance Review:</i> Tenured Faculty	September 1	Dean	February 1
<i>Performance Review:</i> Continuing Non-Tenured Faculty and Instructional Academic Staff	September 1	Dean	February 1
<i>Performance Review:</i> First Year Non-Tenured Faculty and Instructional Academic Staff	September 1	Dean	March 1
<b>Renewal-Nonrenewal</b>			
<i>Nonrenewal:</i> Instructional and Non-Instructional Academic Staff	September 15	Human Resources	Variable
<i>Renewal-Nonrenewal:</i> Non-Tenured Faculty	September 15	SOFAS	April 1
Outside Activities Report	March 30	Associate Provost	May 1

adopted September 2010

## UWGB 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. 107, Approved 10 March 1976, last revised January 2008)
  - 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 Professor

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

Candidates should be judged on their own merits and should have exhibited substantial scholarly activity, which should appreciably exceed the scholarly expectations that warranted promotion to the rank of Associate Professor.

Substantial scholarly activities are exemplified by articles in refereed academic journals; a scholarly book; juried or invited exhibitions and public performances; or consequential applications of academic ideas to solving social or technical problems. Additional scholarly activities including publication of book reviews; oral presentations at national, area, and sectional meetings of professional associations and societies; and appointment as referee, editor, or reader for scholarly publications may strengthen the record but are not by themselves sufficient for promotion. In cases where traditional mechanisms of scholarly review are not applicable, strong validation by external sources is required.

## 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**

**Faculty Senate Revised and Approved 30 April 2014**

## Guidelines for Periodic Post-Tenure Review in Support of Tenured Faculty Development

This policy has been created in pursuance of Regent Policy Document 20-9: Periodic Post-Tenure Review in Support of Tenured Faculty Development (adopted 3/10/2016).

### I. DEFINITIONS

1. For the purposes of this document, the following definitions are used:
  - a. “Annual review” refers to any review of a faculty member that is carried out annually in accordance with University or System policies.
  - b. “Merit review” refers to the periodic review of a faculty member, carried out by their unit, for the purposes of determining a merit score for compensation increases, when available.
  - c. “Post-tenure review” refers to the review of a tenured faculty member every five years, starting with the fifth academic year following the awarding of tenure.
  - d. “Unit” refers to the primary budgetary unit to which a given faculty member belongs, viz., the unit that holds the budgetary line for the given faculty position.

### II. PURPOSE AND PRINCIPLES

1. Post-tenure review shall 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. The review shall not infringe on existing faculty rights and protections, including those of academic freedom, as defined by the University of Wisconsin–Green Bay Faculty Handbook. The review shall not be construed as a re-tenuring process.
2. The University should have an appropriately funded faculty development program that is available to all faculty members to support their professional development at any time during their careers. Evaluation of professional development and scholarly and creative activities should take into consideration the available resources and support (e.g. a freeze on travel or a lack of funds for travel or research, etc.).
3. These guidelines are intended to provide a framework and basic procedures for post-tenure review. Each unit is responsible for generating more specific policies, evaluation criteria, etc., consistent with the basic guidelines articulated herein.

### III. PROCEDURES

1. Post-tenure review is a separate and distinct process from any annual and merit reviews conducted by a unit. However, the post-tenure review process fulfills any annual review requirement for the year in which it is carried out, and, at the discretion of the unit, a review for merit may happen at the same meeting as the post-tenure review. Moreover, a faculty member seeking promotion to full professor may use review and evaluation for promotion to meet the requirements for post-tenure review. The substitution is permissible only when promotion is sought in the same year as, or sooner than, the faculty member’s scheduled post-tenure review. An individual receiving a positive

recommendation for promotion consideration will be awarded a “meets expectations” status for the post-tenure review and will not be required to undergo another post-tenure review for five years. If the individual receives a negative recommendation for promotion consideration, the executive committee will subsequently vote on the post-tenure review determination as specified in Section III.9 below. A negative recommendation for promotion shall not be construed as a determination that the faculty member “does not meet expectations.”

2. Post-tenure review shall be performed every fifth year after the year of the faculty member’s promotion to tenure. The review may be deferred upon the request of a faculty member only with the approval of the Provost/Vice Chancellor for Academic Affairs, for unusual circumstances such as when the review would coincide with a sabbatical, other approved leave, promotion review, announced retirement, or an appointment to a full-time administrative position. In such cases, the Provost will specify the new review cycle that applies to the faculty member. As a general rule, a faculty member who assumes a full-time administrative position should have a new five-year review schedule begin upon resumption of normal faculty duties.
3. The review shall be based upon the faculty member’s current activities and the performance of the faculty member since their last post-tenure review, or since gaining tenure (for faculty who are having their first post-tenure review). The updated personnel file of the faculty member shall be used for the documentation of appropriate activities. This file shall contain the following materials, in addition to any other materials required by the relevant unit’s policy: updated curriculum vita, Professional Activity Reports for the period under review, a summary of student evaluation data for the period under review, any annual and merit review memos from the period under review, and a one-page statement addressing the three areas of evaluation (see below).
4. The outcome of the post-tenure review should be consistent with the evaluations of materials from any annual and merit reviews from the same time period while taking into consideration materials from any unreviewed period.
5. Faculty shall have at least three-month’s notice of the intent of a unit to perform their post-tenure review. However, failure to meet this notice requirement does not obviate the requirement to conduct and participate in the review. If notification requirements have not been met, the faculty member may accept a review date with less than three-months notice, or the review may be delayed, so long as the review takes place before the end of the academic year for which the faculty member is due to be reviewed.
6. Each unit shall develop criteria by which they will evaluate their tenured faculty. The criteria should be based upon the professional obligations of the faculty of the unit. The criteria should: allow for the effective evaluation of the tenured faculty member’s performance; be consistent with the mission and expectations of the university and the faculty member’s college and unit; and be sufficiently flexible to permit shifts in the faculty member’s professional emphasis. All criteria must fall within the following three categories: teaching; scholarly and creative activities; and university and community service. Minimal standards include:
  - a. Teaching: Faculty consistently meet all of their classes and hold appropriate office hours (or maintain equivalent engagement with students for online courses); they continually reflect on their teaching and respond to constructive feedback; and they update their course content and pedagogy as appropriate, in light of scholarly and pedagogical developments in their fields.

- b. Scholarly and Creative Activities: Faculty maintain familiarity with recent developments in their disciplinary field(s) and maintain scholarly or creative engagement, whether through attending conferences, publishing, or otherwise participating in scholarly or creative communities or dialogues.
  - c. Departmental, Institutional, and Community Service: Faculty contribute to departmental, college, university, professional, and community life through participation in committees, panels, forums, projects, etc. While regular participation is expected at the unit and departmental level, contributions to other groups will vary over time, and major commitments in one area (*e.g.*, serving as a committee chair) may compensate for fewer contributions in other areas (*e.g.*, community-level service).
7. Post-tenure reviews will usually occur during the first half of the spring semester. Supporting documentation to be considered during the review should be available to the review committee at least one week before the scheduled review.
  8. The review shall be conducted by the executive committee of the unit, or by a review committee agreed upon by the executive committee, employing procedures to be determined by the unit.
  9. Based upon the materials submitted for review, the review committee should consider whether the faculty member under review has discharged conscientiously and with professional competence the duties appropriately associated with the faculty member's position and then find the member to either meet expectations or not, as follows:
    - a. Meets expectations. This category is awarded to those tenured faculty members whose performance reflects the expected level of accomplishment over the previous five years.
    - b. Does not meet expectations. This designation should be given to those tenured faculty members whose performance reflects a level of accomplishment below the expected level and which requires correction. All reviews resulting in "does not meet expectations," unless overturned upon further review, will result in a remediation plan as described below.
  10. For faculty members who receive the "meets expectations" award:
    - a. The review committee shall produce a written report for each faculty member reviewed. The report should summarize the accomplishments of the faculty member and address how the university can support their professional development goals. The reviewed faculty member shall be given access to the report and shall have the opportunity to provide a written response to the report. The report and any responses to the report shall be provided to the faculty member, their unit chair, and Dean.
    - b. The Dean, upon the full examination of the faculty member's post-tenure review documentation, the report of the review committee, and any statements from the faculty member under review addressing the findings of the review committee, must either concur with or dissent from the findings of the review committee. If the Dean concurs with the "meets expectations" determination, then the review process is complete, and the Dean shall notify the Provost/Vice Chancellor for Academic Affairs of the outcome.
    - c. If the Dean dissents from the "meets expectations" finding of the review committee, then the Dean shall inform the faculty member under review and the review committee in writing of the reasons for this decision, based upon the criteria established under III.6 above. The faculty member and/or the review committee shall

have thirty days to submit a response (unless granted an extension by the Dean). The Dean shall forward the case materials and any responses to the Chancellor (or the Chancellor's designee) for consideration, at which point the review process continues in accordance with III.11.c and subsequent guidelines stated below.

- d. The faculty member deemed to meet expectations shall be eligible for professional development funds and merit and star salary adjustments during the period leading up to their next post-tenure review, subject to availability of resources.
11. For faculty members who receive the "does not meet expectations" designation:
- a. The review committee shall produce a written report identifying the deficiencies identified in the record that require remediation before a "meets expectations" award can be given. Said report shall specify which of the three categories (teaching, scholarship and creative activity, and/or university and community service) needs improvement for the faculty member to be recognized as meeting expectations. The faculty member will be given the opportunity to provide the review committee with a written statement addressing the findings of the review committee. (The faculty member's response shall be submitted within thirty days, unless an extension is granted by the Dean.) The report, along with any statements by the faculty member under review, shall be forwarded to their unit chair and Dean.
  - b. The Dean, upon the full examination of the faculty member's post-tenure review documentation, the report of the review committee, and any statements from the faculty member under review addressing the findings of the review committee, must either concur with or dissent from the findings of the review committee and forward the case to the Chancellor (or the Chancellor's designee) for consideration.
  - c. The Chancellor (or designee) may, upon review of the case, inform the faculty member that a finding of "meets expectation" has been awarded to the faculty member or may identify which deficiencies must be addressed in a remediation plan.
  - d. Upon the request of the Chancellor (or designee) to develop a remediation plan, the faculty member, in consultation with their Dean, will develop a plan to address the deficiencies identified by the Chancellor (or designee).
    - i. The primary focus of the remediation plan shall be developmental and to provide the faculty member with appropriate support from the unit, department, or Dean as applicable.
    - ii. The plan will contain one or more specific measureable achievements for each deficiency identified by the chancellor or designee. The plan will specify what array of achievements will constitute the completion of the plan.
    - iii. The timeline for the completion of the plan should not be more than three consecutive semesters (not including summer terms) starting at the beginning of the semester after the chancellor or designee has requested a remediation plan. In remediation plans related to a performance shortfall in research, where more than three academic semesters may be necessary to correct identified deficiencies, an extension of one academic semester shall be permitted only with the approval of the Chancellor, which shall trigger a notification of that extension to the UW System Administration Vice President for Academic and Student Affairs.
    - iv. The remediation plan should indicate that: 1) progress meetings will be scheduled with the Dean, the chair, and the faculty member near the conclusion of each semester during which the plan is in effect in order to help



- determine progress and identify additional improvement resources that may aid the faculty member; and 2) a final remediation follow-up meeting will occur between the Dean, the chair, and the faculty member after the deadline, but before the start of the next academic semester, and not to exceed 21 calendar days past the deadline (e.g., if three semesters are provided, within 21 calendar days of the close of the third semester to allow for student evaluations to be accessed, etc.). At the meeting, the Dean will consult with the faculty member and the chair about the evidence indicating that the faculty member has met or not met the obligations of the remediation plan. The Dean may request additional evidence from the unit, the faculty member, and other sources (such as a publisher) prior to or following the meeting.
- v. The faculty member is also advised to consult with the Secretary of the Faculty and Staff (SOFAS), as University Ombudsperson, throughout the remediation period.
  - vi. The faculty member may submit to the Dean evidence of the completion of the remediation plan at any time during the timeline of the remediation plan. Upon review of this material and following the remediation follow-up meeting described in III.11.d.iv above, the Dean may:
    1. deem the remediation plan to be completed and restore the faculty member to a status of “meets expectations.”
    2. deem the evidence to be insufficient to constitute the completion of the remediation plan and provide the faculty member with specific reasons for this determination.
  - vii. If the remediation plan is not completed to the satisfaction of the Dean by the end of its timeline, the Dean may file a complaint against the faculty member to the Chancellor regarding the faculty member’s failure to meet the expectations of their employment. Upon review of the complaint, the Chancellor, after consulting with the Dean, shall determine whether sanctions are necessary and, if so, shall pursue the appropriate sanctions, in compliance with UWGB 6.01 (for disciplinary action) or UWGB Chapter 4 (for dismissal).
  - viii. Faculty members who are completing a remediation plan, or who have been found to have not met the conditions of a remediation plan, are not eligible for merit-based pay increases. After the faculty member is restored to “meets expectations” status, the faculty member is once again eligible for merit pay, but retroactive pay cannot be awarded.
12. A full written record of each faculty member’s post-tenure review shall be provided to the Dean and Chancellor (or designee). Information and documentation relating to the review shall be maintained by the Dean and disclosed only at the discretion, or with the explicit consent, of the faculty member, unless required by business necessity or by law.
  13. Each unit chair is required to report annually to the Dean and Chancellor (or designee) that all post-tenure reviews for tenured faculty in their annual cycle have been completed. The Chancellor (or designee) has responsibility for ensuring the reviews are completed on schedule.
  14. The reviews conducted and remediation plans developed in accordance with this policy are not subjected to the grievance process set forth in Chapter UWS 6.02, Wis. Admin. Code.

**UWGB Faculty Senate Approved 19 May 1993**  
**UWGB Faculty Senate Approved 14 November 2016**  
**Board of Regents Approved Revisions December 2016**

**Footnote on “Guidelines for Periodic Post-Tenure Review in Support of Tenured Faculty Development”**

The Faculty Senate passed an earlier version of this policy, as required by Regent Policy Document 20-9, on 10/12/16, after the policy had been vetted multiple times by UW System Legal Counsel. At the UW Chancellor’s meeting on 10/28/16, however, President Ray Cross informed the chancellors that he and the Regents would not accept any policy that did not include an administrative-level review for all faculty, including those deemed to meet expectations by their colleagues. The policy was quickly revised by UC and presented to the Senate as a first reading on 11/09/16. The revised policy, which included the administrative review required by UW System, was passed at a special meeting of the Senate on 11/14/16. Although the measure passed 16/6/2, the supporting senators made it clear that they approved the measure under duress and out of concern that, in the absence of an approved policy, UW System might impose a less favorable interim policy.

10/12/16: Original version approved by Senate

11/14/16: Revised version approved by Senate

12/08/16: Revised version approved by UW Board of Regents

## 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**

## CLASSROOM POLICIES

### 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/advisors who 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**

## 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**

## 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**



## Student Civility and Tolerance Statement

[http://www.uwgb.edu/deanofstudents/policies\\_procedures/students/pdfs/Civility\\_Tolerance.pdf](http://www.uwgb.edu/deanofstudents/policies_procedures/students/pdfs/Civility_Tolerance.pdf)

## Student Academic Disciplinary Procedures (Chapter 14)

[http://www.uwgb.edu/deanofstudents/policies\\_procedures/students/pdfs/uws014.pdf](http://www.uwgb.edu/deanofstudents/policies_procedures/students/pdfs/uws014.pdf)

## A Faculty Guide to Implementation of Chapter 14

[http://www.uwgb.edu/deanofstudents/policies\\_procedures/faculty\\_staff/docs/chpt14\\_faculty\\_guide.pdf](http://www.uwgb.edu/deanofstudents/policies_procedures/faculty_staff/docs/chpt14_faculty_guide.pdf)

## OTHER POLICIES

### 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 Staff.  
**UWGB Faculty Senate Approved 19 September 1990**

### **1940 Statement on Principles on Academic Freedom and Tenure**

*In 1940, following a series of joint conferences begun in 1934, representatives of the American Association of University Professors and of the Association of American Colleges (now the Association of American Colleges and Universities) agreed upon a restatement of principles set forth in the 1925 Conference Statement on Academic Freedom and Tenure. This restatement is known to the profession as the 1940 Statement of Principles on Academic Freedom and Tenure.*

*The 1940 Statement is printed below, followed by Interpretive Comments as developed by representatives of the American Association of University Professors and the Association of American Colleges in 1969. The governing bodies of the two associations, meeting respectively in November 1989 and January 1990, adopted several changes in language in order to remove gender-specific references from the original text.*

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to ensure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole.<sup>1</sup> The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.[1]<sup>2</sup>

Tenure is a means to certain ends; specifically: (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

### **Academic Freedom**

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.[2] Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.[3]
3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.[4]

### **Academic Tenure**

After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies.

In the interpretation of this principle it is understood that the following represents acceptable academic practice:

1. The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.
2. Beginning with appointment to the rank of full-time instructor or a higher rank,[5] the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution, it may be agreed in writing that the new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years.[6] Notice should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period.[7]

3. During the probationary period a teacher should have the academic freedom that all other members of the faculty have.[8]
4. Termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges and should have the opportunity to be heard in his or her own defense by all bodies that pass judgment upon the case. The teacher should be permitted to be accompanied by an advisor of his or her own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from the teacher's own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.[9]
5. Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

### **1940 Interpretations**

At the conference of representatives of the American Association of University Professors and of the Association of American Colleges on November 7–8, 1940, the following interpretations of the 1940 *Statement of Principles on Academic Freedom and Tenure* were agreed upon:

1. That its operation should not be retroactive.
2. That all tenure claims of teachers appointed prior to the endorsement should be determined in accordance with the principles set forth in the 1925 *Conference Statement on Academic Freedom and Tenure*.
3. If the administration of a college or university feels that a teacher has not observed the admonitions of paragraph 3 of the section on Academic Freedom and believes that the extramural utterances of the teacher have been such as to raise grave doubts concerning the teacher's fitness for his or her position, it may proceed to file charges under paragraph 4 of the section on Academic Tenure. In pressing such charges, the administration should remember that teachers are citizens and should be accorded the freedom of citizens. In such cases the administration must assume full responsibility, and the American Association of University Professors and the Association of American Colleges are free to make an investigation.

### **1970 Interpretive Comments**

*Following extensive discussions on the 1940 Statement of Principles on Academic Freedom and Tenure with leading educational associations and with individual faculty members and administrators, a joint committee of the AAUP and the Association of American Colleges met during 1969 to reevaluate this key policy statement. On the basis of the comments received, and the discussions that ensued, the joint committee felt the preferable approach was to formulate interpretations of the Statement in terms of the experience gained in implementing and applying the Statement for over thirty years and of adapting it to current needs.*

*The committee submitted to the two associations for their consideration the following “Interpretive Comments.” These interpretations were adopted by the Council of the American Association of University Professors in April 1970 and endorsed by the Fifty-sixth Annual Meeting as Association policy.*

In the thirty years since their promulgation, the principles of the 1940 *Statement of Principles on Academic Freedom and Tenure* have undergone a substantial amount of refinement. This has evolved through a variety of processes, including customary acceptance, understandings mutually arrived at between institutions and professors or their representatives, investigations and reports by the American Association of University Professors, and formulations of statements by that association either alone or in conjunction with the Association of American Colleges. These comments represent the attempt of the two associations, as the original sponsors of the 1940 *Statement*, to formulate the most important of these refinements. Their incorporation here as Interpretive Comments is based upon the premise that the 1940 *Statement* is not a static code but a fundamental document designed to set a framework of norms to guide adaptations to changing times and circumstances.

Also, there have been relevant developments in the law itself reflecting a growing insistence by the courts on due process within the academic community which parallels the essential concepts of the 1940 *Statement*; particularly relevant is the identification by the Supreme Court of academic freedom as a right protected by the First Amendment. As the Supreme Court said in *Keyishian v. Board of Regents*, 385 U.S. 589 (1967), “Our Nation is deeply committed to safeguarding academic freedom, which is of transcendent value to all of us and not merely to the teachers concerned. That freedom is therefore a special concern of the First Amendment, which does not tolerate laws that cast a pall of orthodoxy over the classroom.”

The numbers refer to the designated portion of the 1940 *Statement* on which interpretive comment is made.

1. The Association of American Colleges and the American Association of University Professors have long recognized that membership in the academic profession carries with it special responsibilities. Both associations either separately or jointly have consistently affirmed these responsibilities in major policy statements, providing guidance to professors in their utterances as citizens, in the exercise of their responsibilities to the institution and to students, and in their conduct when resigning from their institution or when undertaking government-sponsored research. Of particular relevance is the *Statement on Professional Ethics*, adopted in 1966 as Association policy. (A revision, adopted in 1987, may be found in AAUP, *Policy Documents and Reports*, 10th ed. [Washington, D.C., 2006], 171–72.)
2. The intent of this statement is not to discourage what is “controversial.” Controversy is at the heart of the free academic inquiry which the entire statement is designed to foster. The passage serves to underscore the need for teachers to avoid persistently intruding material which has no relation to their subject.
3. Most church-related institutions no longer need or desire the departure from the principle of academic freedom implied in the 1940 *Statement*, and we do not now endorse such a departure.

4. This paragraph is the subject of an interpretation adopted by the sponsors of the 1940 *Statement* immediately following its endorsement which reads as follows:

If the administration of a college or university feels that a teacher has not observed the admonitions of paragraph 3 of the section on Academic Freedom and believes that the extramural utterances of the teacher have been such as to raise grave doubts concerning the teacher's fitness for his or her position, it may proceed to file charges under paragraph 4 of the section on Academic Tenure. In pressing such charges, the administration should remember that teachers are citizens and should be accorded the freedom of citizens. In such cases the administration must assume full responsibility, and the American Association of University Professors and the Association of American Colleges are free to make an investigation.

Paragraph 3 of the section on Academic Freedom in the 1940 *Statement* should also be interpreted in keeping with the 1964 *Committee A Statement on Extramural Utterances*, which states inter alia: "The controlling principle is that a faculty member's expression of opinion as a citizen cannot constitute grounds for dismissal unless it clearly demonstrates the faculty member's unfitness for his or her position. Extramural utterances rarely bear upon the faculty member's fitness for the position. Moreover, a final decision should take into account the faculty member's entire record as a teacher and scholar."

Paragraph 5 of the *Statement on Professional Ethics* also deals with the nature of the "special obligations" of the teacher. The paragraph reads as follows:

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Both the protection of academic freedom and the requirements of academic responsibility apply not only to the full-time probationary and the tenured teacher, but also to all others, such as part-time faculty and teaching assistants, who exercise teaching responsibilities.

5. The concept of "rank of full-time instructor or a higher rank" is intended to include any person who teaches a full-time load regardless of the teacher's specific title.<sup>3</sup>
6. In calling for an agreement "in writing" on the amount of credit given for a faculty member's prior service at other institutions, the *Statement* furthers the general policy of full understanding by the professor of the terms and conditions of the appointment. It does not necessarily follow that a professor's tenure rights have been violated because of the absence of a written agreement on this matter. Nonetheless, especially because of the variation in permissible institutional practices, a written understanding concerning these matters at the

time of appointment is particularly appropriate and advantageous to both the individual and the institution.<sup>4</sup>

7. The effect of this subparagraph is that a decision on tenure, favorable or unfavorable, must be made at least twelve months prior to the completion of the probationary period. If the decision is negative, the appointment for the following year becomes a terminal one. If the decision is affirmative, the provisions in the 1940 *Statement* with respect to the termination of service of teachers or investigators after the expiration of a probationary period should apply from the date when the favorable decision is made.

The general principle of notice contained in this paragraph is developed with greater specificity in the *Standards for Notice of Nonreappointment*, endorsed by the Fiftieth Annual Meeting of the American Association of University Professors (1964). These standards are:

Notice of nonreappointment, or of intention not to recommend reappointment to the governing board, should be given in writing in accordance with the following standards:

1. *Not later than March 1 of the first academic year of service*, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. *Not later than December 15 of the second academic year of service*, if the appointment, expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. At least twelve months before the expiration of an appointment after two or more years in the institution.

Other obligations, both of institutions and of individuals, are described in the *Statement on Recruitment and Resignation of Faculty Members*, as endorsed by the Association of American Colleges and the American Association of University Professors in 1961.

8. The freedom of probationary teachers is enhanced by the establishment of a regular procedure for the periodic evaluation and assessment of the teacher's academic performance during probationary status. Provision should be made for regularized procedures for the consideration of complaints by probationary teachers that their academic freedom has been violated. One suggested procedure to serve these purposes is contained in the *Recommended Institutional Regulations on Academic Freedom and Tenure*, prepared by the American Association of University Professors.
9. A further specification of the academic due process to which the teacher is entitled under this paragraph is contained in the *Statement on Procedural Standards in Faculty Dismissal Proceedings*, jointly approved by the American Association of University Professors and the Association of American Colleges in 1958. This interpretive document deals with the issue of suspension, about which the 1940 *Statement* is silent.

The 1958 *Statement* provides: “Suspension of the faculty member during the proceedings is justified only if immediate harm to the faculty member or others is threatened by the faculty member’s continuance. Unless legal considerations forbid, any such suspension should be with pay.” A suspension which is not followed by either reinstatement or the opportunity for a hearing is in effect a summary dismissal in violation of academic due process.

The concept of “moral turpitude” identifies the exceptional case in which the professor may be denied a year’s teaching or pay in whole or in part. The statement applies to that kind of behavior which goes beyond simply warranting discharge and is so utterly blameworthy as to make it inappropriate to require the offering of a year’s teaching or pay. The standard is not that the moral sensibilities of persons in the particular community have been affronted. The standard is behavior that would evoke condemnation by the academic community generally.

<sup>1</sup> The word “teacher” as used in this document is understood to include the investigator who is attached to an academic institution without teaching duties.

<sup>2</sup> Boldface numbers in brackets refer to Interpretive Comments that follow.

<sup>3</sup> For a discussion of this question, see the “Report of the Special Committee on Academic Personnel Ineligible for Tenure,” *Policy Documents and Reports*, 9th ed. (Washington, D.C., 2001), 88–91.

<sup>4</sup> For a more detailed statement on this question, see “On Crediting Prior Service Elsewhere as Part of the Probationary Period,” *Policy Documents and Reports*, 10th ed. (Washington, D.C., 2006), 55–56.



## 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**

## Harassment Policy and Guidelines

The current policy on harassment and discrimination and the procedures for reporting violations are available on the Human Resources website:

<http://www.uwgb.edu/hr/documents/HarassmentAndDiscriminationPolicy.pdf>

The policy was drafted by the Director of Human Resources and Melissa Jackson, legal counsel and approved by the Chancellor's Cabinet under Chancellor Bruce Shepard.

## 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 Bay 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**

## Policy on the Creation of University Institutes, Laboratories and Centers

### **Goals of UW-Green Institutes, Centers and Laboratories**

The University encourages and supports the development and successful operation of institutes, laboratories and centers.

UW-Green Bay institutes, laboratories and centers are units that fulfill institutional goals for research, service, instruction and/or training. They may derive funding from a variety of sources, including system, the university and/or from sources outside the University. (Definitions of our institutes, centers and laboratories will follow those established by UW Milwaukee). Each of these special organizational units shall be responsible for submitting a brief end-of-year report to the Faculty Senate. Included in this end-of-year report, must be the organization's evaluation of the institute, laboratory or centers' fulfillment of their respective missions, and whether or not they should be continued for the following year.

Academic institutes, laboratories, and centers accomplish institutional goals in many ways:

- They integrate new knowledge and its practical applications into the learning mission of the University.
- They encourage interdisciplinary modes of inquiry and collaboration across department and college boundaries.
- They provide laboratories for student and faculty development.
- They make available to faculty and students facilities and resources that could not be supported economically by a single academic unit.
- They integrate the University with the community, fostering collaborations and partnerships with business and industry, community agencies, and governmental units.
- They respond to significant academic, scientific, social, or economic needs.
- Their mission supports the academic mission of the university.

### **Institute/Center/Laboratory Creation**

Because institutes, laboratories and centers represent the university, they must be linked to the UW-Green Bay mission and its strategic planning. The establishment of a new institute or center must follow an application process requiring approval by the University Committee (1st) and Provost (2nd) if it is linked to the UW-Green Bay curriculum. Proposals may originate with a single faculty member, an interdisciplinary group of faculty or a team of faculty and community leaders. In all cases, one individual should be identified as the lead investigator.

The proposal for a new institute, center or laboratory must include:

- Proposed name.
- A mission statement and rationale. The unique function and goals (present and future) of the center, and the degree to which there is overlap with other university organizations must be described.
- A designated individual who is in charge of maintaining the institute or center. Ideally this should be more than one person, who is responsible for budgeting (if applicable), university and community contacts, periodic reports, and any other functions of the institute or center. The institute or center may have an advisory board whose members should be selected

according to its mission and functions. These members and their institutional affiliations should be listed.

- List of resources to be committed to the center.
- Approval Process: The proposal must first be submitted to the University Committee. Once it has obtained UC approval, it must be routed to the appropriate Dean(s), and then the Provost for their approval. It is then forwarded to the Chancellor for final approval. The creation of an institute, laboratory or center will be announced at the next Faculty Senate meeting. The University Committee and Provost must be informed of any center/institute changes.

### **Institute or Center Discontinuation**

If, on the basis of the review of the institute, laboratory or center, a decision is made by center members to discontinue the organization, the University Committee, appropriate Dean(s), and Provost will be notified of this decision and be given at least 60 days to respond. Institutes, laboratories, or centers will be discontinued when one or more of the following conditions are met:

- There is no longer a compelling need for their services
- Goals have not been achieved
- Qualified staff are no longer available
- Serious mismanagement or malfeasance has occurred.

The Chancellor's signature will be obtained for final approval of the discontinuation of the institute, center or laboratory. Dissolution will be announced at the next Faculty Senate meeting.

**Definitions of Centers, Institutes and Laboratories** (adapted from UW-Milwaukee, see <http://www4.uwm.edu/secu/policies/saap/upload/S10.5.htm>)

1. **CENTER:** Generally, a programmatic effort associated with a school or college to facilitate the study and dissemination of information in a scholarly area. Frequently, the center is viewed as multidisciplinary or interdisciplinary in nature, bringing together various faculty with an interest in an area of study.
2. **INSTITUTE:** This term is generally associated with an organizational unit that provides academic, scholarly, and/or an educational service outside the traditional degree structure.
3. **LABORATORY:** This term is associated with an organizational structure that has research as its primary mission. The program may offer occasional seminars but these are secondary to its primary purpose.
4. **CENTER OF EXCELLENCE:** This is a special designation created by the UW Board of Regents to identify outstanding scholarly programs throughout the UW System. This designation may be used for special units such as centers or institutes as well as for entire academic degree programs. UWM has eight Centers of Excellence.

5. **OTHER COLLABORATIVE ORGANIZATIONS:** UW-Green Bay recognizes that there are a number of campus organizations that offer partnerships and services that do not necessarily fit under the above definitions.

### **Implementation of Policies**

Upon ratification by the Faculty Senate, the creation of new centers, institutes and laboratories must adhere to the above policies. Prior established centers are encouraged to revisit their policies, but do not have to change in accordance with the above guidelines for Institute/Center/Laboratory creation. However, institutes, centers and laboratories must submit end-of-year reports in accordance with the guidelines specified above. **Faculty Senate Document #10-06 - Approved 10/13/2010**

### **Resolution on UW-Green Bay Adjuncts**

Due to an increase in the number of courses (especially those with alternative delivery methods) taught by adjuncts, the University Committee proposes the following broad guidelines to be adhered to across campus:

*“Be it resolved that all adjuncts teaching courses at UW-Green Bay be approved by the Unit responsible for that course. There must be Unit review of the adjunct’s course syllabi and course materials. In addition, all adjuncts must be evaluated, on an ongoing basis, by the approving Unit upon the completion of any course that said adjunct teaches.”* **Faculty Senate document #10-22 - Approved 4/13/2011**

### **University Ombudsperson**

WHEREAS an official request for the designation of a University Ombudsperson was made by the Committee for Equality of Women in the UW System-Green Bay campus in their report dated April 2001; and

WHEREAS UW-Green Bay Administration designated the current University Legal Counsel to take on the responsibilities of an Ombudsperson; and

WHEREAS official complaints have been registered in regards to a bias to protect University interests inherent in the position of Legal Counsel, defeating the neutrality necessary to the position of Ombudsperson; and

WHEREAS the position of University Legal Counsel has since been eliminated;

THEREFORE BE IT RESOLVED, that the Faculty Senate of the University of Wisconsin-Green Bay requests that University Administration create an impartial Ombudsperson position to provide Faculty and Academic Staff with a neutral and confidential resource for work related complaints and mediation. We further recommend that this position become an official duty of the Secretary of Faculty and Academic Staff with the following charge:

The University Ombudsperson acts as a neutral agent in disputes brought forward by Faculty and Academic Staff, informally assisting in resolving concerns related to academic rights, responsibilities and work environment and fostering communication between members of the campus community. The Ombudsperson will serve as a confidential advisor to help Faculty and Academic Staff to determine the viability of specific complaints and issues and will direct individuals to appropriate offices, committees, and University rules and policies. All inquiries will be confidential unless the Ombudsperson is given permission by the complainant to go to a third person or unless University policy and the law may require disclosure of information. The Ombudsperson will avoid any issue in which there may be a conflict of interest on his or her part.

Should a conflict of interest be identified, the University Committee will designate a substitute Ombudsperson. Recourse to the Ombudsperson is voluntary and not a prerequisite for consideration of the dispute by the Committee on Rights and Responsibilities or the Office of Human Resources.\*

\*language borrowed from the Policy Manual of the University of North Texas. **Faculty Senate Document #09-02, Approved 10/14/2009**

### Senate Resolution on Faculty Status

1. Resolved that the Faculty Senate instructs the University Committee to require from any unit requesting faculty status for an academic staff member a specification of that individual's responsibilities as a member of the unit faculty.

2. Resolved for any teaching academic staff who currently hold faculty status that the faculty status responsibilities of that staff member shall be identified by the budgetary units and conveyed in writing to the Secretary of the Faculty and staff at the time of the next reappointment review of that staff member. **Faculty Senate Document #03-08, Approved 3/24/04**

### UW-Green Bay Faculty Representative

During the academic year, monthly meetings are held in Madison by representatives of governance groups from each of the UW campuses. The meetings involve issues of common concerns across the system, reports of issues specific to each campus, and a joint meeting with System administrators. Most importantly, the Faculty Representatives meetings offer opportunities for networking and the sharing of information. Traditionally, the Faculty Representative from UW-Green Bay has been the University Committee Chair, but the increasing responsibilities of this position and the fact that it is only a one year term have put constraints on the ability of the UW-Green Bay faculty representative to engage in full participation. Thus, in order to have greater continuity of the position, and to further engage the UW-Green Bay Faculty Senate in matters of shared governance, it is recommended that the UW-Green Bay Faculty Representative come from the ranks of the Faculty Senate, with a two year commitment of service. **Faculty Senate Document #09-03, Approved 10/14/2009**

### UWGB 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.

Office of the Secretary of the Faculty and Staff  
As approved through June 2018