

# Faculty Governance

## 1 2 **GOV 1. THE FACULTY CONSTITUTION.**

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Effective: October 27, 1980  
Amendments to Article IV,  
Section 1, 2, 4; Article VI  
Amended: 1989  
Amended: May, 1999  
Amended: September 11, 2001  
Amended October 12, 2004  
Amended: February 15, 2005

11 In order to promote the common interest of faculty, students, and administration in enhancing the aca-  
12 demic quality of the university, to provide an organizational structure to preserve academic freedom,  
13 to protect academic due process, to assure shared responsibility in university decision making, to  
14 promote cooperation in university governance, and to establish a structure and procedures by which  
15 the faculty may exercise its responsibility for the immediate governance of the institution and for aca-  
16 demic and faculty personnel matters, we, the members of the faculty of the University of Wisconsin  
17 Oshkosh, do establish this constitution.

### 18 **ARTICLE I. The Faculty.**

#### 19 **Section 1. Membership in the Faculty.**

20 Persons who hold the academic rank of professor, associate professor, assistant professor, or instruc-  
21 tor in an academic department or equivalent unit at the University of Wisconsin Oshkosh, and such  
22 academic staff members as may be designated by the department or equivalent unit, the Chancellor,  
23 and the Faculty Senate following procedures set forth in the operating rules of the university, will be  
24 considered to be faculty members of the University of Wisconsin Oshkosh. Faculty members on leave  
25 of absence and faculty on lay-off, subject to *Wisconsin Administrative Code* UWS 5.20, shall be ac-  
26 corded full university governance rights under this constitution, providing they are present to vote.

#### 27 **Section 2. Academic Freedom and Tenure.**

28 The purpose of this section is to promote understanding and support of academic freedom and tenure  
29 and agreement upon procedures to assure them at the University of Wisconsin Oshkosh.

- 30 A. Institutions of higher education are conducted for the common good and not to further the in-  
31 terest of either the individual teacher or the institution. The common good depends upon the  
32 free search for truth and its free exposition.
- 33 B. Academic freedom is essential to these purposes and applies to teaching, learning, research,  
34 and scholarly resource collection. Academic freedom in its teaching aspect is fundamental for  
35 the protection of the rights of the teacher in teaching and of the student to freedom in learning.  
36 The faculty is entitled to full freedom of discussion in the classroom, and is expected to exer-  
37 cise professional judgment about the relevance of material introduced to the subject of the  
38 course. Freedom in research is fundamental to the advancement of truth. The faculty is en-  
39 titled to full freedom in research and in publication of the results, subject to the adequate per-  
40 formance of other academic duties. Academic freedom for the librarian is essential for a ba-  
41 lanced collection of resources that meet the needs of scholars, students, and teachers.
- 42 C. Academic freedom carries with it duties correlative with rights. The faculty member is a citizen,  
43 a member of a learned profession and an officer of an educational institution. When speaking  
44 or writing as a citizen, the faculty member should be free from institutional censorship or dis-  
45 cipline, but his or her special position in the community imposes special obligation. As a per-  
46 son of learning and an educational officer, the teacher should remember that the public may  
47 judge the profession and the institution by an individual's utterances. Hence the faculty mem-  
48 ber should at all times be accurate, should exercise appropriate restraint, should show respect  
49 for the opinions of others, and should make every effort to indicate that he or she is not a  
50 spokes-person for the institution.
- 51 D. It is a responsibility of the Faculty Senate to protect academic freedom.
- 52 E. Tenure is a means to certain ends, specifically, (1) freedom of teaching and research and of  
53 extramural activities; and (2) a sufficient degree of economic security to make the profession

## Faculty Constitution

1 attractive to men and women of ability. Freedom and economic security, hence tenure, are in-  
2 dispensable to the success of an institution in fulfilling its obligations to its students and to so-  
3 ciety.

### 4 **Section 3. Equal Opportunity.**

5 The faculty of the University of Wisconsin Oshkosh is committed to a policy of fairness and equal op-  
6 portunity for all. A diverse student body, faculty, and staff, which reflects the variety and pluralism of  
7 society is desired and encouraged. Moreover, equal access to benefits, programs, services, employ-  
8 ment, and educational opportunities is assured for all without regard to sex, color, marital or parental  
9 status, race, age, national origin, handicap, or sexual preference.

### 10 **Section 4. Powers and Responsibilities of the Faculty.**

11 The faculty of the University of Wisconsin Oshkosh, subject to the responsibilities and powers of the  
12 Board of Regents, the President, and the Chancellor, and recognizing student rights, shall be vested  
13 with responsibility for the immediate governance of this institution and shall actively participate in insti-  
14 tutional policy development. As such, the faculty shall have the primary responsibility for academic  
15 and educational activities and faculty personnel matters. The word primary shall be defined as both  
16 first and principal, but not exclusive. The faculty shall have the right to determine its own faculty orga-  
17 nizational structure and to select representatives to participate in institutional governance.

### 18 **Section 5. Administrative Review.**

19 When faculty decisions or recommendations concerning academic and educational activities and fa-  
20 culty personnel matters are transmitted in writing to the Chancellor. The Chancellor, recognizing the  
21 academic tradition of concurring with a clear faculty judgment in matters of primary faculty responsibili-  
22 ty, shall as a matter of collegiality respond in writing, giving reasons, providing that such communica-  
23 tion shall not be prohibited by law or System policy. Nothing in this section shall impede the authority  
24 of the Chancellor, established by law and System policy, to review faculty decisions on such matters  
25 and to make independent judgments regarding them; and nothing in this section shall prohibit appro-  
26 priate consultation.

### 27 **Section 6. Faculty Referenda.**

28 By two-thirds vote of the Faculty Senate, any policy matter related to the powers and responsibilities  
29 of the faculty as stated in ARTICLE I, Section 4 above, may be referred to the whole faculty for deci-  
30 sion. A referendum will also be held if one-tenth of the faculty, as defined in ARTICLE I excluding  
31 those with limited appointments, petition the Faculty Senate President to call for such a referendum.  
32 The Senate will draft the referendum proposal and will ordinarily distribute it to the faculty one month  
33 prior to the time at which a vote on the referendum is to be taken. At least one general faculty meet-  
34 ing, called by the Faculty Senate President, will be held on the matter for discussion and exchange of  
35 information. The referendum vote will be by secret ballot in a special election. A majority of eligible  
36 voters who cast ballots will be required for passage of a referendum. Eligible voters for faculty refe-  
37 renda will be members of the faculty as defined in ARTICLE I excluding those with limited appoint-  
38 ment. The appropriate Senate committee will count the ballots.

## 39 **ARTICLE II. The Faculty Senate: Powers and Functions.**

### 40 **Section 1. Powers.**

41 Powers and responsibilities vested in the faculty, except those that are reserved by this constitution to  
42 the general faculty or delegated by this constitution to faculty in the colleges, schools, departments or  
43 equivalent units, shall be delegated to the Faculty Senate as the representative body of the faculty. As  
44 such, the Faculty Senate shall represent faculty interests and maintain faculty prerogatives not vested  
45 in colleges, departments, or equivalent units, specifically including the faculty role (as defined in  
46 ARTICLE I, Section 4, and ARTICLE II, Sections 2, 3, 4 of this constitution) in the immediate gover-  
47 nance of the institution, in the formulation of academic policy, in planning, in faculty development, cur-  
48 riculum development, instruction, faculty personnel matters, fiscal and physical resources.

### 49 **Section 2. University Policy: Primary Faculty Responsibility.**

## Faculty Constitution

- 1 A. The Faculty Senate, in cooperation with colleges and departments and equivalent units and  
2 administrative officers, shall assure faculty participation in all stages of policy development  
3 about matters of primary faculty responsibility.
- 4 B. The Faculty Senate, in cooperation with colleges and departments or equivalent units, and re-  
5 cognizing the students' role and the Chancellor's responsibilities and authority, shall have pri-  
6 mary responsibility for formulating university-level policy about the following:
  - 7 1. Academic and educational activities including instruction, review and coordination of curri-  
8 culum, academic planning, and faculty development.
  - 9 2. Faculty personnel matters including salary procedures, university-level policy about facul-  
10 ty status, appointments, reappointments, dismissals, tenure, promotion, merit, participa-  
11 tion in outside activities, personnel planning, faculty development, and the rights of laid-off  
12 faculty. Where applicable, all such policies shall be consistent with the *Wisconsin Admin-  
13 istrative Code*.
- 14 C. When Faculty Senate decisions and rationale concerning academic and educational activities  
15 and faculty personnel matters are transmitted in writing to the Chancellor, the Chancellor, re-  
16 cognizing the academic tradition of concurring with a clear faculty judgement in matters of  
17 primary faculty responsibility, shall as a matter of collegiality respond in writing, giving rea-  
18 sons, providing that such communication shall not be prohibited by law or System policy.  
19 Nothing in this section shall impede the authority of the Chancellor, established by law and  
20 System policy, to review faculty decisions on such matters and to make independent judge-  
21 ments regarding them; and nothing in this section shall prohibit appropriate consultation.

### Section 3. University Policy: Governance.

- 23 A. The faculty, subject to the provisions of *Wisconsin Statutes* 36.09, shall be responsible for the  
24 immediate governance of the institution. The Faculty Senate, in cooperation with colleges and  
25 departments or equivalent units, shall assure faculty participation in all levels of policy devel-  
26 opment about governance.
- 27 B. The Faculty Senate, in cooperation with colleges and departments or equivalent units, and re-  
28 cognizing the students' role and the Chancellor's responsibilities and authority, shall have re-  
29 sponsibility for formulating university-level policy about the following faculty matters: elections,  
30 eligibility for voting, representation, faculty participation in governance, faculty organizational  
31 structure, bylaws, and constitution.

### Section 4. University Policy: Faculty Participation Rights.

- 33 A. The Faculty Senate, in cooperation with colleges and departments or equivalent units, shall  
34 assure faculty participation in all stages of policy development in areas of faculty concern.
- 35 B. The Faculty Senate or its representatives to the appropriate body, subject to the responsibili-  
36 ties and authority of the Chancellor, shall actively participate in the formulation of universi-  
37 ty-level institutional policies not matters of faculty responsibility, specifically including fiscal  
38 and physical resources.

### Section 5. Administrative Search and Screen Procedures.

40 The Faculty Senate shall select faculty representatives for search and screen committees for System  
41 and university level administrators above the level of dean.

### Section 6. Evaluation of Administrators.

43 The Faculty Senate will share in the development of university policy and procedures for the evalua-  
44 tion of administrators concerned with matters of primary faculty responsibility. Faculty within the spe-  
45 cific college or school represented by a dean will participate in the periodic evaluation of that dean,  
46 and faculty within the libraries and learning resources will participate in the periodic evaluation of the  
47 director.

### Section 7. The Faculty Senate Shall Form Its Own Bylaws.

### Section 8. Complaints and Grievance Procedure.

## Faculty Constitution

1 The Faculty Senate, in accordance with *Wisconsin Administrative Code UWS 6*, shall develop rules  
2 and procedures to deal with allegations, complaints, and grievances about the professional conduct of  
3 faculty members, and shall provide a grievance procedure to assure that violation of faculty rights or  
4 unfair treatment may be promptly and equitably remedied.

### 5 **ARTICLE III. The Faculty Senate: Membership and Elections.**

#### 6 **Section 1. Faculty Senators.**

7 The Faculty Senate shall be composed of 25 members. Senators will be elected as representatives of  
8 various constituencies within the faculty. All faculty members shall be eligible to serve as members of  
9 the Faculty Senate except administrators above the level of chairperson or equivalent who hold a li-  
10 mited appointment.

#### 11 **Section 2. Constituencies.**

12 For the conduct of faculty elections, the Faculty Senate shall divide the faculty into several voting con-  
13 stituencies. Each voting constituency will be entitled to elect faculty senators in proportion to the rela-  
14 tive number of FTE (Full Time Equivalent Faculty) assigned to the constituency. However, each con-  
15 stituency will be entitled to at least two senators. Every three years, the Faculty Senate shall review  
16 the division of the faculty and reapportion the constituencies according to the proportional formula set  
17 above. The constituencies of the Faculty Senate shall be as follows:

- 18 A. College of Business Administration
- 19 B. College of Education and Human Services
- 20 C. College of Letters and Science: Fine and Performing Arts Division
- 21 D. College of Letters and Science: Humanities Division
- 22 E. College of Letters and Science: Mathematics and Natural Science Division
- 23 F. College of Letters and Science: Social Science Division
- 24 G. Combined College of Nursing and Service faculty assigned to non-college units

25 When this constitution is ratified, existing Faculty Senate members and officers will complete their  
26 terms, and elections will be held to fill additional seats created by the constitution. New senators will  
27 have staggered terms within divisions so that approximately one-third of the total Senate membership  
28 will be elected each year.

#### 29 **Section 3. Election of Faculty Senators.**

30 Each year elections will be held to fill one-third of the seats on the Faculty Senate. Elections of faculty  
31 senators shall be initiated no later than the eighth week of the spring semester and shall be concluded  
32 within a five-week period.

- 33 A. Prior to each election the Faculty Senate shall arrange the preparation of a list of members of  
34 each constituency who are eligible to vote for faculty senators and to serve in the Senate.  
35 Administrators above the level of chairperson or equivalent who hold a limited appointment  
36 shall be excluded from the list. Individual faculty members shall be responsible for informing  
37 the Faculty Senate of any change in their assignments which would affect their voting consti-  
38 tuencies. The Faculty Senate shall determine the voting constituencies of any faculty mem-  
39 bers whose proper constituencies are uncertain, and shall inform the faculty members and the  
40 college or colleges concerned.
- 41 B. A nominating ballot shall be prepared which lists, by constituencies, the eligible faculty mem-  
42 bers who are willing to serve as faculty senators. Each eligible voter shall receive a primary  
43 ballot for the appropriate constituency along with instructions for voting. From the results of  
44 the primary balloting, ballots shall be prepared for a final election.
- 45 C. Election of faculty senators shall be by a majority of the legal votes cast or by a plurality if  
46 there are more than two candidates. In case of ties, repeated elections shall be conducted un-  
47 til all positions are filled.

## Faculty Constitution

- 1 D. The term of office for faculty senators shall be three years and shall commence with the be-  
2 ginning of the fall semester following their election.
- 3 E. If a faculty senator should resign from the Faculty Senate or the University, die, become per-  
4 manently incapacitated, or commence a leave of absence of more than one academic year in  
5 duration, the Faculty Senate shall declare the position vacant. Such positions shall be filled for  
6 the remainder of the unexpired terms by means of special elections, arranged by the Senate  
7 and conducted within the constituencies involved in accordance with normal election proce-  
8 dures. If a senator commences a leave of absence of one semester, the position shall be filled  
9 for that semester by the unsuccessful candidate for the Senate who, in the most recent elec-  
10 tion, received the most votes from the constituency involved. If such a candidate is not availa-  
11 ble, the Senate shall declare the position vacant for that semester.

### 12 **ARTICLE IV. The Faculty Senate: Officers and Executive Committee.**

#### 13 **Section 1. Title and Duties of Officers.**

14 The officers of the Faculty Senate shall be president, a vice president, and three members-at-large.  
15 These officers shall be elected by faculty senators from their membership.

- 16 A. The president shall preside over meetings of the Faculty Senate, serve as the chief repre-  
17 sentative of the faculty both within and outside the university, and fulfill all responsibilities as-  
18 signed to the office by this constitution. The president shall convene a combined meeting of all  
19 chairs of the Committees of the Senate (ARTICLE VII), and all chairs of Faculty Senate Com-  
20 mittees (GOV 3) as described in the Faculty Senate Bylaws.
- 21 B. The vice president shall be the president-elect of the Senate and shall succeed automatically  
22 to a full term of office as president, following completion of a term as vice president.
- 23 C. The vice president shall be responsible for official minutes and records of all Senate meetings  
24 and fulfill any other responsibilities assigned to the office by the Faculty Senate bylaws. The  
25 Section 1.C. duties of the vice president shall be assumed by the past president in years  
26 when there is no vice president. Should the office of past president become vacant, the Se-  
27 nate shall elect a senator to be responsible for official minutes and records of all Senate meet-  
28 ings.
- 29 D. The three members-at-large shall carry out such duties as may be assigned by the Faculty  
30 Senate bylaws.

#### 31 **Section 2. Election of Officers.**

32 The officers of the Faculty Senate shall be elected by the Senate during the last three weeks of April.  
33 Election procedures shall be established in the Faculty Senate bylaws.

- 34 A. The president shall serve a two year term commencing with the fall semester following elec-  
35 tion. The vice president shall be elected in April of the president's first year in office and serve  
36 a one year term commencing with the fall semester of the president's second year in office.  
37 Members at large shall serve terms of one year commencing with the fall semester following  
38 their election.
- 39 B. To be elected, a candidate must receive a majority of the votes cast.
- 40 C. Should the office of president of the Senate become vacant during the president's second  
41 year in office, the vice president shall succeed to the office of president for the remainder of  
42 the term and shall continue in the office during the following two academic years. Should the  
43 office of the president of the Senate become vacant during the president's first year in office,  
44 the Senate shall elect a new president following election procedures established in the Faculty  
45 Senate Bylaws. The new president shall continue in office for the remainder of the two year  
46 term.
- 47 D. Should the offices of vice president or member-at-large become vacant, successors to the va-  
48 cant offices shall be elected at the first meeting of the Faculty Senate following notification  
49 that a vacancy in office exists. Election procedures shall be established in the Faculty Senate  
50 bylaws.

## Faculty Constitution

### Section 3. Removal of Officers.

Officers of the Faculty Senate may be removed from office by vote of a two-thirds majority of faculty senators. A motion to remove an officer must be presented at a regular meeting of the Senate; the motion may be considered not earlier than ten working days after its presentation.

### Section 4. The Executive Committee.

The executive committee shall be comprised of the president, the past president (during the first year of the presidency) or the vice president (during the second year of the presidency), and three members-at-large. The past president shall serve as a non-voting member of the Faculty Senate if he or she is not a member of the Senate.

- A. The president of the Senate shall chair the executive committee.
- B. The executive committee shall prepare the Senate agenda and shall distribute the agenda to the faculty senators at least two days prior to any meeting. The Senate may alter the agenda by a majority vote of the faculty senators present and voting at the beginning of each regular session.
- C. The executive committee shall coordinate senate activities, implement senate actions, serve as liaison with the administration, students, and faculty, and constitute an interim committee of the Senate with authority to call the Senate into special session.
- D. The executive committee shall have the authority to act on behalf of the Senate in circumstances requiring immediate action. The Senate shall be notified in writing of these actions prior to the next regular meeting and shall review and ratify or reject such actions at that time.
- E. The executive committee may exercise the powers of the Senate during the summer semester in the event that a quorum of the faculty senators cannot be convened. All actions shall be reported in writing to the Senate which shall review and ratify or reject them at its next meeting. The executive committee shall attempt to convene a quorum of faculty senators for any regular or special meeting called during the summer semester or interim periods, but should a quorum be unavailable, then the executive committee shall seek the advice and assistance of those faculty senators who are available. All faculty senators shall be sent written notice of any regular or special meeting called during the summer semester or interim periods.
- F. The executive committee shall keep the entire faculty informed of the agenda and activities of the Faculty Senate by means of regular written reports and by distribution of the minutes of Senate meetings.

### Section 5. Liaison.

The Senate shall invite representatives of the Chancellor, the student government, and the academic staff to attend Senate meetings in order to communicate to the Senate the interests of those university components and to serve as resource persons.

## ARTICLE V. The Faculty Senate: Meetings.

### Section 1. Time, Location and Frequency of Meetings.

Meetings of the Senate shall be called by the president of the Senate.

- A. The times and locations of meetings shall be selected by the president of the Senate, in accordance with the preferences of the senators, and shall be announced in advance to the faculty.
- B. The Senate shall hold a regular meeting at least once per month during the two full semesters of the academic year with a minimum of nine meetings per academic year.
- C. General faculty meetings, for the purpose of discussion and exchange of information, may be called by the Faculty Senate president or by petition of 20 faculty members to the president. The president of the Faculty Senate shall preside.

### Section 2. Rules and Procedures for Meetings.

## Faculty Constitution

1 All meetings of the Senate shall be conducted in accordance with the most recent edition of Sturgis'  
2 *Standard Code of Parliamentary Procedure*. Senate meetings shall be open, except under conditions  
3 which by statute justify closed meetings. Any faculty member may address the Senate after first ob-  
4 taining recognition from the presiding officer.

### 5 **Section 3. Agenda for Meetings.**

6 The Senate shall consider all matters proposed by the Chancellor, faculty committees, or individual  
7 faculty members after such matters shall have been placed on the agenda of a regular meeting by the  
8 executive committee. Topics may be placed directly on the agenda of a meeting, without concurrence  
9 of the executive committee, by formal proposal from the Chancellor, by a vote of a majority of the sen-  
10 ators present and voting at a meeting, or by a petition signed by ten or more faculty members.

### 11 **Section 4. Quorum for Meetings.**

12 A quorum for any meeting of the Senate shall be one more than half the full membership of the Se-  
13 nate.

## 14 **ARTICLE VI. The Faculty Senate: Committees.**

### 15 **Section 1. Faculty Senate Standing Committees.**

16 Standing committees of the Faculty Senate will be established to carry out the faculty's role, as de-  
17 fined in ARTICLE II, Sections 2, 3 in this constitution in the formulation and implementation of universi-  
18 ty policy about academic and educational activities, faculty personnel matters, and immediate gover-  
19 nance of the institution in accordance with *Wisconsin Statutes* 36.09(4). The charter for each of these  
20 committees will be approved by the Faculty Senate consistent with the procedure for amending the  
21 bylaws of the Faculty Senate.

22 The Senate shall create other standing committees as it considers necessary to assist it and the facul-  
23 ty in formulating policies and making decisions in areas of faculty concern. The process of establishing  
24 a charter for each of these committees will be the same as that described above.

### 25 **Section 2. Special Faculty Committees.**

26 The Senate shall create such ad hoc committees as it considers necessary to assist it in formulating  
27 policies and making decisions on special problems.

## 28 **ARTICLE VII. Joint Committees.**

### 29 **Section 1. Purpose.**

30 University level matters which are not the primary responsibility of faculty, students, or administration  
31 may be considered by tripartite committees. The Senate will select faculty representatives for each  
32 committee and may review the committees' reports.

## 33 **ARTICLE VIII. Department or Equivalent Unit Affairs.**

### 34 **Section 1. Purposes.**

35 The faculty constitution shall establish university-level policies, and college and department or equiva-  
36 lent unit bylaws shall establish the framework and specific policies and procedures by which depart-  
37 ments and equivalent units can maintain stability, strength, and growth. Such bylaws shall establish  
38 policies and procedures by which members shall participate in unit affairs, and by which faculty shall  
39 exercise their responsibility for unit governance and their primary responsibility for academic and fa-  
40 culty personnel matters.

### 41 **Section 2. Organization.**

42 In considering organizational changes in paragraphs A through D of this section, the faculty shall rec-  
43 ognize the Chancellor's responsibility for designing curriculum in consultation with the faculty.

- 44 A. Each department or equivalent unit that is recognized as such at the time this constitution  
45 goes into effect shall continue to be so recognized and to retain the same college affiliation. A  
46 different organization or affiliation shall be established only through consultation between the  
47 Chancellor and the department or equivalent unit and, if necessary, the college or colleges di-  
48 rectly involved.

## Faculty Constitution

- 1 B. The removal, elimination, transfer, or reorganization of existing departments or equivalent  
2 units, or the addition of new ones to a college, shall occur only through consultation between  
3 the Chancellor and the faculty of each college or school. Procedures for such changes, when  
4 they occur within a college or school, shall be established by the bylaws of each college or  
5 school.
- 6 C. In event of reorganization between existing colleges or formation of a new college by existing  
7 departments, the following process shall apply:  
8
- 9 1. Faculty members from within the department(s) seeking to move out of their current col-  
10 lege, or any other body seeking an intercollegiate reorganization (e.g., Faculty Senate),  
11 shall approve a formal motion or resolution to endorse the reorganization.  
12
  - 13 2. Each department seeking to move shall simultaneously submit a formal written request,  
14 along with supporting rationale and evidence, to the Provost and Vice Chancellor and to  
15 the Faculty Senate.  
16
  - 17 3. The Provost and Vice Chancellor shall forward copies of the written request to the deans  
18 of any college directly affected and request recommendations from the colleges and set a  
19 deadline for such recommendations. This deadline should allot a minimum of three  
20 months for the colleges to collect data for decision-making as noted in step 4 below. Fur-  
21 ther, it should ensure that the process for obtaining the faculty recommendation (i.e., in-  
22 formation-sharing and the referendum or vote) is conducted during an academic semester  
23 to allow for maximum participation of the faculty.  
24
  - 25 4. The dean(s) shall provide a three-year financial history of the unit(s) seeking to move to  
26 faculty of the affected colleges and to the Faculty Senate. Financial disclosure will include  
27 budgeted funds and actual funds received by the department, expenditures, revenues,  
28 FTE salaries, and any other relevant information. The deans shall also address considera-  
29 tions with respect to the effect of the move on issues such as costs, students, physical  
30 space demands, and culture.  
31
  - 32 5. The dean(s) shall request a recommendation from the college faculty in accordance with  
33 the college by-laws or as agreed upon by the faculty.  
34
  - 35 6. Following the college faculty recommendation(s), the dean(s) and the Faculty Senate  
36 shall make recommendations to the Provost and Vice Chancellor by the deadline estab-  
37 lished in step 3 above. The recommendation(s) of the deans shall include a budget alloca-  
38 tion proposal which outlines the details of the financial implications of moving the depart-  
39 ment(s), the terms for reallocating budget, and a rationale for the proposed terms.  
40
  - 41 7. Within 20 days, the Provost and Vice Chancellor shall make a decision to accept or reject  
42 the department(s) request and, if accepted, establish budget allocation rules. As a guiding  
43 principle, the Provost and Vice Chancellor will seek to reach an agreement where neither  
44 college's financial situation is made better or worse off as a result of the move itself.  
45
  - 46 8. A written appeal by any college directly affected by the move, or by departments them-  
47 selves, must be made to the Chancellor within 10 days of the Provost and Vice Chancel-  
48 lor's decision.  
49
  - 50 9. The Chancellor shall respond to the appeal with a written decision within 20 days.  
51
  - 52 10. If the move is approved in either step 7 or step 9 above, the terms of transition shall be  
53 negotiated by the faculty and administrators directly involved in the move. A formal writ-  
54 ten agreement regarding the terms of the transition will be approved by the parties in-  
55 volved within 30 days.  
56
- 57 D. A professional, non-teaching faculty unit not associated with a college, but organized as a de-  
58 partment at the time that this constitution goes into effect shall continue to be identified as a

## Faculty Constitution

1 department. A different organizational structure shall be established only through consultation  
2 between the Chancellor and the members of the unit. Procedures for such changes shall be  
3 established in the unit bylaws. Faculty personnel who hold limited appointments in  
4 non-teaching units may be voting members of those units if the unit bylaws allow that.

- 5 E. Effective with the date of the ratification of this constitution each academic program not asso-  
6 ciated with a particular college or school shall function independently of ARTICLE VIII for a  
7 three-year experimental period, during which time the faculty of the program, the university's  
8 chief administrative officer for academic affairs, and the appropriate Faculty Senate commit-  
9 tee(s) shall participate in its development. It is recognized that such programs may require  
10 considerable flexibility in staffing and that faculty may participate in such programs at less  
11 than full time. All faculty who participate in the development of such programs shall, however,  
12 serve as advisors to the program and shall be asked to share in their evaluation. After three  
13 years, the academic program shall be evaluated by the program faculty, and the appropriate  
14 administrative official, and Senate committee to determine whether it should be made perma-  
15 nent. If so, the program faculty shall establish bylaws and, after consultation with the Faculty  
16 Senate and the proposed parent body, recommend to the Chancellor a permanent affiliation  
17 for the program.

### 18 **Section 3. Department or Equivalent Unit Membership.**

19 Faculty members shall be voting members of the department or equivalent to which they are assigned  
20 for the greatest part of their time. Those whose time is divided equally between two or more such units  
21 shall choose voting membership in one of the units. The choice is to be communicated to the Execu-  
22 tive Committee of the Faculty Senate. Faculty members may be non-voting members of other units in  
23 accord with the bylaws of those units.

- 24 A. Membership in a unit is limited to faculty members as defined in ARTICLE I of this constitu-  
25 tion.
- 26 B. Assignment of personnel to a teaching or professional unit in which they have not been te-  
27 nured shall require approval by a majority of the faculty members of that unit and of the per-  
28 son assigned.
- 29 C. Non-teaching chairpersons and equivalent unit leaders shall be voting members of their units.
- 30 D. Administrators who hold a limited appointment shall not be voting members of a department or  
31 equivalent unit.
- 32 E. Only persons holding faculty rank shall be eligible to vote on faculty personnel matters.
- 33 F. Faculty members on leave of absence and faculty members on lay-off shall be accorded full  
34 rights under this constitution, in accord with university policy and ARTICLE I, Section 1.

### 35 **Section 4. Rights and Responsibilities of Department or Equivalent Unit Members.**

36 The faculty of a unit, recognizing the students' role and the Chancellor's responsibilities and authority  
37 in formulating university policy, shall have primary responsibility for the unit's academic and educa-  
38 tional policy, faculty personnel policy, and immediate governance. Faculty primary responsibility shall  
39 include but not be limited to formulation of major and minor requirements; formulation and continuous  
40 evaluation of curriculum; planning and faculty development; full participation in unit decisions about  
41 recruitment, appointment, reappointment, tenure, promotion, salary. The faculty of a unit shall have  
42 the right to participate fully in unit governance. The faculty of a unit shall also have the right to partici-  
43 pate actively in determining policies about teaching assignments, budgets, and all other such depart-  
44 ment matters. Each voting member of the unit shall have an equal voice in governance. Unless specif-  
45 ically prohibited elsewhere in this constitution or in university policies as defined in ARTICLE X, Sec-  
46 tion 4 of this constitution, the decisions of the majority of eligible voting members of the unit shall be  
47 the decisions of the unit. Implementation of this principle shall be provided by unit bylaws.

### 48 **Section 5. Responsibilities of Department Chairperson or Equivalent Faculty Leader.**

49 Each department or equivalent unit shall have a faculty leader nominated by the department or  
50 equivalent unit and appointed by the Chancellor.

## Faculty Constitution

- 1 A. The chairperson or equivalent unit leader is responsible for seeing to it that provisions of the  
2 unit bylaws, those policies, procedures, and decisions made by the faculty in unit meetings,  
3 and university policies as defined in Article X, Section 4 of the Faculty Constitution are dis-  
4 charged. Unit actions shall be in accord with university policies. The chairperson or equivalent  
5 shall keep the unit informed about all matters of importance to it. The unit leader shall bring to  
6 the attention of the unit faculty their responsibility for immediate governance of the unit, and  
7 their primary responsibility for faculty personnel, educational and academic matters, and the  
8 necessity for developing unit policies about those matters. If the chairperson or equivalent unit  
9 leader acts without consultation with the members of the unit, he or she shall inform all mem-  
10 bers of the reason for said actions. These actions shall be subject to review by the members.
- 11 B. The chairperson or equivalent unit leader shares with the faculty of the unit the responsibility  
12 for seeing that the unit bylaws and governance policies are observed.
- 13 C. The chairperson or equivalent unit leader shall discharge those duties and responsibilities re-  
14 quired by university policies and procedures and shall carry out those duties in accordance  
15 with the provision of ARTICLE X of this constitution.

### 16 Section 6. Selection of Department Chairperson or Equivalent Unit Leader.

17 The unit leader shall be nominated by a majority of the eligible voters who cast ballots and shall be  
18 appointed by the Chancellor. If a nominee is not accepted by the Chancellor, another nominee shall  
19 be selected until the appointment is made.

- 20 A. A chairperson/equivalent shall hold the rank of assistant professor or higher in the department  
21 or equivalent unit.
- 22 B. The term of office for chairperson/equivalent shall be three years.
- 23 C. The chairperson/equivalent shall be nominated during March, appointed as soon thereafter as  
24 possible. The individual Colleges, through their normal governance processes, determine the  
25 date of the Chair/equivalent transition, which will be no sooner than the end of the 17<sup>th</sup> week  
26 of the spring semester in which the election was held.
- 27 D. The nomination of a chairperson/equivalent shall be by secret ballot and shall be conducted in  
28 accord with procedures established in college bylaws.
- 29 E. A unit may remove a chairperson/equivalent for good and sufficient reasons by a vote of two-  
30 thirds majority of eligible voting faculty. The Chancellor shall have the right to request that the  
31 unit conduct such vote. The recall election shall be conducted according to procedures estab-  
32 lished in college bylaws.
- 33 F. Should the office of chairperson or equivalent become vacant, the office shall be filled for the  
34 remainder of the unexpired term by a chairperson/equivalent chosen by special nomination  
35 which shall be held within ten days after the vacancy occurs, and shall be conducted accord-  
36 ing to the relevant provisions of this article of the constitution. College bylaws shall establish  
37 procedures for the nomination and appointment of an acting chairperson or equivalent to fill a  
38 vacancy that occurs during a period when the legal voters of the unit are not required to be on  
39 campus for professional or teaching responsibilities.

### 40 Section 7. Unit Bylaws.

41 Each governance unit covered by this article shall establish written bylaws consistent with the Faculty  
42 Constitution. The bylaws shall create a democratic government for the internal operation of the unit.  
43 Unit bylaws must be approved by a majority of the eligible voters who choose to vote.

- 44 A. Bylaws approved by a department or equivalent governance unit shall be reviewed by the Fa-  
45 culty Senate for consistency with the constitution and shall take effect when they have been  
46 accepted by the Senate.
- 47 B. Members of units shall review their bylaws at least every five years.

## 48 ARTICLE IX. College and School Affairs.

### 49 Section 1. Purposes.

## Faculty Constitution

1 This article sets forth principles meant to assure the faculty its proper role in college and school af-  
2 fairs.

### 3 **Section 2. College and School.**

4 Faculty members shall be voting members of the college or school to which they are assigned for the  
5 greatest part of their time. Those whose assignment is divided equally between two or more such  
6 units shall choose voting membership in one of the units. The choice is to be communicated to the  
7 Executive Committee of the Faculty Senate and to the appropriate unit. Faculty members may be  
8 non-voting members of other units in accord with the bylaws of those units.

9 A. Administrators who hold a limited appointment shall not be voting members of a college or  
10 school.

11 B. A faculty member may be a non-voting member of other colleges or schools in accord with the  
12 bylaws of those schools or colleges.

13 C. Membership in a college or school is limited to faculty members, as defined in ARTICLE I,  
14 Section 1 of this constitution.

15 D. A faculty member may be a member of both an undergraduate college and a graduate pro-  
16 gram.

### 17 **Section 3. College and School Bylaws.**

18 Each school or college covered by this article shall establish written bylaws consistent with the Faculty  
19 Constitution. The bylaws shall be drafted by an elected committee, approved by a majority of the eligi-  
20 ble voters who choose to vote, and shall become effective after acceptance by the Faculty Senate.

21 A. School and college bylaws shall specify procedures for faculty governance. The bylaws shall  
22 provide for the exercise of faculty responsibility for the immediate governance and of primary  
23 faculty responsibility for academic and faculty personnel matters. The bylaws shall provide for  
24 a procedural relationship between the college and the appropriate committees of the Faculty  
25 Senate. College committees that deal with academic, personnel, or governance matters shall  
26 be elected and shall be chaired by an elected faculty member.

27 B. Members of the faculty shall review their school or college bylaws at least every five years.

### 28 **Section 4. Selection of Deans and Equivalent Administrators.**

29 Search and screen committees for deans and equivalent administrators of faculty units shall be com-  
30 posed of at least 60% faculty members elected in accordance with the faculty unit bylaws. In the case  
31 of Libraries and Learning Resources, faculty from outside that unit, chosen by the Faculty Senate,  
32 may be included in the faculty membership of committees under this section, in which case, at least  
33 one-half of such membership shall be faculty from Libraries and Learning Resources elected under  
34 that unit's bylaws.

## 35 **ARTICLE X. Sources of Parliamentary Rules Governing the Faculty.**

36 The sources of parliamentary rules governing the faculty shall be the following:

37 **Section 1. The constitution and statutes of the United States.**

38 **Section 2. The constitution and statutes of the State of Wisconsin.**

39 **Section 3. The resolutions and policies of the Board of Regents of the University of Wisconsin**  
40 **System.**

41 **Section 4. University Policies that have been developed jointly and approved by the Faculty**  
42 **Senate and the Chancellor.**

43 **Section 5 The Faculty Constitution.**

44 **Section 6. The bylaws and adopted procedures of the Faculty Senate, colleges, schools, de-**  
45 **partments or equivalent units.**

46 **Section 7. The most recent edition of Sturgis' *Standard Code of Parliamentary Procedure.***

47 **ARTICLE XI. Amendments.**

## Faculty Constitution

### 1 **Section 1. Proposal of Amendments.**

2 Amendments to this constitution may be proposed to the faculty by a two-thirds majority vote of all  
3 members of the Faculty Senate at any regular meeting, provided that a written copy of the proposed  
4 amendment shall have been presented to the Senate at a meeting at least one month prior to the time  
5 at which a vote on the amendment is to be taken. Amendments to this constitution may also be pro-  
6 posed by means of a petition signed by one-tenth of the faculty membership, as defined in ARTICLE I,  
7 except for administrators with limited appointments.

### 8 **Section 2. Hearings on Proposed Amendments.**

9 The Faculty Senate shall conduct hearings on any amendment proposed to this constitution before  
10 any action on such amendment shall be considered.

### 11 **Section 3. Ratification of Amendments.**

12 Amendments to this constitution will become effective after ratification by a two-thirds majority of eligi-  
13 ble voters who exercise their voting rights. The eligible voters shall be members of the faculty as de-  
14 fined in Article I, excluding those with limited appointments. Each faculty member shall be sent a copy  
15 of the proposed amendment a minimum of four weeks before the amendment is voted upon for ratifi-  
16 cation. The vote shall be by secret ballot in a special election.

## 17 **ARTICLE XII. Ratification.**

18 **Section 1.** This constitution shall be considered ratified and shall become effective when it has been  
19 approved by a two-thirds majority of the eligible voters who exercise their voting privilege. The eligible  
20 voters shall be members of the faculty, as defined in ARTICLE I, excluding those with a limited ap-  
21 pointment. The vote on ratification shall be by secret ballot in a special election.

22 **Section 2.** When this constitution shall be approved by the necessary two-thirds vote, the constitution  
23 adopted in 1964 shall be repealed and this constitution shall become effective. All actions taken in  
24 accordance with the constitution of 1964 shall have continuing validity and application unless they  
25 conflict with the provisions of this constitution or actions taken subsequently under the provisions of  
26 this constitution.

**Faculty Senate Bylaws**

**1    GOV 2. BYLAWS OF FACULTY SENATE.**

Approved by Faculty Senate: May 9, 1989  
Amended by Faculty Senate: March 9, 1999  
Amended by Faculty Senate: May 4, 2004  
Amended by Faculty Senate: February 15, 2005

**6    ARTICLE I. Membership, Terms, Constituencies.**

7 Eligibility for Faculty Senate membership is defined in the Faculty Constitution (III,1); the current con-  
8 stituencies are: College of Business Administration, College of Education and Human Services, Col-  
9 lege of Letters and Science: Fine and Performing Arts, College of Letters and Science: Humanities  
10 Division, College of Letters and Science: Mathematics and Natural Science Division, College of Let-  
11 ters and Science: Social Science Division, combined College of Nursing and service faculty assigned  
12 to non-college units; terms of office, provision for staggered election and the ratio of Senators to facul-  
13 ty are defined in the Faculty Constitution (III,2-3).

**14   ARTICLE II. Senate Elections.**

**15   Section 1. General Conduct of Elections and Referenda.**

- 16       A. For any regular election the eligible voters shall be instructed that their ballots shall be cast in  
17       person in the Faculty Senate Office or other official polling place designated by the Senate, or  
18       according to prescribed procedures for absentee ballots. The faculty member will be required  
19       to identify himself/herself to the person on duty, who will check off the name of the voter from  
20       the complete list of eligible voters and direct the voter to deposit her/his ballot in a box which  
21       shall be sealed during the entire election period except for the ballot slot. For each election  
22       the voting place shall be open from 8:00 A.M. to 4:30 P.M. on two consecutive days an-  
23       nounced at least one week in advance. The Elections Committee shall ensure privacy of the  
24       ballots.
- 25       B. Ballots shall be counted by the Elections Committee or its designee(s) in the Faculty Senate  
26       Office within twenty-four hours after the close of the election, usually at 4:30 on the closing  
27       day of the election. Observers are welcome at the counting procedure. The Elections Commit-  
28       tee shall inform the faculty of the time of vote counting in the announcement of time and place  
29       of election.
- 30       C. A complete tabulation of the election result shall be presented by the Elections Committee to  
31       the Faculty Senate at its next meeting. If there is no challenge of the election results within ten  
32       working days after the Senate meeting at which the tabulation is presented, the Elections  
33       Committee may destroy the ballots.
- 34       D. The Elections Committee will inform the university community of the results of the election  
35       within one week after the vote count. Results of referenda together with the number of votes  
36       for each alternative shall be reported within one week of the vote.

**37   Section 2. Procedures for Regular Election of Senate Members.**

- 38       A. On or before the eighth week of the spring semester, the Elections Committee shall determine  
39       the complete list of eligible faculty, pursuant to Article III, Section 3,A, of the Faculty Constitu-  
40       tion.
- 41       B. The Elections Committee shall prepare a primary ballot showing the complete list of eligible  
42       faculty who are willing to serve, listed separately according to constituency, pursuant to Article  
43       III, Section 3,B, of the Faculty Constitution.
- 44       C. At least one week prior to election each eligible voter shall be sent a notice of the time and  
45       place of the election and the names of all candidates. In the primary election eligible voters  
46       shall be instructed to vote for no more than one person for each vacancy in her/his constitu-  
47       ency. Write-in votes shall be permitted. Ballots will be cast in the Faculty Senate Office (or  
48       other official polling place) as described in Section I, above. Absentee ballots from eligible  
49       voters who are unable to come to the polls will be accepted. Candidates who are not opposed  
50       in the primary election, and who receive votes from their constituency, will be elected to the  
51       Senate.

## Faculty Senate Bylaws

- 1 D. From the results of the primary election, the Elections Committee shall prepare final ballots for  
2 each constituency with a vacancy. If a write-in candidate receives the requisite number of  
3 votes in the primary election, the Elections Committee must ascertain willingness to serve be-  
4 fore the name is placed on the final ballot. For each constituency, names on the final ballot  
5 shall be those receiving the greatest number of votes on the primary ballot for that constituen-  
6 cy. The final ballot for each constituency shall list no more than two names for each vacancy,  
7 except in cases of a tie for the second-largest number of votes, in which case the names of  
8 those tied shall be listed. (Article III, Section 3,B.) Write-in votes will be counted. Absentee  
9 ballots from eligible voters who are unable to come to the polls will be accepted.
- 10 E. The final balloting shall take place before the twelfth week of the spring semester. Eligible vot-  
11 ers shall be instructed to vote for no more than one person for each vacancy in their constitu-  
12 ency, and to cast their ballots as described in Section 1, above.
- 13 F. In case of ties on the final ballot, repeated elections shall be conducted until all positions are  
14 filled. (Article III, Section 3,C.) Election procedures shall be pursuant to Section 1 above.
- 15 G. Regularly elected Senators serve for a three-year term of office commencing with the fall  
16 semester following their election. (Article III, Section 3,D.)

### 17 Section 3. Special Elections.

- 18 A. Vacancies to the Senate are defined in the Faculty Constitution, Article III, Section 3, E. In ad-  
19 dition, if a Senate member should go on leave for more than one year the Faculty Senate  
20 shall declare the position vacant.
- 21 B. Pursuant to the Faculty Constitution, Article III, Section 3,E, a special election shall be held  
22 within thirty days after the Faculty Senate declares a seat vacant. It will be conducted under  
23 the supervision of the Elections Committee within the constituency involved, following election  
24 procedures in Section 1 above.
- 25 C. A candidate receiving a majority of the votes cast shall be declared elected. If no candidate  
26 receives a majority of the votes cast in the special election, the two candidates who received  
27 the highest number of votes will be the candidates in the run-off election. In case of ties for  
28 second place, both second-place names will be on the ballot. If no candidate receives a ma-  
29 jority in the run-off election, the outcome will be determined by the flip of a coin.

### 30 ARTICLE III. Selection of Senate Officers.

31 **Section 1.** During the last three weeks of April the Senate at large will elect the nominating commit-  
32 tee. Prior to the final election for Senate members, the Executive Committee will present to the Senate  
33 a slate of three for the nominating committee. Additional nominations will be accepted from the floor,  
34 with the permission of the nominees, when the slate is presented. Senators will vote for three candi-  
35 dates on the initial ballot. Candidates who receive by secret ballot a majority vote of the members  
36 present and voting shall be declared elected. If three candidates are not elected on the first ballot, bal-  
37 loting will be repeated, with the lowest vote-getter eliminated each time until three candidates have  
38 been elected by a majority of Senators present and voting. The nominating committee will present at  
39 the first meeting after the regular election a slate of candidates for the Senate office of president-elect.  
40 There shall be opportunity for nominations from the floor at this meeting and at the next meeting.

41 **Section 2.** At the meeting following the presentation of the slate by the nominating committee, the  
42 Senate shall elect a president-elect and two members-at-large as described in the Faculty Constitu-  
43 tion, Article IV, Sections 1 and 2. The candidates who receive by signed ballots a majority vote of the  
44 members voting shall be declared elected. Any absentee ballots must be presented to the chair at the  
45 start of the meeting when the balloting takes place. These officers, together with the president and the  
46 past president, comprise the Executive Committee.

47 All officers who are also serving as elected Senators shall have the right to vote on all matters that  
48 come before the Senate.

49 **Section 3.** The Members-at-Large shall be elected from the membership of the Senate. Following the  
50 election of other officers, the Senate shall nominate from the floor candidate(s) for Members-at-Large.  
51 In an election which shall follow immediately, the candidate who receives by signed ballot a majority

## Faculty Senate Bylaws

1 vote of the members present and voting shall be declared elected. If no majority is achieved balloting  
2 will be repeated, eliminating the lowest vote-getter each time until a majority is achieved.

3 **Section 4.** Vacancies in office are filled pursuant to Article IV, Section 2, C and D of the Faculty Con-  
4 stitution. When a vacancy occurs in the office of president-elect, the Executive Committee will name a  
5 nominating committee, subject to approval of the Senate. As provided in Section 1 above, the nomi-  
6 nating committee will present a candidate or candidates within two meetings and the Senate will vote  
7 as prescribed in Section 2. Vacancies for members-at-large will be filled pursuant to Section 3.

### 8 **ARTICLE IV. Senate Officers.**

9 The powers and duties of Senate officers are delineated in Article IV, Section 1, of the Faculty Consti-  
10 tution.

### 11 **ARTICLE V. Senate Meetings.**

12 Faculty Senate meetings are governed by the provisions of the Faculty Constitution, Article V, Sec-  
13 tions 1-4; relevant portions of these bylaws; and by the parliamentary code.

### 14 **ARTICLE VI. Disposition of Business.**

15 **Section 1.** The agenda shall be prepared by the Executive Committee and distributed to Senators at  
16 least two days prior to any meeting. Items may be placed on the agenda pursuant to The Faculty  
17 Constitution, Article V, Section 3.

18 **Section 2.** The agenda will normally consist of approval of the minutes, reports of officers, committee  
19 reports, old business, new business, adjournment. Reports should be presented in writing whenever  
20 possible. The Senate may discuss any item on the agenda.

21 **Section 3.** A motion on an item of new business introduced for the first time shall not come to a vote  
22 unless the Senate votes by a two-thirds majority to suspend the rules and to act on that motion.

23 **Section 4.** Every bill presented for Senate action should consist of two parts: the Rationale and the  
24 Action. The Rationale should consist of a concise presentation of reasons supporting the action. The  
25 Action should be restricted to a presentation of the Senate actions proposed by the bill's author(s).  
26 Although both parts may be debated, only the Action may be amended or otherwise modified, and  
27 only the Action shall be subject to a vote.

28 **Section 5.** When a bill is passed, its Action becomes a Resolution and receives a standardized identi-  
29 fication which shall include an indication of the academic year in which it was passed. All Resolutions  
30 will be numbered consecutively from the beginning of each academic year, and this number will also  
31 be included in the standardized identification. Only substantive as opposed to procedural motions ap-  
32 proved by the Senate will become Resolutions.

33 **Section 6.** Bills will normally be taken up in the order of their presentation to the Senate, unless the  
34 Executive Committee reorders the agenda, or the Senate votes to re-order the agenda.

35 **Section 7.** Senate Resolutions requiring the attention of the Chancellor shall be sent to her/him by the  
36 Executive Committee, accompanied by a cover sheet prepared by the Executive Committee for the  
37 purpose of keeping a record of the further disposition of the matter.

### 38 **ARTICLE VII. Committees of the Senate.**

#### 39 **Section 1. Executive Committee.**

40 A. The composition, powers and duties of the Executive Committee are defined in the Faculty  
41 Constitution, Article IV.

42 B. Pursuant to Article IV, Section 1,B,C,D, and Section 5,A, other duties of the Executive Com-  
43 mittee shall include the following:

44 The Executive Committee shall monitor procedures in grievance actions to determine whether  
45 they are in compliance with relevant government documents of the University of Wisconsin  
46 Oshkosh, including the Faculty Constitution, Personnel Rules, guidelines promulgated for per-  
47 sonnel issues, and relevant bylaws. The Executive Committee shall ensure that governance  
48 practices in the university are consistent with the Constitution. It will report instances of non-  
49 compliance and/or inconsistency in procedures and practices to the Faculty Senate.

## Faculty Senate Bylaws

### Section 2. Constitution and Bylaws Committee.

Pursuant to the Faculty Constitution, Article VI, Section 2, the Constitution and Bylaws Committee is established by these Senate Bylaws.

- A. Responsibility - The Constitution and Bylaws Committee will regularly review the Faculty Constitution and the Faculty Senate Bylaws and propose changes as needed to the Faculty Senate. Questions of constitutionality and of Faculty Constitution and Faculty Senate Bylaws interpretation will be referred to the Constitution and Bylaws Committee. It will make recommendations to the Faculty Senate which, by majority vote, will make determinations about constitutional questions. The committee will review college, school, department, or equivalent unit bylaws for consistency with the Faculty Constitution. It will make recommendations for revision if necessary to the unit, or, if the proposed bylaws are found to be consistent with the Constitution, it will make a recommendation to the Senate for acceptance.
- B. Membership - The Constitution and Bylaws Committee will have four (4) members. Three (3) will be senators elected by the Senate at the beginning of the Fall Term. Nominations will be made by the Executive Committee; other nominations may be made from the floor. Upon election, members will serve for the duration of their current terms on the Senate. The Senate past president will serve as non-voting, ex-officio member of the committee.
- C. Chair - The committee chair will be elected by the committee for a one-year renewable term.
- D. Reporting - The committee will report to the Faculty Senate.

### Section 3. Elections Committee.

Pursuant to the Faculty Constitution, Article VI, Section 2, the Elections Committee is established by these Senate bylaws.

- A. Responsibilities of the Elections Committee - Election of Faculty Senators: The Elections Committee will conduct elections of faculty senators and reapportion representation on the Senate in accordance with provisions of the Faculty Constitution and the Faculty Senate Bylaws.  
  
Referenda and Ratification Votes: The Committee will conduct university-level faculty referenda and constitutional ratification votes in accordance with provisions of the Faculty Constitution and the Faculty Senate Bylaws.
- B. Membership - The Elections Committee will have three members from the Faculty Senate, elected by the Senate early in the fall term. The Faculty Senate Executive Committee will nominate three senators for Senate approval. Nominations may also be made from the Senate floor.
- C. Chair - The chair will be chosen by the committee.

### Section 4. Committee on Committees.

Pursuant to the Faculty Constitution, Article VI, Section 2, the Committee on Committees is established by these Senate bylaws.

- A. Responsibilities of the Committee on Committees
  1. Faculty Survey - The Committee on Committees will survey the faculty no later than March 1 of each year to determine interest, experience, and qualifications for service on preferred committees.
  2. Appointment of Committees - The Committee on Committees will recommend for Senate confirmation faculty members for all university standing and ad hoc committees. The chair of the Committee on Committees will report to the faculty the names of faculty committee members.
  3. Evaluation - The Committee on Committees will initiate a process of evaluating each committee. It will report its findings with recommendations to the Faculty Senate. At least every five years after the initial evaluation, the Committee on Committees will evaluate committee functions and report its findings with recommendations to the Senate.

## Faculty Senate Bylaws

1 B. Membership - The Committee on Committees will have nine (9) members. Eight (8) will be fa-  
2 culty elected early in the Spring term by the Faculty Senate, one each from Humanities, Fine  
3 and Performing Arts, Social Science, Math/Science, Business, Education, and the combined  
4 areas of Nursing and Services. The Faculty Senate Executive Committee will prepare a slate  
5 of candidates, being diligent to include women and minorities, from the list of faculty who have  
6 expressed an interest in serving. Nominations may also be made from the Senate floor. The  
7 members will serve three-year terms staggered by lot at the initial meeting. A Faculty Senate  
8 Executive Committee's member-at-large will be an ex-officio member of the committee. No in-  
9 dividual may serve more than two consecutive terms on this committee.

10 C. Chair - The chair of the Committee on Committees will be elected by the committee from  
11 among the eight elected members. The chair will serve a one-year term renewable by election  
12 for a maximum of three consecutive terms. The chair is responsible for: facilitating committee  
13 meetings; conducting the election for chair in the Fall; and informing the Faculty Senate office  
14 of resignations of committee members and changes in the committee chair.

15 D. Reporting - The chair of the Committee on Committees will report to the Faculty Senate.

### 16 **Section 5. Nominating Committee.**

17 The Nominating Committee is described in these bylaws, Article III, Section 2.

18 (See GOV 3 for a list of additional Faculty Senate committees.)

### 19 **Section 6. Ad Hoc Committees.**

20 Ad hoc committees may be created by the Faculty Senate, pursuant to Article VI, Section 3 of the Fa-  
21 culty Constitution.

### 22 **Section 7. Combined Meeting of Committee Chairs.**

23 At least once each semester the Faculty Senate president shall convene a combined meeting of all  
24 chairs of the Committees of the Senate (ARTICLE VII), and all chairs of Faculty Senate Committees  
25 (GOV 3). The purpose of the meeting is for the president to review and assess committee activities.  
26 Committee chairs shall advise the president on matters of productivity and efficiency of all faculty go-  
27 vernance committees. Committee chairs shall report to the president on all committee activities and  
28 the success of their committee in fulfilling committee responsibilities. The form and frequency of chair  
29 reports will be at the discretion of the President. The combined meeting of committee chairs shall have  
30 no policy making authority.

### 31 **ARTICLE VIII. Faculty Committees.**

32 The present committee structure will be maintained until the faculty approves a revised committee  
33 structure, pursuant to Article VI, Section 1, of the Faculty Constitution.

### 34 **ARTICLE IX. Amendments to the Bylaws.**

35 Proposed amendments to the bylaws shall be submitted to the Constitution and Bylaws Committee of  
36 the Faculty Senate. The Committee shall review the proposed amendment and place it on the agenda  
37 of a regular or special session of the Faculty Senate. Written copies of the proposed amendment, with  
38 the Committee's recommendations, shall be distributed to Senate members at least three days before  
39 a regular or special session of the Senate and must be approved by a majority of the members  
40 present and voting.

### 41 **ARTICLE X. Ratification of the Bylaws.**

42 Ratification and adoption of these bylaws shall be by a majority vote of the Faculty Senate.

## Faculty Senate Committees

### 1 **GOV 3. FACULTY SENATE COMMITTEES.**

2 Amended December 11, 2001  
3 Amended April 9, 2002  
4 Amended May 20, 2003  
5 Amended April 5, 2005  
6 Amended May 3, 2005  
7 Amended November 21, 2006

8 The following committees serve the University at large by studying particular areas of faculty concern  
9 and making recommendations to the administration through the Faculty Senate. These faculty stand-  
10 ing committees, as distinct from ad hoc and departmental and divisional committees, are appointed by  
11 the Committee on Committees of the Faculty Senate from a list of volunteers compiled by question-  
12 naire. Appointments are made annually, in the fall, on a three-year rotational basis--one third of each  
13 committee membership eligible for replacement or reappointment each year. The number of members  
14 staffing a committee varies in some cases as needs dictate.

#### 15 **GOV 3.1. Academic Policies Committee.**

16 A. Responsibilities- The Academic Policies Committee, subject to Senate approval, will carry out  
17 the faculty's responsibility for the academic policies and programs of the university. For more  
18 specific information, see the Faculty Senate Academic Policies Committee document ap-  
19 proved by the Faculty Senate on March 1, 1994 (name changed - September 13, 1994) (Re-  
20 vised October 11, 1994).

21 B. Membership - Membership will include two faculty senators appointed by the Senate; three fa-  
22 culty members recommended by the Committee on Committees and appointed by the Senate;  
23 five faculty members representing the curriculum committees of each of the four colleges and  
24 the Graduate Studies Course Approval Committee; three students (2 undergraduate; 1 gradu-  
25 ate) appointed by OSA; and one academic staff member appointed by the Senate of Academ-  
26 ic Staff. The Provost and Vice Chancellor or his or her designate will serve as a liaison and as  
27 a non-voting member. Terms of the representatives from college curriculum committees and  
28 the Graduate Studies Course Approval Committee will be determined by those committees.  
29 Terms of Senators will be their terms as senators. The three at-large faculty will serve three-  
30 year staggered terms. It is recommended that the Senate of Academic Staff appointment be a  
31 instructional academic staff appointment.

32 C. Chair - The chair of the Academic Policies Committee will be elected by the Academic Policies  
33 Committee. The term will be for one year, renewable for a maximum of three years.

34 D. Subcommittees - General Education Committee

35 Charge - The General Education Committee is responsible for the management, review, as-  
36 sessment, and approval of courses for the General Education Program. In carrying out this  
37 general charge, the committee will periodically review general education requirements and  
38 curriculum and will formulate and recommend any policy changes it deems appropriate. The  
39 committee will develop criteria for approving courses that satisfy General Education require-  
40 ments including those of Ethnic Studies and Non-Western Culture.

41 The General Education Committee will participate in any University-wide process to assess,  
42 plan or change the University General Education Program. Any proposals concerning the  
43 General Education Program originating outside of the General Education Committee will be  
44 received and considered by the committee. The committee may hold hearings on the General  
45 Education Program or on any proposals concerning it and may submit proposals to a faculty  
46 referendum.

47 All actions of the committee will be determined by a majority vote of the committee. All actions  
48 affecting the General Education Program will be determined by recorded vote of the commit-  
49 tee.

50 The committee will forward its recommendations to the Faculty Senate via the Academic Poli-  
51 cies Committee. As it deems appropriate, the committee may send its recommendations to  
52 other governance groups, such as the Chair of the Academic Policies Committee (APC), the  
53 University Registrar, the President of Faculty Senate, the Chair of the University Assessment  
54 committee and the Provost.

## Faculty Senate Committees

1 The Faculty Senate and/or the Academic Policies Committee may assign other tasks concern-  
2 ing the General Education Program to the General Education Committee.

3 Membership - The committee consists of eight (8) members: five (5) faculty appointed by the  
4 Faculty Senate; two (2) academic staff (the Director of Academic Advising or her/his designee,  
5 and one (1) instructional academic staff appointed by the Senate of Academic Staff); and one  
6 (1) undergraduate student appointed by the Oshkosh Student Association. The five (5) faculty  
7 members will serve three-year staggered terms so that the terms of all five (5) do not end at  
8 the close of the same academic year. On first implementing staggered terms two (2) faculty  
9 will serve for two (2) years and three (3) faculty will serve for three (3) years. Academic staff  
10 terms will be for two (2) years. The student term will be for one (1) year. If a member does not  
11 attend meetings for a semester, that member's position will be deemed vacant and filled as  
12 specified above.

13 Chair - The Chair of the General Education Committee will be elected by the members of the  
14 committee at its first meeting in the new academic year. The Chair must be a faculty member.  
15 The present Chair will continue to serve in that capacity until a new Chair is elected. The term  
16 of the Chair will be for one (1) year renewable for a maximum of three (3) years. The Chair  
17 serves on Academic Policies Committee (APC) and may be on additional APC committees.

18 Reporting - The Chair of the General Education Committee will forward a copy of the minutes  
19 of meetings to the Chair of the Academic Policies Committee.

### 20 **GOV 3.2. Administrators Evaluation Committee.**

21 A. Responsibilities - The committee will ensure faculty participation in the evaluation of adminis-  
22 trators as specified in The Faculty Senate Constitution Article II Section 6. Specific procedures  
23 for providing participation in the evaluation of administrators above the Dean's level will be  
24 recommended to the Faculty Senate. Further it will maintain and publish a schedule for evalu-  
25 ation of academic administrators at and above the Dean's level and will recommend to the  
26 Senate changes in policies for the provision of faculty participation in the evaluation of admin-  
27 istrators.

28 B. Membership - The committee will consist of seven (7) faculty members with rotating three-  
29 year terms. At least one member of the committee will be a member of the Faculty Senate.  
30 The Committee on Committees will recommend potential committee members with final ap-  
31 pointments being made by the Faculty Senate.

32 C. Chair - The chair of the committee will be elected by the committee from among the members.  
33 The chair will serve a one-year term renewable by election for a maximum of three consecu-  
34 tive years. The chair is responsible for: facilitating committee meetings; conducting the elec-  
35 tion for chair in the Fall; and informing the Faculty Senate office of resignations of committee  
36 members and changes in the committee chair.

### 37 **GOV 3.3. Assessment Committee.**

38 A. Responsibilities - Coordinate assessment efforts including (but not limited to) assessment in  
39 verbal and quantitative areas; assessment of general education program; assessment of un-  
40 dergraduate major programs, assessment of graduate programs. Monitor assessment activity  
41 including publication of program goals in appropriate documents; integration of assessment  
42 into program review; connecting assessment to program improvement. Plan including the de-  
43 velopment of university assessment plan; the development of professional development op-  
44 portunities related to assessment; and determining budget requirements and advocating bud-  
45 getary support for assessment activities.

46 B. Membership - Twelve members. One faculty member (nominated by Committee on Commit-  
47 tees and appointed by the Faculty Senate) from each of these constituencies: Fine and Per-  
48 forming Arts, Social Science, Math/Science, Humanities, Business Administration, Nursing,  
49 Education (total seven (7) members); one Faculty Senator appointed by the Senate to serve  
50 as liaison to the Senate; two students appointed by OSA; one member of instructional aca-  
51 demic staff appointed by the Senate of Academic Staff; one member appointed by the Provost  
52 and Vice Chancellor. The seven (7) faculty will serve three- year staggered terms. The Senate

## Faculty Senate Committees

1 liaison term will be the same as the term as senator. Student terms will be decided by OSA.  
2 The academic staff term will be decided by the Senate of Academic Staff.

3 C. Chair - The Faculty Senate Executive Committee will select the chair from the membership.  
4 The term of chair shall be for one year. The chair may be reappointed up to three years.

### 5 **GOV 3.4. Budget Committee.**

6 A. Responsibilities - The Faculty Senate Budget Committee will gather and review information  
7 and provide advice and recommendations to the Faculty Senate on issues related to the  
8 budget.

9 B. Membership - The committee will have six (6) members with rotating three-year terms. At  
10 least one member of the committee will be a member of the Senate Executive Committee.  
11 The Committee on Committees will recommend potential committee members with final ap-  
12 pointments being made by the Faculty Senate. No one may serve more than three consecu-  
13 tive terms on this committee.

14 C. Chair - The chair will be chosen by the members. The chair will serve a one-year term renew-  
15 able by election for a maximum of three consecutive years. The chair is responsible for: facili-  
16 tating committee meetings; conducting the election for chair in the Fall; and informing the Fa-  
17 culty Senate office of resignations of committee members and changes in the committee  
18 chair.

### 19 **GOV 3.5. Compensation Committee.**

20 A. Responsibilities - Members of the Faculty Senate Compensation Committee serve on the Uni-  
21 versity Compensation Committee. The Faculty Senate Compensation Committee will provide  
22 advice and recommendations to the Faculty Senate on issues related to faculty compensa-  
23 tion.

24 B. Membership - The committee will have eight (8) members with rotating three-year terms. At  
25 least one member of the committee will be a member of the Faculty Senate. The Committee  
26 on Committees will recommend potential committee members with final appointments being  
27 made by the Faculty Senate. No member may serve on this committee for more than three  
28 consecutive terms.

29 C. Chair - The chair of the committee will be elected by the committee from among the members.  
30 The chair will serve a one-year term renewable by election for a maximum of three consecu-  
31 tive years. The chair is responsible for: facilitating committee meetings; conducting the elec-  
32 tion for chair in the Fall; and informing the Faculty Senate office of resignations of committee  
33 members and changes in the committee chair.

### 34 **GOV 3.6. Conference Committee.**

35 A. Purpose - The purpose of the conference committee is to clarify and perhaps resolve differ-  
36 ences in actions or decisions between the Senate of Academic Staff and Faculty Senate on  
37 issues deemed to have significant impact to these governance groups or the institution.

38  
39 The use of a conference committee is guided by the principle that efficient shared governance  
40 is accomplished, in part, by the timely collaborative resolution of differing actions or decisions.

#### 41 B. Procedure

42 1. When there is an action/decision upon which the Senates take differing positions, a repre-  
43 sentative from either Senate may request to form a conference committee. The request  
44 will be made to any member of the Senate's executive committee.

45 2. The request would be posed to each executive committee of the Senates and they would  
46 decide if they wish to form a conference committee regarding the action/decision in ques-  
47 tion. This assumes the executive committees have the authority from their Senates to de-  
48 termine and form a conference committee if necessary.

49 3. Representation from each Senate on the conference committee shall be equal with each  
50 member of the committee having one equal vote. Each Senate reserves the right to have

### Faculty Senate Committees

1 senator(s) in addition to or in replacement of any member(s) of its executive committee as  
2 deemed necessary for the conference committee to do its work.

3 4. Upon approval to form a conference committee, each Senate agrees to begin the process  
4 as quickly as possible to not delay generating a committee proposal.

5 5. The conference committee will be expected to meet and complete a proposal by the next  
6 regularly scheduled meeting of each Senate or within a reasonable time so as not to un-  
7 necessarily delay a vote on the proposal.

8 6. Each Senate will vote on the proposal of the conference committee. Each Senate has  
9 two options;

10 a. Vote to approve or not approve the proposal as presented by the conference commit-  
11 tee.

12 b. Ask the conference committee for an amended proposal. The Senates may ask the  
13 conference committee only one time for an amendment. When the conference com-  
14 mittee returns with an amended or the original proposal, each Senate will vote to ap-  
15 prove or not approve.

16 7. The full senate vote after a. or b. above is final. If the conference committee proposal is  
17 not accepted, each Senate agrees to respect the other Senate's differing action/decision.

18 All final votes will be forwarded to the appropriate party(ies) as required.

#### 19 **GOV 3.7. Faculty Advocacy Committee.**

20 A. Responsibilities – The Faculty Advocacy Committee studies and makes recommendations re-  
21 garding the at large development of harmonious campus-community relationships. The com-  
22 mittee also seeks “methods for improving communication between all groups within and out-  
23 side the University and effective methods of advocacy.”

24 B. Membership – The committee will have at least seven (7) faculty members with rotating three-  
25 year terms. Membership will normally include when possible one representative from each  
26 major constituency and at least one member of the faculty senate.

27 C. Chair – The chair will be elected from among the members. The chair will serve a two-year  
28 term by election for a maximum of three consecutive terms.

#### 29 **GOV 3.8. Hearings Committee.**

30 Membership and responsibilities of the Hearings Committee are specified in Chapter 9 of the Faculty  
31 Personnel Materials in this handbook. All tenured faculty members. Hearing Subcommittees are  
32 drawn from the committee.

#### 33 **GOV 3.9. Improvement of Instruction Committee.**

34 A. Responsibilities - The Faculty Senate Improvement of Instruction Committee will recommend  
35 university policies on instruction to the Faculty Senate. In cooperation with unit faculty and  
36 appropriate university officers, the committee makes recommendations for implementation of  
37 improvement and evaluation of teaching. It will maintain communication with appropriate  
38 committees and with appropriate university officers and agencies for the purpose of regularly  
39 reviewing and making recommendations to the Faculty Senate about matters related to teach-  
40 ing; such matters will include but not be limited to course scheduling, the calendar, use of uni-  
41 versity facilities, space for instruction, textbook orders, availability of library, computer, and  
42 other technological resources for instruction.

43 B. Membership - The committee will have five (5) faculty members with rotating two-year terms.  
44 (At least one member of the committee will be a member of the Faculty Senate) and one In-  
45 structional Academic Staff member. The Faculty Senate Committee on Committees will rec-  
46 ommend potential committee members with final appointments being made by the Faculty  
47 Senate. Academic Staff membership shall be determined by the Academic Staff Committee  
48 on Committees. No one may serve more than three consecutive terms on this committee.

## Faculty Senate Committees

- 1 C. Chair - The chair of the committee will be elected by the committee from among the members.  
2 The chair will serve a one-year term renewable by election for a maximum of three consecu-  
3 tive years. The chair is responsible for: facilitating committee meetings; conducting the elec-  
4 tion for chair in the Fall; and informing the Faculty Senate office of resignations of committee  
5 members and changes in the committee chair.

### 6 **GOV 3.10. Nominations Committee.**

7 The method of selection and the duties of the Nominations Committee are described in Article III, Sec-  
8 tions 1 & 4 of the Faculty Constitution.

### 9 **GOV 3.11. Personnel Policies Committee.**

- 10 A. Responsibilities - The Personnel Policies Committee is responsible for recommending to the  
11 Faculty Senate changes in the personnel rules in order to both improve the quality of the uni-  
12 versity's personnel management process and to assure that the rules conform with applicable  
13 university, system, state, and federal regulations. In addition the Personnel Policies Commit-  
14 tee will provide interpretations of the rules in response to Faculty Senate requests.
- 15 B. Membership - The committee will consist of seven (7) faculty members with rotating three-  
16 year terms. No one may serve more than two consecutive terms on this committee. At least  
17 one member of the committee will be a member of the Faculty Senate. The Committee on  
18 Committees will recommend potential committee members with final appointments being  
19 made by the Faculty Senate. The Provost and Vice Chancellor will appoint an administrative  
20 representative as liaison to the committee.
- 21 C. Chair - The chair of the committee will be elected by the committee from among the mem-  
22 bers. The chair will serve a one-year term renewable by election for a maximum of three con-  
23 secutive years. The chair is responsible for: facilitating committee meetings; conducting the  
24 election for chair in the Fall; and informing the Faculty Senate office of resignations of commit-  
25 tee members and changes in the committee chair.

26