

FACULTY SENATE DOCUMENTS - 1998-99

Number	Name	Date Approved
98-1	Modification to the name and charge of the Library and Learning Resources Committee to new name of Library and Instructional Technology Committee	09/16/98
98-2	Modification to the charge of the Committee on Academic Actions	09/16/98
98-3	Recommendation on the Granting of Fall 1998 Degrees (Document #89-6 used each year)	11/18/98
98-4	Graduate Program Codification Revisions	11/18/98
98-5	Policy Regarding Conflicts Between Class Attendance and Athletics Events	11/18/98
98-6	Code Change to UWGB 53.05, Interdisciplinary Unit Chairperson: Responsibilities and Duties	02/17/99
98-7	Slate of Nominees for 1999-2000 Faculty Elective Committees	03/24/99
98-8	Code Change to UWGB 53.04, Interdisciplinary Unit Chairperson: Selection --Length of Appointment	03/24/99
98-9	Code Change to UWGB 51.05 and UWGB 3.05 on Counting Prior Service at Other Institutions	03/24/99
98-10	Recommendation on the Granting of Spring 1999 Degrees (Document #89-6 used each year)	04/14/99
98-11	Establish Student Affairs Committee and eliminate four appointive committees: Student Conduct Policy; Adult Education; Non-Resident Tuition Appeals; Admissions, Financial Aids & Orientation	04/14/99
98-12	Faculty Compensation Proposal	05/05/99
Automatic Consent:		
	Memorial Resolution for Professor Julie Brickley	01/20/98
	Memorial Resolution for Professor Dennis Bryan	03/24/99
	Memorial Resolution for Professor Dawson Deese	05/12/99

Faculty Senate Document #98-1, Approved 9/16/98

MODIFICATION TO THE NAME AND CHARGE OF THE LIBRARY AND LEARNING RESOURCES COMMITTEE

1. The Library and [Learning Resources] **Instructional Technology** Committee is composed of four faculty members, one from each of the four domain voting districts, two persons from the Academic Staff, and one student. The faculty members are elected from a slate prepared by the Committee on Committees and Nominations. Faculty members serve three-years with terms staggered to assure access continuity.
2. The Library and [Learning Resources] **Instructional Technology** Committee is advisory to the [Director of the Library] **Chief Information Officer and University Librarian and Technology Council on policy matters pertaining to instructional technology and library automation**. The [Director] **Chief Information Officer and University Librarian** being ex officio (non-voting) member of the Committee.
3. The Committee represents the Faculty and Academic Staff in making recommendations on all policy matters pertaining to [the Library and all learning resources units] **all units** which are under the direction of the [Director of Learning Resources] **Chief Information Officer and University Librarian**.

Faculty Senate Document #98-2, 09/16/1998

MODIFICATION TO THE CHARGE OF THE 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, and three students. The Registrar and Director of Advising are ex officio, non-voting members. The students sit with faculty on the Committee except where a student involved requests exclusion of student membership.
2. 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**.
3. 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 2 above. Such recommendations are submitted to the Faculty Senate via the University Committee Chairperson.
4. 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.

UW-Green Bay Faculty Senate Document #98-4, 11/18/98

GRADUATE PROGRAM

53.12 Graduate Programs

A. **Graduate Degree Programs:** Membership. The faculty of a graduate program shall consist of those UW-Green Bay faculty members holding professorial rank and Lecturers with faculty status who have been appointed to that program by the Provost/Vice Chancellor for Academic Affairs on recommendation of the Dean of Professional Studies and Outreach and the graduate program executive committee. A faculty

member may have a split appointment or assignment with another graduate program but may vote in only one program.

B. Executive Committee: Membership and Functions

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

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

C. Chairperson: Selection

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

D. Chairperson: Duties

1. Serves as the official channel of communication for all matters affecting graduate studies as a whole at UW-Green Bay, between the program and other academic units, the Chancellor, Provost/Vice Chancellor for Academic Affairs, the appropriate Dean(s), the Associate Dean for Graduate Studies and Research, and other University officials and units.

2. Calls meetings of the graduate program faculty and its executive committee and presides over the meetings. The chairperson shall also call a meeting at the request of any two members of the program. Each program shall meet at least once every semester.

3. Has charge of all official correspondence of the graduate program and of all program matters included in the graduate catalog or other University publications.

4. Determines that all necessary records of faculty activities within a graduate program are properly recorded.

5. Reports to the Associate Dean for Graduate Studies and Research regarding the activities and needs of the program.

6. Submits, through the Associate Dean, new courses, major revisions of existing courses, and deletions of courses proposed by the graduate program for action by the appropriate interdisciplinary unit, the Graduate Faculty Board of Advisors, Academic Affairs Council, and the Provost/Vice Chancellor for Academic Affairs.

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

E. Graduate Faculty Board of Advisors. The Graduate Faculty Board of Advisors is elected from among the tenured members of the graduate faculty. The Board is convened by the Associate Dean of Graduate Studies and Research and serves in an advisory capacity to the Dean of Professional Studies and Outreach through that Associate Dean. The Board has the authority to make recommendations concerning curriculum, program and personnel within the graduate program.

1. The Board of Advisors consists of voting members of the graduate faculty [as defined in 53.12 (A)] holding the tenured associate or full professor ranks. Two at-large members serve for three years, with terms staggered to ensure continuity, and may not be elected for consecutive terms. Graduate program chairs and the chairs of cooperative graduate programs shall, ex officio, also serve as voting members of the Board. Additionally, the graduate student union shall elect one of its members each year to sit without vote on the Board for a one-year term.

2. The Committee on Committees and Nomination shall nominate members for vacancies on the Board of Advisors, ensuring that the two at-large members do not belong to the same graduate program.

D. Curriculum Review. The course proposals and curriculum of the graduate program are subject to review and approval by the Academic Affairs Council.

UW-Green Bay Faculty Senate Document #98-5, 11/18/98

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.

UW-Green Bay Faculty Senate Document #98-6, 2/17/99

CODE CHANGE TO RESPONSIBILITIES AND DUTIES OF INTERDISCIPLINARY UNIT CHAIRPERSON

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.** 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.

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.

UW-Green Bay Faculty Senate Document #98-8, 3/24/99

CODE CHANGE TO LENGTH OF APPOINTMENT FOR INTERDISCIPLINARY UNIT CHAIRPERSON

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) for a normal 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 by written ballot at a interdisciplinary unit meeting with the results to be counted and announced immediately at said meeting. The results of the election shall be transmitted to the appropriate Dean(s) for his/her approval. Removal of the chairperson by the appropriate Dean(s) during the term of office normally shall take place following a vote of no confidence. A vote to determine confidence in the chairperson may be held at any time upon petition of 50 percent of the interdisciplinary unit faculty or on request of the appropriate Dean(s).

B. The chairperson shall be elected from among the members of the interdisciplinary unit having the tenured rank of associate or full professor.

UW-Green Bay Faculty Senate Document #98-9, 3/24/1999

PRIOR SERVICE CODIFICATION REVISION

UWGB 51.05 Probationary Appointments

D. Calculating the Probationary Period

2. Probationary Service from Other Institutions.

Previous probationary service in other colleges and universities may be taken into account in computing a person's probationary service and the number of years to be counted for this purpose will be indicated in the letter of appointment.

UWGB 3.05 Probationary Appointments

1. Previous probationary service in other colleges and universities may be taken into account in computing a person's probationary period and the number of years to be counted for this purpose will be indicated in the letter of appointment. If 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 3.11, seniority under UWGB 5.07, or other provisions of these rules, unless otherwise specified in appointment letters.

 UW-Green Bay Faculty Senate Document #98-11, 4/14/99

STUDENT AFFAIRS COMMITTEE

CHARGE

1. The Student Affairs Committee shall be composed of ten (10) persons. Four (4) members will be elected faculty, with no more than one from a domain voting district; three academic staff members; and two students. Faculty and academic staff will serve 3-year staggered terms. Students will serve 1-year terms. The Associate Provost for Student Affairs, or her/his designee, will also serve ex officio as a non-voting member. The chair of the Committee may also request that one or more student affairs Directors and/or the University Counsel attend select meetings to provide advice and consultation.
2. Faculty members are elected from a slate prepared by the Committee on Committees and Nominations; academic staff members are selected by the Academic Staff Committee; and student candidates are selected by the Student Government Association.
3. Student Affairs Committee activities are coordinated by a chairperson elected by Committee members at the beginning of each academic year. SecretTimes New Roman support for Committee activities will be provided by the Associate Provost for Student Affairs.
4. The Student Affairs Committee is advisory to the Chancellor, Provost and Vice Chancellor for Academic Affairs, and the Associate Provost for Student Affairs and has responsibility for examining admission standards and their application as well as the interrelationships among student life programs, extracurricular activities, support services and student conduct.
5. Any recommendations the Committee makes for modification of admission standards or policies must be brought to the Faculty Senate for approval via the Chairperson of the University Committee.
6. The Student Affairs Committee has the following functions:
 - a. Advises the Associate Provost for Student Affairs and Directors of Admissions and Financial Aid on matters pertaining to high school/college relations, admission standards and practices, recruitment, financial aid, and orientation.
 - b. Advises the University Committee on matters pertaining to student affairs.
 - c. Studies and makes recommendations regarding student conduct policies, whether substantive, structural, or procedural, and considers recommendations which originate from the administration or any other source.
 - d. Hears appeals from students and makes recommendations regarding their residency classification.
 - e. Acts as a representative and advocacy body for the concerns of special student populations.
7. The Student Affairs Committee shall provide a report of its activities at least annually to the Faculty Senate.

UW-Green Bay Faculty Senate Document #98-12, 5/5/99

Faculty Compensation Proposal

UW-Green Bay University Committee

A. Assumptions:

1. Salaries on our campus continue to lag behind UW-System comprehensive campus medians and nationally standardized norms (such as AAUP or CUPA), for public, regional north central, four-year universities--endangering, in an era of impending massive retirements, the recruitment and retention of quality faculty.
2. Major factors contributing to the problem are the longstanding history of impoverished biennial pay packages granted to the UW System, low salary floors (both of which are unlikely to be overcome in the foreseeable future), and our past failure to engage in "quality reinvestment."
3. Salary compression between ranks at UW-Green Bay has been indicated by the 1997 Office of Planning and Budget report, to be a function of higher starting salaries for new faculty, minimal annual increases, and inadequate promotion awards, creating an unfair salary structure contributing to lowered morale.
4. While it is nearly impossible to disentangle all the factors having an impact on any given faculty member's salary (it should be noted that gender and racial inequity were ruled out in a previous study), a multifaceted strategy to reduce future difficulties and to partially redress past injustices ought to be established now.

B. Recommendations:

1. Continue the process of offering competitive market salaries for our new faculty hires in order to ensure institutional quality (closely monitor the status of salaries on our campus in comparison to all available data from relevant sources at regional, state, and national levels) to avoid dissuading potential applicants.
2. Encourage our key administrators to continue to work actively with the Board of Regents, our State Legislators, and the Governor to create the political climate that will permit faculty compensation packages to achieve levels that are commensurate with the UW System's reputation and the needs of the state.
3. Support the proposal forwarded by the Chancellor and the Provost to provide for promotion awards of \$2,000 for associate professors (up from \$750) and \$3,500 for full professors (up from \$1,000), instituted last year and to be continued in the future, in order to avoid salary compression between ranks.
4. Encourage budgetary unit executive committees to reexamine their merit review systems in order to avoid exacerbating compression while still maintaining merit rewards (however, there should be no attempt to dictate procedures and/or policies to the units nor to standardize them across all academic units).
5. As long as our salaries remain below those of reasonably comparable institutions, discourage the Chancellor from using any portion of the annual pay plan to fund promotion, compression, or inequity adjustments (otherwise, we end up taking dollars from an already insufficient merit pool to augment our salaries).
6. Address compression by providing an adjustment (begin with full professors) to all faculty (over a 2-3 year period as necessary) that will award \$100 per year since appointment in recognition of the principle that length of service is proportional to the degree of salary compression (e.g., 20 yrs. x \$100 = \$2,000 adjustment).