

UW-RF Faculty/Academic Staff Handbook

Chapter III : Organization of the Faculty and Academic Staff

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3.1 Introduction

3.1.2 Faculty Governance

Chapter 36 of the Wisconsin Statutes defines the responsibilities of faculty in determining their own organizational structure and participating in the formulation of policies and programs for the University of Wisconsin System.

The faculty of each institution, subject to the responsibilities and powers of the Board, the president and chancellor of such institution, shall be vested with the responsibility for the immediate governance of such institution and shall actively participate in institutional policy development. As such, the faculty shall have the primary responsibility for academic and educational activities and faculty personnel matters. The faculty of each institution shall have the right to determine their own faculty organizational structure and to select representatives to participate in institutional governance. (Wis. Stats. 36.09 [4])

The Constitution of the University of Wisconsin-River Falls Faculty is based on Chapter 36 of the Wisconsin Statutes.

3.1.2 Definitions

UWS 1.01; Wis. Adm. Code Academic staff;

"Academic staff" means professional and administrative personnel, other than faculty and classified staff, with duties and types of appointments that are primarily associated with higher education institutions or their administration.

UWS 1.04; Wis. Adm. Code Faculty;

"Faculty" means persons who hold the rank of professor, associate professor, assistant professor, or instructor in an academic department or its functional equivalent in an institution. The appointment of a member of the academic staff may be converted to a faculty appointment in accordance with s. UWS 3.01 (1) (c).

UWS 1.05; Faculty status;

By action of the appropriate faculty body and chancellor of an institution, members of the academic staff may be designated as having "faculty status." "Faculty status" means a right to participate in faculty governance of an institution in accordance with the rules of the institution. Faculty status does not confer rank or tenure, or convert an academic staff appointment into a faculty appointment.

Academic staff were granted "faculty status" by action of the Faculty Senate and the Chancellor in 1975, as stated in Article II of the Constitution of the University of Wisconsin-River Falls.

Consequently, in the Constitution and By-laws, the word *faculty* means faculty and academic staff, unless a distinction is expressed.

3.1.3 Faculty Senate

The University faculty has delegated its powers and responsibilities on matters affecting educational policy-making to the Faculty Senate [Art. VI A]. Senators are elected from faculty in the five organizational divisions of the University: the three academic colleges; the "Fourth Division" of Student Personnel, University Services and the Library; and the School of Business and Economics. (The number of senators is determined by a formula based, in part, on the total number of faculty in each division.) In addition, four senators-at-large are elected from the "senior ranks" of professors and associate professors and three senators-at-large are elected from the "junior ranks" of assistant professors, instructors, and academic staff personnel [Art. VI B.].

The Faculty Senate meets biweekly to consider agenda items prepared by the Faculty Senate Executive Committee and submitted to the University faculty at least three days prior to the meeting [Art. VI D (11).].

The Faculty Senate Executive Committee acts as the Faculty Senate Committee on Committees to make recommendations for faculty membership on Faculty Senate standing committees and Faculty/ Administrative Committees and to designate chairs of the Faculty Senate standing committees [Article VI D; Faculty By-laws Article II E.].

3.1.4 University Faculty

Meetings of the University faculty are scheduled when necessary. The University faculty serve as members of Faculty Senate standing committees and Faculty/Administrative Committees to consider policies, problems, and programs and to recommend action by the Faculty Senate, the University faculty, or the Chancellor [Article IV].

Faculty standing committees include: Academic Policy and Program Committee; Academic Standards Committee; Advising Committee; Assessment Committee; Athletic Committee; Curriculum Committee of the University; External Relations Committee; Faculty Hearing, Grievance, and Appeals Committee; Faculty Salary Committee; Faculty Welfare and Personnel Policies Committee; Instructional and Learning Technologies Committee; Instructional Improvement Committee; International Programs Committee; Library Committee; Multicultural Advisory Committee; Recruitment, Admissions and Retention Committee; Termination Committee; Visiting Professor Committee.

[see Faculty By-laws Article III]

3.1.5 Student Representation in Faculty Governance

The Faculty Senate will receive and consider suggestions, proposals and recommendations submitted by the student body or its representatives [Article VI A (1)]. There will be student membership on Faculty Senate standing committees where the business of the committee involves matters of interest and importance to students [Faculty By-laws Article II E.].

3.2 Constitution of the UW-River Falls Faculty

Article I General Authority of the Faculty

It is the responsibility of the faculty, as a community devoted to scholarship, to engage in the formulation, implementation, and maintenance of programs and policies designed to effectively encourage the pursuit of knowledge. Within the limits prescribed by law and by the policies of the Board of Regents and in keeping with the tradition of the academic community, the general faculty serves as the organization through which policies are formulated and recommended to the Chancellor. The faculty is properly concerned with academic policies and programs, with how such policies are administered, and with any other matters that affect the general welfare of the University and the achievement of its goals.

Article II Definition of the Faculty

Faculty shall be defined to include the Chancellor, all professors, associate professors, assistant professors, and instructors. Academic staff were granted "faculty status" by action of the Faculty Senate and the Chancellor on July 29, 1975 and Sept. 16, 1975, respectively.

Article III Powers and Responsibilities of the Faculty

Faculty responsibility includes, but is not limited to, the areas of curriculum, subject matter, methods of instruction, standards for scholarship, research, academic program development for the student, academic advising, those aspects of student life which relate to the educational process, professional and welfare matters that relate to the faculty working environment, and the general areas of professional standards and overall faculty responsibility for the educational process within the University community.

Based on the historical principles of the right of those governed to participate in the decision-making that affects how they are to be governed, the following Constitution is intended to identify and delineate, within the University structure, the role and responsibilities of the faculty within the University community.

Section A

The faculty shall have full academic freedom in the classroom, in research, and elsewhere as outlined in the AAUP statements on academic freedom.* Faculty members shall be free from institutional censorship or discipline when acting as citizens or in matters of

academic freedom. In turn, members of the faculty shall acknowledge and accept their responsibilities as professional people, and any public statement shall make clear whether they speak as individuals or as representatives of the University.

*1940 AAUP Statement of Academic Freedom and 1968 Recommended Institutional Regulations.

Section B

In the performance of its academic and legislative functions, the following shall be among the concerns and responsibilities exercised by the faculty, normally handled through the college, departmental, and committee structure:

Determine all curricula of the institution, graduate and undergraduate.

Determine academic standards and requirements for graduation.

Advise and consult, at the request of the Chancellor, on the appointment of administrative officials.

Participate in planning the physical facilities of the campus.

Participate in formulating policies with respect to the annual budget.

Participate in the development of criteria for and the awarding of promotions and salary adjustments.

Participate in investigating cases and determining policies with respect to academic freedom, tenure, appointments, retention, non-retention, leaves, dismissals, and teaching loads.

Participate in the development of extra-curricular and personnel programs of the University (e.g., intercollegiate athletics, health programs, student organizations).

Study and make recommendations concerning any subject relative to the welfare of the University.

Section C

Whenever it becomes necessary to appoint a new Chancellor, the faculty shall elect a committee which, at the pleasure of the Board of Regents, shall be consulted in the selection process.

Section D

For the purposes of planning the total academic program, the entire faculty is responsible for institutional policy without respect to lines established for administrative convenience as described in Chapter II.

Article IV Faculty Organization

Section A

The faculty delegates to the elected members of the Faculty Senate its powers and responsibilities as affect the academic policies and programs and general welfare of the University, in accordance with the provisions of Article VI.

Section B

The faculty may at any time review the selection of the Faculty Senate. The faculty

reserves the right to overrule any Senate action, such a veto requiring a majority vote of the quorum of the faculty.

Section C-Meetings of the Faculty

Meetings of the faculty shall be scheduled when necessary.

Faculty meetings; may be called by the Chancellor (or a designated representative), or upon recommendation of the Faculty Senate to the Chancellor, or by a petition submitted to the Secretary of the Faculty Senate with signatures of 10% of the total faculty (the number as of September 15 of each academic year). At these meetings, the Chancellor, the Provost & Vice Chancellor or the Chair of the Faculty Senate will preside.

The Faculty Senate may call "open hearings" of the faculty to discuss issues, to receive information, and to ascertain opinions and positions of the faculty.

The faculty will be given one week's advance notice in writing of the time, place, and agenda of the faculty meetings. All materials necessary for the business of the meeting will be circulated to the faculty not later than five days preceding the meeting. Items may be placed on the agenda by:

The Chancellor of the University

The Faculty Senate

Petition of 10% of the total faculty submitted to the Secretary of the Faculty Senate.

Robert's Rules of Order (revised) shall determine procedure.

A quorum shall consist of 40% of the faculty during the academic year. If there is no quorum, the faculty members present, provided they number not less than 30% of the total faculty, may constitute themselves as a .i. "committee of the whole" ;to discuss business on the agenda and prepare legislation for the faculty vote.

During the summer, the Faculty Senate shall conduct the business of the faculty and will delay action on that business requiring faculty approval until the academic year. In emergency situations, 50% of the summer faculty returning for their next academic year shall constitute a quorum.

The Chancellor shall appoint a faculty parliamentarian whose duties shall be to interpret parliamentary procedure at faculty meetings.

Action by the faculty shall be taken at a faculty meeting except:

In amending the Constitution;, the balloting shall be by mail with a majority determining the result.

When a quorum of the faculty is not present at a faculty meeting, vote upon an issue will be taken by a mail ballot, the validity of such a vote depending upon the participation of at least a quorum of the faculty. A majority vote would be binding as a faculty position and as a recommendation to the Chancellor.

Article V Chancellor's Reponse

Section A - Chancellor's Response to the Faculty Senate:

In all appropriate matters of University policy, all decisions of the Faculty Senate shall be forwarded to the Chancellor of the University for his or her implementation or veto. In the event the Chancellor chooses to veto action of the Faculty Senate, he or she shall so inform the Chair of the Faculty Senate within a reasonable period of time.

If agreement on the issue cannot be reached, the Faculty Senate, by a two-thirds vote, may refer the matter to a general faculty meeting for discussion to be followed by a mail vote. If at least two-thirds of the faculty concur with the Faculty Senate action, the Chair of the Senate will request the Chancellor to reconsider the veto and to take such further steps toward reconciliation of differences as the Chancellor and the Faculty Senate may agree to be appropriate.

Section B

In the event that the Chancellor chooses to veto action taken by the faculty at a faculty meeting, that matter will be placed on the agenda for the next faculty meeting for discussion to be followed by a mail vote. If at least two-thirds of the voting faculty concur with the original faculty action on the issue, the Chair of the Senate will request the Chancellor to reconsider the veto and to take such steps toward a reconciliation of differences as the Chancellor and the Faculty Senate may agree to be appropriate.

Article VI The Faculty Senate

The Faculty Senate is the legislative arm of the faculty. As such, the faculty delegates to the Senate its powers and responsibilities as affect the academic policies and programs, faculty affairs, and the general welfare of the University in accordance with the provisions of Article III.

Section A - Powers, Duties, and Responsibilities of the Faculty Senate:

Receive and consider suggestions, proposals, and recommendations brought before the Senate by the faculty, student body, and the administrative staff.

Prepare resolutions, proposals, recommendations, and specific legislation for faculty action.

Participate in the development and evaluation of any part of the program of the University.

Participate with the Chancellor in the establishment and termination of the functions and membership of all standing committees. There shall be provision for the establishment of faculty committees within the By-laws of the Constitution. Specific provisions governing the powers, responsibilities, and procedures of faculty committees and the procedure of their appointment are to be found in the By-laws of the Constitution.

Serve as coordinating and expediting agency for the work of standing committees and assign responsibility along with the Chancellor for the execution of studies and activities of these committees. All recommendations for policy changes in the orientation and direction of all committees must be submitted for approval to both the Faculty Senate and the Chancellor.

Study and recommend policies designed to improve faculty welfare.

Establish general interpretations of academic policy and regulations.

Conduct nominations and elections of members of the Senate, as defined in Article VI, Section C.

Inform the general faculty, the administration, and the student body of all Senate actions affecting the areas of their respective concerns.

Recommend to the Chancellor the University calendar; subject to the regulations of the Board of Regents.

Provide for and regulate such funds as may be raised and expended by the general faculty.

Study and make recommendations concerning any other subjects relative to the general welfare of the University.

Section B - Organizational Structure of the Faculty Senate

1. The faculty, for purposes of organization, shall be partitioned as follows: the College of Agriculture, Food and Environmental Sciences; the College of Education and Graduate Studies; the College of Arts and Sciences; the School of Business and Economics; the remaining division (Fourth Division), composed of faculty within Student Personnel, University Services, and the Library. Each of the five divisions shall elect one (1) senator for each thirty (30) staff members or major portion thereof. An additional seven (7) senators shall be elected from and by the faculty-at-large. [amdt. I, 98-99]

2. The seven senators-at-large shall be distributed as follows:
Four (4) professors and/or associate professors, hereafter referred to as the senior ranks.
Three (3) assistant professors, instructors, and academic staff personnel, hereafter referred to as the junior ranks.

3. The term of office of a senator shall be three years, approximately one-third to be elected each year. The term of office will end when employment at UW-River Falls ends, and a new senator will be elected to complete the term. [FS 96/97 #11]

4. All faculty members shall be eligible to nominate and vote for members of the Senate as provided for in Article VI, Section C of this Constitution.

5. To be eligible for election to the Faculty Senate, the faculty member must be an eligible voter and must have completed a minimum of one (1) semester, excluding summer sessions, on the faculty.
6. Election of Senate members will take place in spring semester and will be completed by the end of the tenth week of that semester. Newly elected senators will take office at the last regular meeting of spring semester.
7. Vacancies that occur will be filled for the term by a special election to be conducted in the same manner as the regular nominations and elections. Said special elections shall be completed within four weeks of the occurrence of the vacancy, except that any permanent vacancy occurring in the summer shall be filled by the fourth week of the fall semester. [FS 02/03 #21]
8. The Faculty Senate shall be free to function during the full calendar year. In the absence of a senator for more than three consecutive semesters (including a summer session as the equivalent of a semester), the seat of that senator shall be declared vacant and a special election held to fill the vacancy. Should a senator be absent for a lesser period of time, the absent senator; may nominate in writing a temporary replacement to act in his or her behalf and said nominee shall be confirmed only by a majority vote of the Faculty Senate.
9. A change in the nature of a senator's position such as change of college/division or rank shall have no effect upon a faculty member's tenure on the Faculty Senate. [FS 96/97 #11]
10. One additional senator will be appointed from the Administrative Council by the Chancellor. This Senate seat will be a yearly appointment. The Chancellor will appoint the senator in the fall of each year by September 15. This Senate seat is intended to improve communication between the faculty and the administration.

Section C - Election Procedures for the Faculty Senate

The Vice Chair, as the agent of the Faculty Senate, shall conduct and validate elections.

The procedure for electing Senators shall be initiated by March 1 in the spring semester. [FS 02/03 #21]

Division Elections - Senate Seats:

During spring semester, the Vice Chair shall inform the faculty members of the number of Senators to be elected from their respective divisions. A list of those eligible shall also be provided. A nominating ballot shall be conducted, by division, in which each faculty member may nominate one person for each vacancy within his or her division. This method shall be used to elect two candidates for each position. The candidates chosen shall be those receiving the highest number of nominating votes. No person may be

placed on the election ballot with fewer than two nominations, and if only one willing nominee receives two or more nominations, his or her name only will be placed on the election ballot along with the following notice: *Supporters of this candidate should return a voted ballot to prevent a run-off election involving write-ins*; and if no willing nominee receives more than one nomination, the Vice Chair will place all willing nominees on the initial ballot. If ties prevent an identification of two for each vacancy, additional candidates shall be included as required by a tie. The Vice Chair is responsible for determining if candidates are willing to serve on the Senate. Candidates unwilling to serve shall be replaced by persons receiving the next highest number of nominating votes. [FS 93/94 #25]

The Vice Chair shall see that all voters receive ballots in good time and shall do whatever else is necessary for an effective election process.

Additional candidates may be nominated by written petition signed by no fewer than five eligible voters from within the division within three business days of the announcement of nominated candidates. [FS 02/03 #21]

Upon completion of the slate of candidates for the Faculty Senate seat(s) within each voting division, an election by secret ballot shall be conducted. Faculty may cast one vote per vacancy on the ballot. Candidates receiving the most votes will be elected. Ties in the division elections shall be broken by lot supervised by the Vice Chair. [FS 02/03 #21]

The names of the individuals elected to the Senate shall be reported in the Faculty Senate minutes. Upon request, the vote totals shall be available from the Vice Chair of the Senate. [amdt. II 98-99]

4. At Large Election - Senate Seats;

During spring semester and following the election of division Senators, the Vice Chair shall furnish each faculty voter a list of those eligible for nomination and election to the Senate from the senior ranks and a similar list of those eligible from the junior ranks. The Vice Chair shall identify the number of vacancies at the senior and junior levels, and each faculty member may nominate one person for each vacancy. Two candidates shall be chosen by this method for each vacancy. Those chosen shall be the persons with the largest number of votes in the respective ranks. No person may be placed on the election ballot with fewer than two nominations, and if only one willing nominee receives two or more nominations, his or her name only will be placed on the election ballot along with the following notice: *Supporters of this candidate should return a voted ballot to prevent a run-off election involving write-ins*; and if no willing nominee receives more than one nomination, the Vice Chair will place all willing nominees on the initial ballot. [FS 93/94 #25]

In addition to candidates selected under (a), the at-large election ballot shall include names of individuals nominated by petition. Petitions containing the signatures of at least fifteen qualified voters shall be sufficient to place names on the at-large election ballot. Petitions must be submitted within three business days of the announcement of nominated candidates. [FS 02/03 #21]

Upon completion of the slate of candidates, the Vice Chair shall conduct a University-wide election by secret ballot. The winners of the election shall be those receiving the most votes. Ties shall be broken by lot supervised by the Vice Chair. [FS 02/03 #21]

The names of the individuals elected to the Senate shall be reported in the Faculty Senate minutes. Upon request, the vote totals shall be available from the Vice Chair of the Senate. [amdt. II 98-99]”

Section D - Internal Organization of the Faculty Senate

The officers of the Senate shall consist of a Chair, a Vice Chair, and a Secretary, all to be chosen from and by the elected members of the Senate. The Executive Committee of the Faculty Senate shall be the elected officers of the Senate plus two other senators elected from the Faculty Senate at-large. The Executive Committee should include representation from each of the faculty voting divisions.

The officers and other members of the Executive Committee of the Senate shall be elected by secret ballot at an organizational meeting of the new Senate at the last regular meeting during spring semester and shall hold office for one calendar year. The organizational meeting shall be called by the Chair of the retiring Senate. A majority of all votes cast shall be necessary for election.

Vacancies in the Executive Committee of the Senate shall be filled by special election.

One of the functions of the Executive Committee of the Faculty Senate is to act as the Committee on Committees.

The Faculty Senate shall enact, amend, or repeal By-laws by a two-thirds vote of all members of the Senate. Any Senate action upon By-laws must be proposed at one meeting and taken up at the following meeting. However, in any case, a period of at least seven (7) days should elapse between the proposal of By-laws and their adoption. A copy of the By-laws shall be distributed to all faculty members.

The Senate shall have regularly scheduled meetings during the academic year and summer session and shall be subject to call at other times.

Special meetings may be called by the Chair, the Chancellor of the University, or at the written request of at least six members of the Senate.

All Senate sessions shall be open to all faculty members except for good and sufficient reasons which shall be made known to the faculty. Any member of the faculty may address the Senate after securing recognition from the Chair. The Senate may call "open hearings" of the faculty to discuss issues, receive information, and ascertain opinion and positions.

Minutes of the Senate meetings shall be distributed to all faculty members.

Robert's Rules of Order (revised) shall determine procedure.

The agenda shall be prepared by the Executive Committee of the Senate and submitted to the faculty three days prior to a regular Senate meeting. Any issues or recommendations shall be placed on the agenda by:

The Faculty Senate Executive Committee

The Chancellor of the University

Faculty committees

A majority vote of the senators present and voting at a meeting (Motion to place on agenda is not debatable)

A petition signed by no fewer than twelve (12) faculty members.

Regular meetings of the Faculty Senate shall be scheduled in alternate weeks starting with the first week of fall semester, at such time and place designated by the Faculty Senate Chair.

Duties of Faculty Senate Officers

Chair of the Faculty Senate:

Preside over all meetings of the Faculty Senate

Appoint all *ad hoc* Committees as authorized by the Faculty Senate

Serve as liaison between the Chancellor and the Faculty Senate

Call and conduct meetings of the Executive Committee

Serve as the Senate's representative to the body known as "Faculty Representatives."

Vice Chair of the Faculty Senate:

Preside over meetings in the absence of the Chair

Keep a record of on-going changes for the Faculty/Academic Staff Handbook

Serve the Faculty Senate as a resource person on the content of the Faculty/Academic Staff Handbook. Update the on-line Faculty Handbook annually and in accordance with the August 1 deadline for changes. Make copies of the Handbook as needed.

Validate, supervise, and conduct elections under jurisdiction of the Faculty Senate.

Secretary of the Faculty Senate:

Act as Secretary of the Faculty and be the recipient of items to be placed on the agenda

Keep minutes of the Faculty Senate and Faculty meetings and effect the appropriate distribution of these minutes

Transmit Faculty Senate actions in writing to the Chancellor for his or her information and/or approval

Provide for notification of Faculty and Faculty Senate meetings as specified in the Constitution

Transmit pertinent Faculty Senate actions in writing to the Faculty Senate Chair
Receive and present to the Senate all appropriate correspondence
Keep duplicate copies of all written records for annual disposition in the University Archives.

The Chair of the Faculty Senate shall appoint a parliamentarian whose duties shall be to interpret parliamentary procedure at all regular and special Senate meetings.

Article VII Amendment and Ratification

Section A

Ratification of this Constitution will be by a majority of faculty voting in a mail ballot and acceptance by the Chancellor of the University.

Section B

Amendment of this Constitution will be by a majority of faculty voting in a mail ballot, provided notice of the proposed amendment has been given to the faculty at least two weeks prior to the vote. Amendments may be proposed by a majority vote of the Faculty Senate or by petition submitted to the Faculty Senate bearing signatures of at least 10 per cent of the faculty. In addition, all amendments to this Constitution must be approved by the Chancellor.

3.3 Faculty By-laws

Article I

Authority For Faculty By-laws

The authority for Faculty By-laws is found in Article VI, Section A, Item 4 of the Constitution of the University of Wisconsin-River Falls Faculty (revised and approved Fall, 1974).

Article II

Operation Of Committees

Section A - Committees are responsible to the Chancellor through the Faculty Senate unless directed to report elsewhere at the time of establishment. In their consideration of policies, problems, and programs, committees shall seek information from and the counsel of the Chancellor, faculty, and students.

Committees should keep appropriate groups and individuals (especially the Chancellor) informed of their activities and progress.

Committees, when necessary and appropriate, may establish *ad hoc* task forces to study specific problems and recommend action to the sponsoring committee.

Section B - Meetings [FS 88/89 #12]

Committees shall meet at least once per academic term.

Committee chairs shall arrange meeting times which allow faculty, staff, and student committee members to attend the meeting.

Committee chairs will arrange for all interested faculty, staff, and students to present views and opinions on all issues being considered.

Section C - Methods of Reporting

Committees shall provide the Chancellor, the Chair and the Secretary of the Faculty Senate, and the President and Secretary of the Student Senate with minutes of each meeting. These minutes shall be on file in the Faculty Senate office and, unless otherwise designated in the description of the committee, shall be open to the faculty. After three years, minutes will be moved to the University Archives. [FS 98/99 #3]

Formal recommendations from committees should be prepared in triplicate, one copy each going to the Chancellor, the Faculty Senate, and the Student Senate. Upon receipt of a committee recommendation, the Faculty Senate may follow any one of three courses of action: it may (1) accept the recommendation without change or (2) accept it with modification, whereupon the committee recommendation becomes a faculty recommendation and is forwarded to the Chancellor for approval or veto, or it may (3) reject a committee recommendation.

Committees may ask, through the Senate or the Chancellor, that an issue be placed on the agenda for a faculty meeting. Such a request may grow out of the need for general discussion or information, or out of dissatisfaction with the action taken by the Senate or the Chancellor.

Each committee shall prepare a written report to the faculty at least once a year, citing its activities, concerns, and accomplishments for that year. This report shall be submitted to the Secretary and the Chair of the Faculty Senate and to the Chancellor of the University. Committees shall also provide interim reports when requested to do so.

Section D - General Functions of Committees

To continuously study and review those matters over which jurisdiction has been assigned.

To formulate legislative recommendations for action by the Faculty Senate, the general faculty, or the Chancellor.

To provide University-wide leadership and stimulate creative responses in coping with problems and questions in the assigned area.

To coordinate University-wide activities and programs in the assigned area.

To implement, supervise, or coordinate University policies when authorized to do so by the Faculty Senate or by procedures established in the By-laws.

To report to the Faculty Senate and to the Chancellor their recommendations, favorable or unfavorable, on matters referred to them for study, examination, or research.

Section E - Appointment to Committees

Wherever practicable, committee membership shall include representation from each of the voting divisions of the faculty. Membership on the Senate shall not be a prerequisite for membership on a faculty committee. In cases where the business of a committee involves matters that are of interest and importance to students, there shall also be student membership on the faculty committee.

The Senate's Executive Committee will receive from the faculty its preferences as to committee appointments and will present to the Senate a list of nominees for existing vacancies. The Senate may propose alternative names or simply approve the Committee's slate. Final appointments to and removal from standing committees are, unless otherwise specified, made by the Faculty Senate with final approval by the Chancellor. [FS 98/99 #3]

The Chair of each committee will be designated annually by the Faculty Senate and shall preferably be a retained member of the committee and appointed by the same process as committee members.

Term of membership is provided for in the definition of each committee (see Article III, By-laws); however, membership terms will be staggered so that each committee will be comprised of retained and new appointees. (Initial length of term will be determined by committee lot.)

It is the intention that appointments to committees be rotated as much as possible.

A committee member who is unable to attend committee meetings may appoint a proxy for a period of time not to exceed one semester, subject to the committee's acceptance of that proxy.

Article III Standing Committees

Section A - Academic Program and Policy Committee

Membership: Nine faculty (at least three of whom are members of the graduate faculty and who are affirmed by the Graduate Council), the Provost & Vice Chancellor or the Provost & vice Chancellor designee, and four students.

1. Term of office: three years for faculty, one-third to be appointed each year; one year for students.

2. Duties:

- a. To establish the goals and objectives of the undergraduate curriculum of the University.
- b. To establish the goals and objectives of the graduate curriculum of the University in consultation with the Graduate Council.
- c. To examine and evaluate the overall curriculum of the University for possible improvements, to recommend revisions, and to initiate suggestions for study and action.
- d. To examine and recommend to the Faculty Senate proposals for new graduate degree and certificate programs, undergraduate minors and majors, general education, American cultural diversity and global perspective courses, and any other new academic programs. Graduate programs will be forwarded to the Academic Program and Policy Committee by the Graduate Council. [FS 03/04 #21]
- e. To examine and promote the development of new, experimental, and innovative curricular programs and offerings at both the graduate and undergraduate level.
- f. To examine and recommend to the Faculty Senate proposals for substantial changes in graduate degrees and certificate programs and undergraduate majors and submajors.
- g. If the committee rejects a proposal for a new program from a Department or the Graduate Council, that body may request a vote on the proposal by the Faculty Senate. If rejected, the Faculty Senate will supply the department or Graduate Council with a summary of its reasons.
- h. To approve the plan for assessment of General Education submitted by the Assessment Committee. The Assessment Committee will assess General Education every ten years in conjunction with and prior to the campus visit by the re-accreditation team of the Higher Learning Commission of the North Central Association of Colleges and Schools.

4. Procedure: The committee shall, in consultation with the Provost and Vice Chancellor, coordinate university-wide programs as specified under "Duties" above and require reports from faculty responsible for conducting such programs as requested.

5. Recommendations dealing with general education, diversity, new graduate and undergraduate programs and majors/minors are approved by Academic Policy & Program, Faculty Senate, the Provost & Vice Chancellor, and the Chancellor, in that order. [FS 02/03 #24]

Section B - Academic Standards Committee

1. Membership: Six faculty; The Dean of the College of Agriculture, Food and Environmental Sciences, the Dean of the College of Arts and Sciences, the Dean of the College of Education and Graduate Studies, the Director of the School of Business and Economics; or their designees [FS 98/99 #3]; the Registrar; the Assistant to the Chancellor for Equity and Compliance (ex-officio, non-voting); and four students.

2. Term of Office: Three years for faculty, one-third being appointed each year; one year for students.

3. Duties:

- a. To develop and recommend academic policies in the following areas: admission, drop-add, graduation requirements, pass-fail, probation, retention, scholastic standards, student academic load, student program changes, transfer, re-entry, and withdrawal.
- b. To recommend procedures for the implementation of academic policies.
- c. To interpret academic policies upon the request of the Provost & Vice Chancellor and/or the Registrar.
- d. To hear appeals relative to .i.academic policy; implementation.

4. Procedure:

- a. The Registrar will carry out the academic policies of the University under the direction of the Provost & Vice Chancellor.
- b. Each Academic Dean or Director shall have the prerogative within the established policy to make decisions regarding requirements in his or her own College or School. Appeal of the Dean's or Director's decisions may be made to the Academic Standards Committee by students or faculty.
- c. All policy questions about University requirements shall be referred to the Academic Standards Committee.
- d. Decisions of the Academic Standards Committee may be appealed by the student to the Provost & Vice Chancellor.

Section C - Advising Committee; [FS 89/90 #19]

1. Membership: Five faculty members: one from the College of Agriculture, Food and Environmental Sciences, one from the College of Education and Graduate Studies, two from the College of Arts and Sciences, one from the School of Business and Economics; the Director of the Academic Success Center, the Associate Director of the Academic Success Center, and two students - one appointed by Student Senate and one appointed by the Student Advisory Board of the Academic Success Center. [FS 98/99 #3]

2. Term of Office: Three years for faculty, one year for students.

3. Duties:

- a. To examine and develop innovative and/or experimental programs for advising students deemed at risk.

- b. To evaluate periodically the student academic advising system and recommend changes that will increase the system's effectiveness.
- c. To recommend policies for implementing new advising programs and improving current ones.
- d. To serve in an advisory capacity for activities that involve academic, career, and personal counseling.
- e. To encourage recognition of the importance of advising as a part of faculty responsibility and to recommend and revise procedures for evaluating faculty participation in advising.

Section D - Affirmative Action Committee;

Combined with Faculty Welfare Committee. [FS 98/99 #36]

Section E - Alumni Relations Committee

Combined into External Relations Committee. [FS 98/99 #24]

Section F - Assessment Committee; [FS 90/91 #11]

1. Membership: Provost & Vice Chancellor (or representative), two students (appointed by Student Senate;), six Faculty/Staff (appointed by Faculty Senate; all five divisions represented), and one representative from each Dean's and Director's office (ex-officio non-voting). [FS 98/99 #3]
2. Term of Office: Three years for each faculty, one-third to be appointed each year; one year for students.
3. Duties:
 - a. To examine the University's assessment effort in light of the select mission and nature of UW-RF.
 - b. To propose changes in the assessment effort to the Faculty Senate, when necessary.
 - c. To identify sources of necessary resources for assessment efforts.
 - d. To provide Faculty input into University reports on assessment.
 - e. To assess General Education every ten years. The next assessment will begin in the 2002-2003 academic year. [FS 98/99 #38] The Assessment Committee will recommend instruments, methods, timetable and design for the general education assessment to the AP&P Committee. The AP&P Committee will approve or disapprove the Assessment Committee's Plan. Once approved, the Assessment Committee will coordinate the

collection of data needed for the assessment. The Assessment Committee will tabulate their results and give them to the AP&P Committee. [FS 00/01 #4]

Section G - Athletic Committee; [FS 93/94 #4; FS 90/91 #4]

1. Membership: Six faculty and six students (with equal representation of men and women), the Athletic Director and the Associate Athletic Director, the Chair of the Department of Health and Human Performance, the Men's and Women's Athletic Conference Representatives to the Wisconsin Intercollegiate Athletic Conference (WIAC) and the Assistant to the Chancellor for Equity and Compliance. [FS 98/99 #3]

Ex-officio, non-voting members: all coaches and the Assistant Director of the Leadership Center (Recreation and Wellness).

2. Term of Office: Six years for faculty with one-sixth being appointed each year. Two years for students with one-half being appointed each year.

3. Duties:

a. Review and remain current on the policies prescribed by the NCAA and the WIAC.

b. Approval of the final recommendations as to how the money received from the Student Senate is to be budgeted.

c. Review of budgeted funds, statements, gate receipts, and expenditures of the Athletic Department. Review the audit report.

d. Must approve unbudgeted, unscheduled athletic events which involve University intercollegiate athletic teams.

e. Promote athletic programs and develop relations with other institutions.

f. Recommend policies for the improvement of the athletic programs and facilities of the University. Increase involvement in the areas of responsibility in athletic programs.

g. Recommend to the Chancellor candidates for appointment as faculty representatives to the WIAC.

h. Assist the Chancellor of the University, the Athletic Director, and the Chair of the Department of Health and Human Performance in interviewing and recommending personnel for coaching positions.

i. Review equity issues involving men's and women's athletics.

Section H - *Calendar Committee (see Administrative Committees, Chapter II)*

Section I - *Campus Planning Committee*

Eliminated as Faculty Senate Committee; Senate recommends to Chancellor to establish a faculty/administrative committee for campus planning. [FS 98/99 #28]

Section J- *Computer Guidance Committee*

See Instructional and Learning Technologies Committee, Section P
[FS 87/88 #33; 89/90 #6; 91/92 #7; 94/95 #29; 96/97#35; 97/98 #1]

Section K - Curriculum Committee of the University [FS 98/99 #3; FS 99/00 #6]

1. Purpose:

- a. To provide a university wide forum for the critical reading and response to new course proposals and all changes in all existing course proposals.
- b. To facilitate the resolution of differences between colleges where duplication of course content occurs.
- c. To provide continuity and guidance regarding course proposal format.
- d. To provide continuity and guidance regarding the amount of detail in course proposals.
- e. To maintain a standardized form to be used for all course proposals and accompanying transmittal form.

2. 1. Membership: Nine faculty (at least three of whom are members of the graduate faculty and who are affirmed by the Graduate Council), the Provost & Vice Chancellor or the Provost and Vice Chancellor's designee, and three students. The nine faculty members selected will include at least one representative from each of the colleges. The Registrar or designee and a representative from the library will sit as an ex-officio, non-voting members of the Committee.

3. Term of Office: Three years for faculty, one-third to be appointed each year, one year for students.

4. Duties:

- a. To receive and evaluate courses involving multiple colleges.
- b. To receive and record proposals for new courses and changes in course offerings that have been approved by the appropriate College Curriculum Committee and/or Graduate Council. Receipt of these courses is for the purposes of the record. The Curriculum Committee of the University, however, reserves the right to review such courses and make recommendations in relation to the quality and application of credit prior to recording and to adjudicate and make recommendations in those cases that involve University regulations or cross college conflict or need.

c. To coordinate procedures with all College Curriculum Committees and/or Graduate Council. [FS 02/03 #30]

d. To suggest changes in format of the course proposal form and transmittal form.

5. Procedure:

a. Courses are generally generated and developed by department faculty. Course proposals must be reviewed and approved at the departmental level. Letters of support from persons in departments that were consulted where possible curriculum overlap may occur must be forwarded with the proposal. The originating department must sign off on the accompanying transmittal form. The proposal is then sent to the college/school curriculum committee or other appropriate committees if the course is intercollege in nature.

b. The Dean of the College or Director of the School approves or disapproves new courses and/or changes in course offerings by signing off on the accompanying transmittal form. This signature is an indication that the Dean/Director acknowledges the impact the course may have on faculty load and financial requirements.

c. Course proposals approved by the Deans/Director are forwarded to the University Curriculum Committee (one copy per member). When a course is revised or changed copies of the old original proposal must also be sent to the Curriculum Committee. A signed transmittal form must accompany all course proposals.

d. The University Curriculum Committee Chair will publish in the committee's agenda a list of all courses to be reviewed by the University Curriculum Committee so as to inform the University Faculty. Information should be published five working days prior to committee action or in a timely manner in accordance with Wisconsin open meeting statutes.

e. A departmental representative should be at the meeting to represent new and reprised course proposals. The representative should be prepared to provide a short verbal explanation/justification of the new or revised course proposal. The representative will serve as a liaison between the University Curriculum Committee and the department in which the proposal originated. The committee may ask the representative to clarify information and provide background material.

f. Guidelines for review and approval of course proposals:

1. Review for accuracy information prompts, such as year of first offering, minor/major requirements.

2. Check for the inclusion of appropriate prerequisites.

3. Review for adequacy of course outlines and attachments including letters of support from persons in departments that were consulted where possible curriculum content overlap may occur.

4. Adjudicate and make recommendations in those cases of overlap or other conflicts involving university regulations or intercollegiate differences.

g. Guidelines for information dissemination after committee action.

(1). Minutes of all the meetings will be sent to:

- * all committee members
- * chairs of all college/school curriculum committees
- * all Dean's of Colleges and Directors of Schools

(2). The original course proposal with accompanying transmittal form will be sent to the Dean's/Directors Office of the appropriate college/school for the permanent/official files. Copies, including transmittal form, will also be sent to the person who submitted the course proposal and one to the Department(s) in which the course will be taught.

Section L - External Relations Committee [FS 98/99 #24]

1. Membership: Ten faculty members with at least one representative from each of the four Colleges and the Fourth Division; the Chancellor's designee; the director of the News Bureau (*ex officio*, non voting); the Assistant Chancellor for University Advancement (*ex officio*, non voting); the Director Development and Alumni Relations (*ex officio*, non voting); and two representatives from Student Senate." [FS 02/03 #5]

2. Term of office: Three-year staggered terms for faculty; two years for the Student Senate representative.

3. Duties:

a. To increase faculty and staff awareness of important actions being proposed at the state level.

b. To assist with Faculty and Staff contact with appropriate state officials.

c. To improve the state government's knowledge of the effects of their actions on the students and staff at UW-RF.

d. To actively evaluate current public relations efforts.

e. To initiate activities and publications which enhance the public relations of the University.

f. To maintain communications and the exchange of information between the University's and Colleges' and School's Public Relations Committees and the administration.

- g. To seek out public relations ideas from members of the University community to promote a positive image of the University.
- h. To be responsible for recommending and inviting the speakers for the Fall and Spring commencement exercises and to coordinate this effort with the offices of the Registrar and the Chancellor.
- i. To function as the Honorary Degree Committee.
- j. To advise the director of the Foundation and the Director of Development and Alumni Relations on activities relating to alumni concerns and events such as Homecoming, Alumni Weekend, and chapter meetings [FS 02/03 #5].
- k. To seek nominations for the Distinguished Alumnus Award based on outstanding professional achievement and contributions to society; to forward a recommendation for this award to the Chancellor for final approval.
- l. To seek nominations for the Outstanding Service Award and to forward recommendations for this award to the Chancellor for final approval; those eligible are persons outside of the University community who have made exemplary contributions to UW-River Falls through their support of the University's goals and their volunteer efforts on behalf of the University.

Section M-Faculty Hearing, Grievance, and Appeals Committee [FS 92/93 #11]

1. Membership:

- a. Eight tenured faculty with each College and School represented [FS 98/99 #3] and with as many ranks as possible represented; and one academic staff member. The Assistant to the Chancellor for Equity and Compliance is an ex-officio, non-voting member.
- b. If members of the Committee perceive a possible conflict of interest regarding a particular hearing or appeal, the Chair of the Committee reserves the right to request the Chair of the Faculty Senate to appoint substitute members to serve on the Committee. These substitute members will be selected from those who have served previously as members of the Faculty Hearing, Grievance, and Appeals Committee.

2. Term of Office: Three years, with one-third appointed each year.

3. Duties: To function as a hearing body to review appeals and grievances. Appeals and grievances are defined as:

- a. Those allegations made by a faculty member(s) charging deprivation or invasion of academic freedom and/or a denial of equitable treatment in matters covered by the policies adopted by the faculty and administration relating to:

(1). Appointments, promotions, tenure and salary.

(2). Teaching loads and duties, i.e. working conditions generally.

(3). Retention/non-retention of probationary faculty.

b. Claims of violation of those standards and their application given in Wisconsin Statutes, Administrative Code, Personnel Guidelines, and other Board of Regents Rules and Regulations other than cases which fall within the province of the Termination Committee.

4. The findings of fact and conclusions and/or recommendations of the Committee shall not be regarded as preventing grievants from further appeal to such professional associations as the grievants may call upon.

5. To sit as a judiciary body to hear appeals of individual faculty members concerning decisions or actions in the foregoing areas. The Committee will investigate the appeal and make recommendations to the Faculty Senate and parties concerned.

6. Procedure for Appeals: In the event that the previous procedure has not resolved the grievance, grievance procedures as stated in Chapters 6, 9, and 10 of the Faculty Personnel Rules will be followed or as designated by the Board of Regents Policy, Personnel Guidelines, or State Statute.

7. The confidentiality of the proceedings of this Committee shall be maintained. The minutes of the Committee will be forwarded to the Executive Committee of the Faculty Senate, the Chancellor, and to the grievant. The findings and recommendations of each grievance case shall be forwarded to the Executive Committee of the Faculty Senate, the Chancellor, and the grievant.

Section N- Faculty Salary Committee

1. Membership: Eight faculty with at least one from each of the following: academic staff and/or the rank of instructor, assistant professor, associate professor, professor; and two students. In addition, the UW-River Falls faculty representative to the UW-System's Faculty/Staff Compensation Advisory Committee is a full, voting member. [FS 03-04 #2] The Assistant to the Chancellor for Equity and Compliance, the Provost & Vice Chancellor or the Provost & Vice Chancellor's designee, the Vice Chancellor for Administration and Finance, and the Special Assistant to the Chancellor are all ex-officio, non-voting members.

2. Term of Office: Three years, with two or three appointed each year in accordance with the number of vacancies occurring.

3. Duties: To develop, continuously evaluate, recommend, and inform the faculty of policies and procedures relating to the following:

- a. Salary and salary increases;
- b. Personnel evaluation and recommendations which pertain to salary and salary increases.

Section O- Faculty Welfare and Personnel Policies Committee

1. Membership: Seven faculty with at least one each from the following: academic staff and/or the rank of instructor, assistant professor, associate professor, professor; and two students. The Assistant to the Chancellor for Equity and Compliance, the Provost & Vice Chancellor's designee, the Vice Chancellor for Administration and Finance, and the Special Assistant to the Chancellor are all ex-officio, non-voting members.

2. Term of Office: Three years, with two or three appointed each year in accordance with the number of vacancies occurring.

3. Duties:

a. To develop, continuously evaluate, recommend, and inform the faculty of policies and procedures relating to:

(1). equity and compliance [FS 98/99 #36];

(2). appointments and dismissal (academic year, summer, and extension);

(3). promotions and determination of rank;

(4). personnel evaluations and recommendations;

(5). tenure;

(6). sick leaves, leaves of absence, faculty development leaves, etc.;

(7). faculty working conditions; and

(8). fringe benefits.

b. To consider and recommend such additional guidelines and/or policies as may be conducive to faculty welfare.

c. To consult with the Executive Council of the Student Senate on items of mutual interest involving (1), (2), (3), (4) and (5) under a. above.

d. To provide to any member of the unclassified staff consultation and advice on the application of the Wisconsin Administrative Code, Chapter UWS 8, Unclassified Staff Code of Ethics.

e. To develop policies and procedures which shall, at a minimum, provide:

(1). standards concerning the use of University facilities and personnel in connection with outside activities;

(2). standards concerning absence from regular duties for the purpose of engaging in outside activities;

(3). guidelines identifying types or categories of outside activities which may result in a material conflict of interest; and

(4). for such reports of anticipated outside activities as are necessary to insure compliance with .i.UWS 8.04;.

f. To develop and monitor the use of an instrument to report outside interests and activities of faculty and academic staff as required under UWS 8.025.

Section P – General Education Committee [FS 03/04 #17]

1. Committee Structure: Responsibility for supervising the General Education Program at the University of Wisconsin – River Falls will be undertaken by a faculty committee comprised of the following voting membership: proportional representation of the faculty by college (determination to be based on FTE) not to exceed 10 faculty members appointed by Faculty Senate for three year terms, plus two student members appointed by the Student Senate. Each academic college must have at least one representative. Non-voting representatives will include a representative from the Office of the Vice Chancellor for Academic Affairs, the Assessment Committee, the Academic Programs and Policies Committee, the Library, and the Registrar’s Office.

Committee Functions:

1. Promote and support the General Education program on the UWRF campus.
2. Define and review the policies for the General Education course submission procedure.
3. Approve/disapprove courses for the General Education program and communicate these decisions to the campus community.
4. Ensure that the Assessment Committee assesses the General Education Program every 10 years and recommends changes.
5. Carry out a review of General Education courses on a 5-year cycle.
6. Evaluate all assessment results and provide feedback to all relevant parties.
7. Recommend changes in the General Education structure to the Academic Programs and Policies Committee.
8. Promote opportunities for faculty development related to General Education.
9. Develop processes and procedures for removal of General Education courses from the curriculum.
10. Determine whether or not the course offerings for each General Education goal are sufficient to meet student needs.

Section Q - Honors Committee

Eliminated as a Faculty Senate Committee. [FS 98/99 #29]

Section R - Instructional and Learning Technologies Committee

[FS 91/92 #7; 89/90 #6; 87/88 #33]; [FS 94/95 #29; 96/97 #35; 97/98 #1]

1. Membership: Voting members: 8 faculty and staff: two from the College of Education and Graduate Studies, two from the College of Agriculture, Food and Environmental Sciences, two from the College of Arts and Sciences, one from the School of Business and Economics [FS 98/99 #3], and one from the Fourth Division; two students appointed by Student Senate. Non-voting members: Director of Information Technology Services or representative; Vice Chancellor for Administration and Finance or representative; Provost & Vice Chancellor or representative; and one Library representative appointed by the Director of the Library.

2. Term of Office: Faculty and staff: four years, one-fourth to be appointed each year. Students: one year.

3. Definition:

a. Instructional Technologies describes computing and communication hardware/software resources and the corresponding infrastructure that can enhance delivery of instruction and curricular integration.

b. Learning technologies include computing and communication hardware/software resources that can enhance learning outcomes.

c. Examples of these resources are: permanent and mobile Technology Enhanced Classroom (TEC) resources, electronic communication resources (such as World Wide Web, e-mail, etc.), general access and other non-discipline-specific computer lab/classrooms, Learning Technology Development Center (LTDC), Distance Learning facilities and library use of instructional and learning technologies.

4. Purpose:

a. To ensure faculty and academic staff representation in shared governance decisions regarding instructional and learning technologies.

b. To represent faculty and academic staff interests regarding technology issues on other policy-making bodies such as the Technology Policy & Planning Team (TPP), the Information Technology Coordinating Council (ITCC), the students' Special Technology Fee Committee (STFC), etc.

c. To act as a conduit through which the campus community is kept informed about current campus instructional and learning technology resources and related issues.

5. Duties:

- a. To facilitate on-going campus discussions that examine technology issues in the context of teaching and learning.
- b. To identify and promote related faculty development opportunities.
- c. To review and recommend policies with respect to allocation, implementation, use, assessment and support of instructional and learning technologies.
- d. To evaluate the overall effectiveness of campus support and delivery of Instructional and Learning Technology resources.
- e. To recommend priorities for the allocation of University Instructional and Learning Technology resources.
- f. To evaluate its own duties and membership as needed to reflect the rapid changes in instructional and learning technologies.

6. Procedure:

The Instructional and Learning Technologies Committee of the Faculty Senate will develop action and policy proposals regarding instructional and learning technologies. These proposals will go before the Faculty Senate for discussion and approval. When approved, the proposals will be forwarded to the Chancellor for approval.

Section S- Instructional Improvement Committee [FS 92/93 #12; 98/99 #31]

1. Membership: Seven faculty, the i.Provost & Vice Chancellor ;or the Provost & Vice Chancellor's designee, the faculty representative to the Undergraduate Teaching Improvement Council, the chair of the Teaching Committee of the Faculty/Academic Staff Development Board, the chair of the University-wide Initiatives Committee of the Faculty/Academic Staff Development Board, and three students.
2. Term of Office: Three years, with two or three appointed each year in accordance with the number of vacancies occurring; one year for students.

3. Duties:

- a. To initiate and conduct such activities that might be of general value to the faculty in order to enhance teaching and learning.
- b. To work cooperatively with the Faculty/Academic Staff Development Board to implement specific programs consistent with duty a., such as helping to plan the programs for fall and spring faculty development days.

Section T - International Programs Committee [FS 98/99 # 27; 91/92 #8; 87/88 #76]

1. Membership: The International Coordinator from each College and School, one faculty member from each College and School, a faculty representative from a study abroad program from each College and School, the Director of International Programs (Associate Vice Chancellor), the Director of the International Studies Minor, the Coordinator of International Program Services, and two students. All members have voting rights.

2. Term of Office: Four years for faculty with one-fourth being appointed each year; two years for students with one half being appointed each year.

3. Duties:

a. To periodically review the UW-RF academic standards for students participating in international study programs.

b. To periodically review the UW-RF standards for faculty leadership and student selection in international study programs.

c. To periodically review existing study abroad/international programs to ensure that they are consistent with the Committee's, University's, state's and federal standards.

d. To periodically review and make recommendations pertinent to brochures and the materials which describe international study opportunities available to UW-RF students.

e. To periodically review, recommend, and encourage internationalization of the curriculum.

f. To periodically review standardized student and faculty training, orientation, and information to include issues related to study abroad legal liability, insurance coverage, emergency situations, personal expense responsibilities, and other concerns.

Section U- Legislative Advisory Committee; [FS 91/92 #22]

Combined into External Relations Committee. [FS 98/99 #24]

Section V- Library Committee

1. Membership: Six faculty, at least one from each College, the Director of the Library, Academic Staff representative [FS 03/04 #28], and two students.

2. Term of Office: Three years for faculty and staff [FS 03/04 #28], one-third appointed each year; two years for students, one being appointed each year.

3. Duties: [FS 03/04 #28]

- a. Receive advance notice of significant issues and changes that may affect the mission of the library and effectively communicate these to the faculty and staff.
- b. Provide a mechanism for input regarding the library's collections, services, faculty and students needs, etc.
- c. Receive annual summaries of the library budget and periodic updates as significant changes are made to the budget.
- d. Advocate on behalf of the development of the library's resources and services.

Section W-Multicultural Advisory Committee [FS 99/00 #27;FS 92/93 #24; 87/88 #74]

1. Membership: Four faculty (one from each College and SBE), Coordinator of Ethnic Studies, Multicultural/Disadvantaged Coordinator, Assistant to the Chancellor for Equity and Compliance, an advisor to one of the multicultural student organizations and four students (preferably multicultural student organization members).

2. Term of Office: Three years for faculty, one-third appointed each year. One year for students.

3. Duties:

a. To recommend recruitment and retention policies and programs which encourage the participation of students of racial and ethnic groups under represented in the university's undergraduate and graduate programs.

b. To seek ways to encourage faculty and academic staff development focused on multicultural issues.

c. To assess reports and information on the campus climate as it relates to multicultural issues and make appropriate recommendations for improvement.

d. To review the status and progress of the University's strategic diversity initiatives and make appropriate recommendations.

e. To establish communication links with the multicultural student organizations so that committee members stay aware of campus issues and events.

f. To provide guidance on policy decisions related to multicultural issues to the Faculty Senate.

g. To seek ways to encourage infusion of multicultural content into the University curriculum and courses.

Section X- Public Relations Committee; [FS 91/92 #1]
Combined into External Relations Committee. [FS 98/99 #24]

Section Y-Recruitment, Admissions and Retention Committee

1. Membership: Seven faculty, with at least one each from the academic staff and/or rank of instructor, assistant professor, associate professor, and professor; and three students. The Director of Admissions will be an *ex-officio* member of this committee. [FS 03/04 #32]
2. Term of Office: Three years for faculty, one-third being appointed each year; one year for students.
3. Duties:
 - a. To examine and develop new, innovative, and/or experimental programs for the identification and recruitment of potential students and the retention of existing students.
 - b. To recommend policies for implementation of new recruitment and retention programs.
 - c. To coordinate with the External Relations Committee in the examination and recommendation of methods for making the public aware of the academic programs offered at UW-River Falls, as well as the strong commitment to teaching and academic excellence on the campus.

Section Z-Termination Committee

1. Membership: The Termination Committee is established by the faculty, in response to the requirements of UWS 4.03 and UWS 5.11 of the Wisconsin Administrative Code, as a standing committee of nine tenured, full-time faculty members, nominated and elected by the faculty. (Academic staff shall not participate in the election of this committee.)
2. Term of Office: Three years with one-third (three members) being elected each year. The term of office begins September
3. Election procedures:
 - a. Committee members shall be nominated and elected at large.
 - b. The Vice Chair of the Faculty Senate shall supervise both nominations and elections to the Committee on Termination.
 - c. All faculty members (but not Academic Staff) shall be eligible to nominate and vote for members of the Committee on Termination.

d. During spring semester, the Vice Chair of the Faculty Senate shall furnish each voting member with a list of all tenured members of the faculty eligible for nomination. Each faculty member may nominate one person for each vacancy that exists on the Committee.

(1). Two persons will be nominated for each vacancy. Those nominated will be faculty members receiving the largest number of votes.

(2). The Vice Chair of the Faculty Senate will contact the nominees and obtain their consent before placing their names on the election ballot. If any nominee declines, the person having the next largest number of votes shall have his or her name placed on the ballot once it is determined by the Vice Chair that he or she accepts the nomination.

(3). The Vice Chair shall inform the voting faculty of the list of nominees and conduct the election by the end of the spring semester.

(4). Election shall be by secret ballot. The persons receiving the largest number of votes shall be declared elected and the vote will be published.

(5). Ties will be broken by lot.

4. Internal Organization

a. The Committee on Termination shall elect a chair and other necessary officers from among its members. Such officers shall not serve beyond the beginning of the next fall semester unless re-elected.

b. For hearings, the Chair of the Committee on Termination shall select five panelists by lot from the nine elected Committee members. No one who has participated directly in the lay-off, dismissal or termination decision under consideration shall serve on that panel.

c. If insufficient panelists are eligible from the nine standing Committee members, the chair shall select additional members by lot from the eligible faculty in order to complete the hearing panel of five members.

d. Each committee impaneled to conduct a hearing shall elect its own chair.

e. A panel may select an advisor to assist it in the conduct of the hearing in such ways as it directs. Such an advisor shall have no vote in the deliberations of the panel.

5. Powers and Responsibilities:

a. Hearings shall be conducted in accordance with the procedures stipulated in UWS 4 ;or .UWS 5; of the Wisconsin Administrative Code and any additional procedures deemed necessary to conduct business.

b. The Committee on Termination and the hearing panels are empowered to adopt such other procedures as they deem necessary for the proper conduct of their business.

Section AA-Visiting Professor Committee [FS 92/93 #13]

1. Membership: Two faculty from the College of Arts and Sciences, one from the College of Agriculture, Food and Environmental Sciences, one from the College of Education and Graduate Studies, one from the School of Business and Economics [FS 98/99 #3] and a designee of the Director of Foundation, Alumni and Development.

2. Term of Office: Four years, with one quarter of the membership being appointed each year.

3. Duties: The duties of this Committee are directed toward the administering of a *Visiting Professor* grant from the University of Wisconsin-River Falls Foundation.

a. Initially, the Committee selects the person to be brought to campus as a Visiting Professor, ideally for a minimum of three days. To begin the selection process, the Committee will solicit nominations from all of the academic departments of the University. Departments will submit their nominations with some background information. The Committee will attempt to select a candidate who has outstanding academic credentials and whose presentations may have appeal to a reasonable portion of the University community. The Committee may request that the sponsoring department make the initial contact with the candidate to obtain a curriculum vitae and to determine the feasibility of the candidate's visit. The Committee will then submit a proposal to the UW-RF Foundation requesting the funds needed for travel, lodging, meals, honorarium, etc. The Committee may modify this procedure as may be appropriate to facilitate the search and to assure fairness in the selection process.

b. Once the Visiting Professor has been selected, the academic departments most relevant to this person's discipline should take over the arranging of events and schedules for the visit. The Visiting Professor Committee should work with these departments to help to schedule public lectures and other events in connection with the Visiting Professor's appearance. Together the Committee and the departments should try to arrange a schedule designed to give students and faculty opportunity for informal conversation and discussion with the Visiting Professor.

c. The Committee should strive to ensure that the discipline areas represented by the Visiting Professors change from year to year so that the interests of all of the Colleges and the School are fairly represented.

Administrative Committees

See the end of Chapter II for Administrative Committees.

