

# College Bylaws

## GOV 5. COLLEGE BYLAWS.

### GOV 5.1. College of Business Bylaws.

Approved May 30, 1985  
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Amended November 3, 2006  
Amended March 26, 2007  
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All actions and decisions of the College will be made in accordance with the policies and rules of the University as established by United States Law, Wisconsin State Law, the Board of Regents of the Wisconsin System, the Chancellor, and the Faculty Constitution. The College's organizational structure is based on Academic Discipline Teams.

#### Article 1. The College of Business Faculty.

##### 1.01 Definition of Faculty.

- (1) The College of Business faculty consists of all persons appointed full-time by the University in the rank of instructor or above with the majority of assigned responsibilities in the College of Business.

Academic staff members will be automatically eligible to exercise faculty voting rights at the team level if they are working in an instructional assignment with an appointment of more than one-half time in the College and are in their fifth semester (or later). Academic staff working under a limited appointment are ineligible.

##### (2) Voting Rights

- (a) Faculty members as defined in 1.01(1) may vote. Voting rights for instructional academic staff are restricted to team affairs excluding recruitment, tenure, appointment/reappointment and promotion.
- (b) Faculty members on leave of absence or lay-off may attend and vote at meetings.
- (c) Other staff of the College may attend meetings and speak.
- (d) Absentee ballots are not permitted.
- (e) Administrators holding limited appointments do not have voting rights in the College or Teams.

##### 1.02 Duties and Powers of the College Faculty.

Subject to the general jurisdiction of the University of Wisconsin Oshkosh over all educational matters that concern more than one collegiate unit, the College of Business faculty has the following duties and powers within their collegiate unit:

- (1) Determine the structure, policies, and procedures for the immediate faculty governance of the College and determine faculty status and voting eligibility.
- (2) Form curriculum and long-range curriculum plans and coordinate curriculum within the College and with other Colleges.
- (3) Form College policies concerning the recruiting, evaluation, and appointment of persons to be assigned to teaching or professional duties in the College and determine other faculty personnel policies in the College such as tenure, promotion, salary, merit, faculty development and Compensation for Additional Service (CAS).
- (4) Control matters involving scholarship, including the advancement of students and dismissal of students for defective scholarship.

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- 1 (5) Recommend to the University of Wisconsin Oshkosh requirements for admission, courses of  
2 study, conditions of graduation, and the nature of the degrees conferred.
- 3 (6) Administer the regulations for the admission of students to the College of Business.
- 4 (7) Recommend to the Chancellor candidates for degrees in courses of study in the College.
- 5 (8) Recommend students for fellowships, scholarships, and awards.
- 6 (9) Establish research and field services and sponsor conferences, institutes, clinics, and short  
7 courses appropriate to the College.
- 8 (10) Report to the appropriate Director cases of student misconduct requiring investigation.
- 9 (11) Recommend citations recognizing outstanding achievements by faculty, by Wisconsin citi-  
10 zens, or by others who are connected with the University or the state.
- 11 (12) Review and make recommendations to appropriate administrative officers concerning propos-  
12 als affecting the administration or academic matters of the College.

### 13 **Article 2. Meetings of the College Faculty.**

14 **2.01** At least three faculty meetings are held each year and these are normally scheduled for the  
15 first Friday of a month. Adjournment is automatic after 90 minutes, unless suspended by two-  
16 thirds vote of faculty in attendance. A quorum required to transact business consists of one-  
17 half of voting members in residence as defined in 1.01 (1). Additional meetings of the faculty  
18 are held at the call of the Dean, the COBA Council or by petition of 25% of the faculty.

19 **2.02** The Dean is the executive officer of the College and has immediate supervision of the affairs  
20 of the College. The Dean is the presiding officer of the faculty.

21 **2.03** The Dean transmits to the appropriate body or office of the University of Wisconsin Oshkosh  
22 all actions that are within the concern of that body or office.

23 **2.04** Notice and agenda for faculty meetings are prepared by the Dean in consultation with the  
24 COBA Council and distributed to members of the College faculty at least five working days  
25 prior to each meeting. Individual faculty members may present items to the Dean to be placed  
26 on the agenda 10 working days prior to the faculty meeting.

### 27 **Article 3. College of Business Council and Governance Structure.**

28 The College will have the following standing governance committees and a Council:

- 29 3.01 College of Business Council (College Council)
- 30 3.02 Graduate Programs Committee
- 31 3.03 Undergraduate Programs Committee
- 32 3.04 Faculty Review and Development Committee
- 33 3.05 Full Professor Committee
- 34 3.06 Task Forces
- 35 3.07 Academic Discipline Teams
- 36 3.08 Globalization Committee

#### 37 **3.01 College of Business Council.**

38 (1) The College Council provides input to the Dean concerning resource allocation, College  
39 plans, and priorities. It makes recommendations as to who should be responsible for those  
40 activities that have not been assigned to a position or group. It establishes election proce-  
41 dures for the College, solicits candidates from the faculty, and reports all self-nominated fa-  
42 culty in the agenda prior to the May College meeting. [Additional nominations may be made  
43 from the floor with the consent of the nominees.] The Council may make recommendations  
44 to the Dean and the College faculty. This Council receives recommendations from faculty  
45 and academic discipline teams of the College.

46 (2) The Council consists of the Dean and the Leaders of each Academic Discipline Team; others  
47 may be added as needed by a majority vote of the Council. The Dean acts as leader.

#### 48 **3.02 Graduate Programs Committee.**

49 (1) The Graduate Programs Committee has responsibility to consider all graduate student pro-  
50 grams policy and scholarship matters within the College of Business. It reports to the total  
51 college faculty on all academic matters relating to graduate program curricula, courses, and

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1 requirements. It recommends to faculty, for faculty approval, graduate curricula policy and  
2 makes recommendations to the Dean on the implementation of academic matters. This com-  
3 mittee functions as the College's Academic Standing Review Committee for graduate students  
4 and acts on the academic matters of admissions appeals, probation and suspension decisions  
5 for graduate students.

- 6 (2) The Graduate Programs Committee consists of the Graduate Programs Director, as a voting  
7 member, and a member elected to a two year staggered term by each of the college's aca-  
8 demic discipline teams.

### 9 **3.03 Undergraduate Programs Committee.**

10 (1) The Undergraduate Programs Committee has responsibility to consider all undergraduate  
11 student programs policy and scholarship matters within the College of Business. It reports to  
12 the total college faculty on all academic matters relating to undergraduate program curricula,  
13 courses, and requirements. It recommends to faculty, for faculty approval, undergraduate cur-  
14 ricula policy and makes recommendations to the Dean on the implementation of academic  
15 matters. This committee functions as the College's Academic Standing Review Committee for  
16 undergraduate students and acts on the academic matters of admissions appeals, probation  
17 and suspension decisions for undergraduate students.

- 18 (2) The Undergraduate Programs Committee consists of the Undergraduate Programs Director,  
19 as a voting member, and a member elected to a two-year staggered term by each of the col-  
20 lege's academic discipline teams.

### 21 **3.04 Faculty Review and Development Committee.**

22 (1) With the exception of the recommendation for promotion to full professor, the Faculty Review  
23 and Development Committee makes recommendations to the Dean with respect to the re-  
24 newal, promotion, tenure, post-tenure review, and merit evaluation of faculty in accordance  
25 with the Board of Regents, University, and College rules and practices governing these mat-  
26 ters. It makes recommendations noted above following evaluation of credentials. The commit-  
27 tee conducts biennial evaluation and performs periodic post-tenure review of faculty. The  
28 committee reports to individual faculty members the committee's recommendations with re-  
29 spect to their renewal, promotion, tenure, post-tenure review, or merit. The committee will  
30 support creation and implementation of self-development plans. The committee will be the ini-  
31 tial level of review for faculty renewal, promotion and tenure when Academic Discipline Team  
32 Personnel Committees fall below three members under the terms of Article 3.08, sections (4)  
33 and (5). The committee recommends to the Dean the distribution of funds designated for pro-  
34 fessional development of faculty.

- 35 (2) The Dean consults with members of the committee and other appropriate faculty regarding  
36 recommendations, for policy guidelines relating to salary and for other personnel matters.

37 (3) The committee maintains, in the College office, minutes of its actions including recorded votes  
38 on recommendations concerning renewal, tenure, and promotion. The recorded vote, togeth-  
39 er with reasons for the recommendation are forwarded to the Dean. Written notice of the  
40 committee's recommendation is forwarded to the faculty member in question. Committee pro-  
41 cedures will be consistent with University rules and procedures regarding personnel matters.

42 (4) The Faculty Review and Development Committee consists of the Professional Development  
43 Director, as a non-voting member, and a member elected to a three-year staggered term by  
44 each of the college's academic discipline teams.

45 (5) The chair of the committee is selected from its membership by majority vote at the organiza-  
46 tional meeting each year following election of new members.

- 47 (6) Members may not vote on promotion to a rank higher than the rank they hold.

### 48 **3.05 Full Professor Committee.**

49 (1) The Full Professor Committee makes recommendations to the Dean on promotions to the  
50 rank of professor following an evaluation of credentials and in accordance with the Board of  
51 Regents and University rules and practices governing these matters.

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- 1 (2) The committee maintains, in the College office, minutes of its actions including recorded votes  
2 on its promotion recommendations. The recorded votes, together with reasons for the rec-  
3 ommendation, are forwarded to the Dean. Within three working days after its vote, the com-  
4 mittee will provide a written notice of its recorded vote and reasons to the faculty member in  
5 question. A copy of the Dean's recommendations will be forwarded to the committee.
- 6 (3) The Full Professor Committee consists of five tenured members of the College faculty as de-  
7 fined in 1.01 (1), who currently have the rank of professor or will have the rank of professor at  
8 the commencement of the member's elected term in this committee. Membership is elected  
9 by the faculty at large for two-year terms with three positions elected one year and two posi-  
10 tions the succeeding year.
- 11 (4) The chair of the committee is selected from its elected membership by majority vote at the or-  
12 ganizational meeting each year following election of new members.

### 13 3.06 Task Forces.

- 14 (1) Task Forces may be appointed by the Dean in consultation with the College Council for spe-  
15 cific purposes. Terms to such task forces expire on completion of the work of the task force,  
16 usually within an academic year.

### 17 3.07 Academic Discipline Teams.

- 18 (1) The College has seven Academic Discipline Teams: Accounting, Economics, Finance and  
19 Business Law, Marketing, Management and Human Resources, Management Information  
20 Systems, and Supply Chain Operations Management. Each Academic Discipline Team will  
21 have responsibility for making recommendations to the faculty on policies and procedures af-  
22 fecting their major(s), its courses, their students and faculty. The areas of responsibility in-  
23 clude curriculum development, managing their major(s), program reviews, conducting as-  
24 sessments of their major(s), assisting in course scheduling, advising student clubs, advising  
25 students about careers in their discipline, monitoring the external environment related to their  
26 discipline, recruiting new faculty, making decisions on renewal, promotion and tenure of facul-  
27 ty within their team. Each faculty member in the college will be a voting member of only one  
28 of the seven Academic Discipline Teams. Faculty will be a member of the team where they  
29 can best contribute to the goals and objectives of the team and the College.
- 30 (2) Questions concerning appropriate team membership shall be resolved by the Faculty Review  
31 and Development Committee. Faculty desiring to change teams shall file a written request  
32 with the Faculty Review and Development Committee. The Faculty Review and Development  
33 Committee will consult with all affected teams and will rule in favor of the change if it is neces-  
34 sary for the professional and scholarly growth of the faculty member filing the request and if  
35 the change is consistent with the goals and objectives of the College.
- 36 (3) Each Academic Discipline Team shall establish a personnel committee. All tenured members  
37 of the Academic Discipline Team shall be members of the personnel committee. The person-  
38 nel committees will make decisions on the renewal and tenure of eligible team faculty and also  
39 make recommendations on the promotion of team faculty.
- 40 (4) A minimum of three eligible personnel committee members must participate in all personnel  
41 decisions (tenure, renewal, promotion). If the personnel committee is unable to meet this re-  
42 quirement, in the allowable time frame, the committee chair should so inform the appropriate  
43 college committee chair, at which time section 3.08 (5) will take effect.
- 44 (5) In cases where for a particular decision (tenure, renewal, promotion) the size of the personnel  
45 committee is three or more, the personnel committee conducts the initial level of review. For  
46 renewal, if the vote is for renewal, subsequent actions are taken by the college committee,  
47 Dean, Provost and Vice Chancellor, and Chancellor.
- 48 (6) In cases where for a particular decision (tenure, renewal, promotion) the size of the personnel  
49 committee is two or less, the initial level of review becomes the appropriate college commit-  
50 tee. For actions on renewal and tenure the Faculty Review and Development Committee is  
51 then the decision-making body. The eligible members of the personnel committee will be add-

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1 ed to the Faculty Review and Development Committee as voting members for those deci-  
2 sions.

3 (7) Each Academic Discipline Team shall have a team leader. The team leader shall be nomi-  
4 nated by a majority of the eligible voters who cast ballots and shall be appointed by the Chan-  
5 cellor. The team leader shall be elected for a three-year term during March and appointed as  
6 soon thereafter as possible and shall assume office July 1. No person can hold a position as  
7 an Academic Team Leader for more than two consecutive 3-year terms, unless no other eligi-  
8 ble faculty member applies for the position and the person continuing in the role is accepted  
9 by all relevant parties.

10 (8) If a vacancy occurs before the term of an Academic Team Leader expires, a special election  
11 shall occur at the next team meeting to elect an interim Team Leader.

12 (a) The interim Team Leader shall be elected in the same manner as the regular Team Lead-  
13 er.

14 (b) The interim Team Leader shall hold office for the remainder of the term.

### 15 **3.08 Globalization Committee.**

16 (1) The Globalization Committee: a) facilitates development of new initiatives for globalizing the  
17 students, the faculty, the curriculum and make recommendations to the Dean; (b) establishes  
18 strategy, procedures and criteria for and overseeing implementation of globalization initiatives;  
19 and (c) evaluates programs, periodically, against set goals of the college and to make recom-  
20 mendations concerning specific programs and program leaders towards future progress; and  
21 (d) maintains an effective, ongoing communication with the Dean and the Program Directors.  
22 It acts as liaison with the Office of the Provost and other Colleges and Units across the uni-  
23 versity in furthering the objectives of globalization.

24 (2) The committee maintains, in the College office, minutes of its actions including recorded votes  
25 on its globalization recommendations. The recorded votes, together with reasons for the rec-  
26 ommendation, are sent to the Dean.

27 (3) The Globalization Committee consists of four faculty members, to be elected at large, for two-  
28 year staggered terms. In addition, the Undergraduate and Graduate Program Directors, as  
29 voting members, will serve on the committee. The Dean may designate up to three additional  
30 ex-officio members to serve on the committee.

### 31 **Article 4. Appeals and Grievances.**

32 Refer to the University of Wisconsin Oshkosh Faculty Handbook Chapter Ten, Part C. for ap-  
33 peals, Chapter Ten, Part E. for grievances, or the University of Wisconsin Oshkosh Academic  
34 Staff Handbook Part III, Section B for instructional academic staff policies.

### 35 **Article 5. Rules and Amendments.**

36 **5.01** The most current edition of *STURGIS' STANDARD CODE OF PARLIAMENTARY*  
37 *PROCEDURES*, by A. Sturgis, determines conduct and proceedings of the faculty and stand-  
38 ing governance committees.

39 **5.02** Five members of the faculty may recommend an amendment to the Dean and the College  
40 faculty in writing. The Dean will hold a vote as indicated in 5.03.

41 **5.03** These bylaws may be amended by a two-thirds majority vote of the faculty of the College as  
42 defined in 1.01 (1), voting by written ballot after at least two weeks' notice of proposed  
43 amendments.

#### 44 **5.04 Directors**

45 (1) Definition

46 There are three Directors: Undergraduate Programs Director, Graduate Programs Director  
47 and Professional Development Director.

48 (2) Election

49 Directors shall have staggered 3-year terms such that one is elected each year. Each Direc-  
50 tor shall be elected at-large by the college faculty during the April faculty meeting. The term

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1 shall begin on July 1.

2 (3) Any tenured faculty member can nominate himself or herself for any of the Director positions.

3 (a) Interested faculty members shall submit his or her name to the College Council at least 2  
4 weeks prior to the April faculty meeting.

5 (b) One week prior to the April faculty meeting the College Council shall distribute the ballot  
6 of candidates to the faculty.

7 (4) Each Director shall be elected by a majority of the eligible voters who cast ballots. The name  
8 of the election winner shall be forwarded to the Dean and then to the Chancellor for appoint-  
9 ment. If either the Dean or the Chancellor does not accept the nominee, another nominee  
10 shall be selected by an election at the next regular faculty meeting until the Chancellor makes  
11 the appointment.

12 (5) If a vacancy occurs before the term of a Director expires, a special election shall occur at the  
13 next regular faculty meeting to elect an interim Director.

14 (a) The interim Director shall be elected in the same manner as regular Director.

15 (b) The interim Director shall hold office for the remainder of the term.

16 (6) Being elected by the faculty, Directors are faculty representatives.

17 (a) A Director has the right to vote at team meetings.

18 (b) Through the process of election, a Director holds the position of chair for their assigned  
19 governance committee, (with the exception of the Faculty Review and Development  
20 Committee).

21 (7) College faculty may remove a Director for good and sufficient reasons by vote of two-thirds  
22 majority of eligible voting members. A written petition by thirty percent of the faculty, or by the  
23 Dean, will require the faculty to conduct such a vote. Directors' performance will be reviewed  
24 and evaluated at least biennially by the faculty and the Dean. The Faculty Review and Devel-  
25 opment Committee will collect data from faculty and based on these data will submit an evalu-  
26 ation to the Dean and the Director. The Dean will hold a performance review meeting with  
27 each Director.

28 (8) No person can hold a position as a Director for more than two consecutive 3-year terms, un-  
29 less no other eligible faculty member applies for the position and the person continuing in the  
30 role is accepted by all relevant parties.

### 31 **5.05 College Committees.**

32 (1) Election

33 Election to college committees will be by a majority vote of those members eligible to vote as  
34 defined in 1.01 (1) who vote. Tie votes will be broken by one succeeding ballot administered  
35 by the College Council. If a tie vote continues, it will be broken by the drawing of lots.

36 (2) Vacancies

37 Vacancies will be filled for the balance of the term by the person receiving the next highest  
38 vote for the office at the most recent election. In the event the vacancy cannot be filled in this  
39 manner, a special election will be held.

40 (3) Empowerment and Limits

41 College Committees are empowered to make decisions within their purview. If the Committee  
42 believes an item should be taken to the full faculty for a vote, it will be placed on the agenda  
43 for the next faculty meeting. (Only items that have a significant college-wide effect should be  
44 taken to the full faculty.) If the Committee believes a full faculty vote is not necessary it makes  
45 the decision and informs the full faculty of that decision. If the College Council, the Dean or at  
46 least 25% of the faculty (through a petition) believe the item should be taken to the full faculty  
47 then the item will be placed on the agenda for the next faculty meeting and the committee de-  
48 cision is stayed.

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**GOV 5.2. College of Education and Human Services Bylaws.**

Approved by Faculty Senate April 8, 2003  
Revisions approved by Faculty Senate September 27, 2005  
Revisions approved by Faculty Senate December 20, 2005  
Revisions approved by Faculty Senate December 11, 2007

**ARTICLE I. The College of Education and Human Services Faculty.**

**1.01 Definition of Faculty.**

- (1) The College of Education and Human Services Faculty consists of all tenured and tenure track faculty who are appointed full-time by the Chancellor of the University with the greatest part of their assigned responsibilities in the College of Education and Human Services.
- (2) Voting Rights at College Faculty Meetings
  - (a) Faculty members as defined in 1.01 (1) may vote on all matters.
  - (b) Faculty members on leaves of absence and lay-off are accorded full rights and privileges and may vote on all matters provided they are present.
  - (c) Academic staff and shared academic staff, with the greatest part of their assigned responsibilities in Colleges or units other than the College of Education and Human Services, may attend meetings and participate in discussions.

**1.02 Rights and Responsibilities of the College of Education and Human Services Faculty.**

Subject to the general policies and jurisdiction of the University of Wisconsin Oshkosh over all educational matters which concern more than one collegiate unit, the College of Education and Human Services Faculty has the following rights and responsibilities:

- (1) To recommend policy in matters involving scholarship, including the advancement of students and dismissal for less than satisfactory scholarship and/or field experiences.
- (2) To recommend to the University of Wisconsin Oshkosh requirements for admission, courses of study, conditions for licensure and graduation and the nature of the degrees conferred.
- (3) To recommend policy relative to regulations for the admission of students to the College of Education and Human Services.
- (4) To recommend to the Chancellor candidates for degrees in education and human services.
- (5) To recommend students for graduate assistantships, fellowships, scholarships, and awards.
- (6) To sponsor outreach activities such as conferences, workshops, institutes, clinics, and short courses appropriate to the College of Education and Human Services.
- (7) To make appropriate citations recognizing outstanding achievements by faculty and others.
- (8) To review and to make recommendations to appropriate administrative offices concerning proposals affecting the administration or academic matters of the College.

**1.03 Meetings of the College of Education and Human Services Faculty.**

The Dean, as the executive officer of the College, is the presiding officer of the faculty.

- (1) There shall be a minimum of four college meetings in each academic year (two per semester), with the first being Opening Day of the fall semester. The dates and times of faculty meetings shall be established by the Dean during the first month of each semester. Additional meetings of the faculty may be held at the call of the Dean or upon petition to the Dean by ten percent of the faculty, as defined in 1.01 (1).
- (2) A quorum required to transact business consists of the majority of the faculty, as defined in 1.01 (1), excepting only that a majority of those present may approve a motion for a referendum to be placed before the College per section 1.03 (4). A majority vote shall be required to carry a motion.
- (3) Items may be placed on the agenda by the Dean, the Administrative Council or by a petition signed by ten percent of the faculty, as defined in 1.01 (1). It is the responsibility of the Dean

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1 to publish the agenda five working days prior to the meeting.

2  
3 Additional discussion items may be added during faculty meetings upon a call for new busi-  
4 ness. A motion on an item of new business introduced during the meeting shall not come to a  
5 vote in that meeting unless the quorum of faculty votes by a two-thirds majority to act on that  
6 motion.

7 (4) A referendum on an issue can be called by a majority vote. The referendum will be conducted  
8 within ten working days with voting by written ballot in the Office of the Dean. A majority vote  
9 of the faculty as defined in 1.01 (1) is required for approval.

10 (5) A recording secretary is elected by the faculty for a three-year term. New elections are held in  
11 the spring semester and prior to the end of fourteenth week.

12  
13 The secretary records and prepares the minutes of the meetings and submits them to the Of-  
14 fice of the Dean for distribution to all College faculty. Copies of the minutes are also filed in the  
15 Office of the Dean.

16 (6) The Dean may appoint a parliamentarian.

### 17 **1.04 Administrative Review.**

18 When faculty decisions or recommendations are transmitted in writing to the Dean, the Dean, recog-  
19 nizing the academic tradition of concurring with a clear faculty judgment in matters of primary faculty  
20 responsibility, shall as a matter of collegiality respond to decisions and recommendations in writing,  
21 giving reasons, providing that such communication shall not be prohibited by law or System policy.  
22 Nothing in these bylaws shall impede the authority of the Dean, established by law and System policy,  
23 to review faculty decisions on such matters and to make independent judgments regarding them; and  
24 nothing in these bylaws shall prohibit appropriate consultation.

## 25 **ARTICLE 2. College of Education and Human Services Organizational and Administrative** 26 **Structure.**

27 The Dean has immediate supervision of the affairs of the College. At the beginning of the fall semester  
28 the Dean, or appointed designee, will facilitate the initial meetings of the Councils and Standing Com-  
29 mittees.

### 30 **2.01 Departments.**

- 31 (1) Counselor Education
- 32 (2) Curriculum and Instruction
- 33 (3) Educational Foundations
- 34 (4) Human Services and Professional Leadership
- 35 (5) Reading Education
- 36 (6) Special Education

### 37 **2.02 Councils, Standing Committees and Units of the College.**

- 38 (1) Councils
  - 39 (a) The Administrative Council
- 40 (2) Standing Committees
  - 41 (a) The Curriculum Committee
  - 42 (b) The Personnel Committee
  - 43 (c) The Professional Education Program Committee
  - 44 (d) The Culture and Diversity Committee
  - 45 (e) The Elections Committee
  - 46 (f) The Student Appeals Committee

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- 1 (g) The Technology Committee
- 2 (h) Committee on Graduate Studies
- 3 (i) Special Committees
- 4 (3) Divisions
- 5 (a) Reading Study Center
- 6 (b) Project Success
- 7 (c) Externally Funded Units

### 8 **2.03 College, Departmental, Council and Standing Committee Elections.**

9 Faculty as a whole elect chairpersons, as indicated, for Standing Committees. Departments elect de-  
10 partment chairs and department representatives to Standing Committees. Department chairpersons  
11 also serve on the Administrative Council.

- 12 (1) During any given academic year faculty members as defined in 1.01 (1), will hold voting privi-  
13 leges in that Department in which they have the greatest part of their responsibilities for that  
14 year. At the beginning of each academic year faculty members whose responsibilities are  
15 evenly divided across Departments for that year will declare their voting rights to one of those  
16 Departments. The choice is to be communicated by the faculty member to the appropriate  
17 Department Chairpersons, the Associate Dean(s), the Dean, and the Executive Committee of  
18 the Faculty Senate.
- 19 (2) Academic staff members will be automatically eligible to exercise faculty voting rights in de-  
20 partments if they are working in an instructional assignment with an appointment of more than  
21 one-half time in that department and are past their fourth semester with that department. Aca-  
22 demic staff working under a limited appointment are ineligible. Academic staff voting privileges  
23 are restricted to department affairs excluding recruitment, merit, tenure, appointment, reap-  
24 pointment, promotion and election of Department Chair and Alternate Chair.
- 25 (3) Every three years during the spring semester and prior to the end of March, faculty members  
26 with voting rights in a Department as defined in 2.03 (1) will elect a nominee and recommend  
27 to the Dean, a member who has at least one-half of his/her responsibilities in that Department  
28 for the position of Chairperson. Subsequently, the Dean will forward his/her recommendation  
29 to the Chancellor for review and approval. The term of office will normally be for three years.  
30 Each COEHS department will determine the new chair's start date. There are three options  
31 available to each COEHS Department. The new chair could (a) begin at the end of the 17<sup>th</sup>  
32 week of the spring semester in which the election was held, or (b) on the first day of the fall  
33 semester of the following academic year, or (c) the previous chair and the new chair could de-  
34 cide to split the administrative duties over the summer. The Department Chairperson will func-  
35 tion in accord with Article 8, Sec. 5 of the Faculty Constitution
- 36 (4) Annually, during the spring semester and prior to the end of the fourteen-week term, faculty  
37 members with voting rights in a Department as defined in 2.03 (1) will elect a nominee and  
38 recommend to the Dean, a member who has at least one-half of his/her responsibilities in that  
39 Department as Alternate Chairperson. The Alternate Chairperson will be responsible for de-  
40 partmental operations in the absence of the elected Chairperson.
- 41 (5) During the spring semester and prior to the end of the fourteen-week term, faculty members  
42 with voting rights in a Department as defined in 2.03 (1) will elect a representative from their  
43 voting membership to each Standing Committee unless a term has not expired or representa-  
44 tion is not required. Terms for Department representatives on the Standing Committees will be  
45 for three years and no more than two new three-year terms will commence in a given year. All  
46 elected terms begin on the first day of the following fall semester.
- 47 (a) Terms of initial election for new Standing Committees will be for one, two, or three years  
48 unless otherwise determined by the faculty. The Administrative Council through the use of  
49 a lottery system will identify two departments for a one-year term, two for a two-year term,  
50 and two for a three-year term. Thereafter, elections will be held by the appropriate De-  
51 partments and terms will be for a period of three years.

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- 1 (b) All terms will begin on the first day of the following fall semester.
- 2 (c) Procedures for all Department elections will be established by department bylaws.

### 3 **2.04 Department Bylaws.**

4 College of Education and Human Services Departments are responsible for the development and ad-  
5 ministration of their own operational bylaws and subsequent revisions. Bylaws shall be reviewed at  
6 least every five years with changes subject to approval by the Dean and acceptance by the Faculty  
7 Senate.

- 8 (1) Each department will include in its bylaws a method of making personnel recommendations  
9 concerning renewal, tenure and promotion when the department has less than three depart-  
10 ment members eligible to vote on the personnel matter. This method shall ensure all person-  
11 nel recommendations at the initial level of review concerning renewal, tenure and promotion  
12 are made by committees composed of three or more voting members.

### 13 **2.05 Councils and Standing Committees of the College.**

#### 14 (1) Administrative Council

15 (a) The Administrative Council has the responsibility to advise the Dean on matters affecting  
16 operations, budgets, planning, policies, and programs within the jurisdiction of the College  
17 and its relationships with other units within the University and other Colleges of Education  
18 within the UW System. The Council may make recommendations to the Dean and the  
19 College faculty. The Council receives recommendations from faculty and from other coun-  
20 cils and committees of the College. It will assist the Dean in determining agenda items  
21 and the order of business for College faculty meetings.

22 (b) The Administrative Council consists of: the Dean; the Associate Dean(s); the Department  
23 Chairpersons; and, others as appointed by the Dean.

#### 24 (2) The Curriculum Committee

25 (a) The Curriculum Committee consists of a chairperson--who is elected by the College facul-  
26 ty (the chairperson may not concurrently be a member of the Administrative Council), an  
27 elected representative from each Department, an undergraduate student, a graduate stu-  
28 dent, and the Associate Dean(s) (non-voting).

29 (b) The Committee will facilitate coordination and evaluation of curriculum experimentation,  
30 innovations, additions, deletions, and interprogram articulation. The Committee will inform  
31 the Dean of its decision(s) on curricular policy.

32 (c) The Curriculum Committee will consider recommendations from Departments and in turn  
33 may recommend curriculum changes to Departments for action.

34 (d) The Committee may create ad hoc task forces for specific analytical purposes.

35 (e) The Dean may suggest agenda items for inclusion in Committee discussions and actions.

36 (f) The Curriculum Committee members may assist faculty in preparing proposals for curricu-  
37 lum change.

38 (g) The Curriculum Committee will evaluate and make decisions on all matters relating to cur-  
39 ricular activities affecting the College of Education and Human Services. These include,  
40 but are not limited to course approval, program changes, development, and review; and  
41 new emphases. The Committee may submit to the faculty as a whole for discus-  
42 sion/action, any proposed changes, additions or deletions which could impact two or more  
43 departments. The result of any discussion/action will be incorporated by the Committee in  
44 its subsequent decision(s). The Committee will inform the Dean of its decision(s) on all  
45 curricular activities.

46 (h) The Curriculum Committee will keep minutes of all meetings and circulate agendas and  
47 minutes to all College of Education and Human Services faculty and staff.

#### 48 (3) The Personnel Committee

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- 1 (a) The Personnel Committee consists of a chairperson, who is elected by the College of  
2 Education and Human Services faculty (the chairperson may not be a member of the Ad-  
3 ministrative Council), and an elected representative from each Department.
- 4 (b) The Personnel Committee will review information submitted by the Departments, and will  
5 make recommendations to the Dean on matters related to promotion, tenure, post tenure  
6 review, appointment, reappointment, merit evaluation, grievances, and other personnel  
7 concerns.
- 8 (c) The Personnel Committee actions will conform to University of Wisconsin Oshkosh ad-  
9 ministrative policies and procedures and the UW Oshkosh Faculty Constitution.
- 10 (d) The Personnel Committee will establish uniform procedures for evaluation of faculty.  
11 These procedures will include the development of instruments and processes for assess-  
12 ing faculty performance.
- 13 (e) The Personnel Committee will keep minutes of the open meeting portion of its meetings  
14 and circulate them to all COEHS faculty and staff.
- 15 (f) In situations where there are not three COEHS Personnel Committee members eligible to  
16 vote on a renewal, tenure or promotion recommendation, a special college committee will  
17 be constituted. This committee will be composed of three individuals eligible to vote on the  
18 personnel issue. It will include all COEHS Personnel Committee members eligible to vote,  
19 plus additional voting members will be randomly selected from a volunteer pool of all eli-  
20 gible faculty. The COEHS Personnel Committee chairperson (whether voting or not vot-  
21 ing) will develop the volunteer pool, randomly select the needed number of committee  
22 members, and convene all meetings. This special committee will act in lieu of the COEHS  
23 Personnel Committee and will have the same power and responsibility to review the in-  
24 formation submitted and to make recommendations to the Dean.
- 25 (4) The Professional Education Program Committee
- 26 (a) The purpose of the Professional Education Program Committee is to ensure that all un-  
27 dergraduate licensure programs are in compliance with (1) Wisconsin Dept. of Public In-  
28 struction (DPI) rules and regulations and (2) all other accreditation and program review  
29 requirements as they relate to undergraduate program licensure issues.
- 30 (b) The membership of the Professional Education Program Committee shall be as follows:
- 31 1. Faculty members eligible for voting membership on the Committee shall be those who  
32 teach one or more courses in the Professional Education Program (PEP). Member-  
33 ship shall include: one member from the Curriculum and Instruction Department, one  
34 member from the Department of Special Education, one member from the Depart-  
35 ment of Educational Foundations, one member from the Department of Human Ser-  
36 vices and Professional Leadership, and one member from the Department of Reading  
37 Education. Members will be elected by their departments and serve for three-year  
38 terms. A chairperson shall be elected annually at the beginning of the Fall semester  
39 from the committee's elected membership.
- 40 2. Non-voting members will include the COEHS Director of Professional Education, the  
41 COEHS Director of Field Experience, the COEHS Data Management & Assessment  
42 Director, the Associate Dean or Dean's designee, and one College of Letters and  
43 Science faculty representative who teaches one or more courses per year in the Pro-  
44 fessional Education Program (PEP) to be appointed by the Dean of the College of  
45 Letters and Science.
- 46 (c) The responsibilities of the Professional Education Program Committee shall be as follows:
- 47 1. Engage in continuous review of Wisconsin state teacher licensure requirements to  
48 ensure compliance in all programs with DPI rules and regulations.
- 49 2. In order to ensure program alignment with DPI licensure requirements, the committee  
50 shall review and make recommendations on all proposed curricular changes that have

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- 1 implications for licensure prior to submission of proposed curricular changes to the  
2 COEHS Curriculum Committee.
- 3 3. Reviews field experience requirements, policies and procedures as they relate to DPI  
4 licensure requirements and shall make recommendations on proposed modifications  
5 and/or changes.
- 6 4. Receives, shares and discusses reports from UW System Deans and Directors Meet-  
7 ings, Wisconsin Association of Colleges of Teacher Education (WACTE), DPI and  
8 other professional organizations so as to stay informed about state licensure issues.
- 9 5. Recommends to departments and the Dean such college actions as deemed neces-  
10 sary to address current and emerging licensure issues
- 11 6. Oversees the analysis, interpretation and use of data related to COEHS licensure  
12 programs, including interfacing with accreditation and program review requirements.
- 13 7. Makes recommendations for program improvement to departments based on analysis  
14 and interpretation of program evaluation data.

### 15 (5) The Culture and Diversity Committee

- 16 (a) The Culture and Diversity Committee (CDC), composed of an elected representative from  
17 each department, a graduate and an undergraduate student, and the Director of the Office  
18 of Field Experiences and the Director of the Professional Education Programs will meet  
19 regularly to initiate and review and advise the COEHS on issues related to culture and di-  
20 versity.
- 21 (b) The chairperson of CDC shall be a member elected by the Committee.
- 22 (c) The CDC is responsible for overseeing candidate assessment decisions related to ex-  
23 emption requests based on cultural and diversity issues.
- 24 (d) The CDC will make recommendations, regarding policies and procedures as they relate to  
25 issues of culture and diversity, to the Director of Office of Field Experience, the Curriculum  
26 Committee, and to appropriate internal and external groups.
- 27 (e) The CDC will keep minutes of all meetings and will circulate them to all COEHS faculty  
28 and staff.

### 29 (6) The Elections Committee

- 30 (a) The Elections Committee consists of three faculty members of the College as defined in  
31 1.01 (1). Members are elected by the faculty during the spring semester and prior to the  
32 end of the fourteen-week term for a three-year term which will begin on the first day of the  
33 following fall semester.
- 34 (b) The Elections Committee establishes the nomination and election procedures for all Col-  
35 lege of Education and Human Services elections which will be held during the spring  
36 semester and prior to the end of the fourteen-week term. Position criteria and nomination-  
37 election procedures will conform to University of Wisconsin Oshkosh Administrative Poli-  
38 cies and the Faculty Constitution.
- 39 (c) The Elections Committee will conduct elections for the following positions as needed:
- 40 1. Chairperson - Curriculum Committee (3-year term)
- 41 2. Chairperson - Personnel Committee (3-year term)
- 42 3. Chairperson - Planning and Budget Committee (3-year term)
- 43 4. Advisory Council - One representative for a three-year term.
- 44 5. Recording Secretary of COEHS (3-year term)
- 45 6. Elections Committee - Three members (3-year terms)

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- 1 Elections shall be by a majority of the legal votes cast or by a plurality if there are  
2 more than two candidates. In case of ties, repeated elections shall be conducted until  
3 all positions are filled.
- 4 (d) The chairperson of the Elections Committee is elected by its members at its first organiza-  
5 tional meeting.
- 6 (e) Voting for Committee chairpersons, Advisory Council representatives and the College re-  
7 cording secretary will be accomplished under the supervision of the College Elections  
8 Committee.
- 9 (f) The Elections Committee has the responsibility to: review all College and University  
10 committees and councils for election needs and inform faculty of vacancies.
- 11 (g) The Elections Committee counts the ballots and interprets the results. The incumbent Re-  
12 cording Secretary of the College receives the ballots and announces the results.
- 13 (h) The Elections Committee, at the request of the Dean, will conduct special elections and  
14 supervise referenda as the need arises.
- 15 (i) The Elections Committee will provide absentee ballots to faculty as defined in 1.01(1), for  
16 college wide elections, as described in 2.05(8)(e); for referenda, as determined in 1.03(4);  
17 and for amending or revising the bylaws as stipulated in 4.02 and 4.03.
- 18 (7) The Student Appeals Committee
- 19 (a) The Student Appeals Committee is composed of an elected representative from each de-  
20 partment, an undergraduate student, and a graduate student. The chairperson of the  
21 Committee is elected by its membership at its first organizational meeting.
- 22 (b) The Student Appeals Committee makes recommendations regarding student grievances  
23 which have not been resolved at the departmental level.
- 24 (c) The Student Appeals Committee follows established College guidelines and procedures  
25 which have been developed and distributed.
- 26 (8) The Technology Committee
- 27 (a) The Technology Committee will engage in planning and coordinating technology initiatives  
28 and policies that involve College courses and programs. These include but are not limited  
29 to technology acquisition, the creation of modern classrooms with technology, College  
30 web pages and other matters that involve technology in the College.
- 31 (b) The committee consists of an elected representative from each Department, an undergra-  
32 duate student, a graduate student, a committee selected faculty member who teaches in-  
33 structional technology or a related course, and non-voting members who include the As-  
34 sociate Dean, College Computer Technician, and representatives from Academic Compu-  
35 ting and Media Services. The chairperson will be a committee member elected by the  
36 Technology Committee.
- 37 (c) The Technology Committee may create ad hoc task forces for specific purposes.
- 38 (d) The Dean may suggest agenda items for inclusion in Committee discussions and actions.
- 39 (e) The Technology Committee will keep minutes of all meetings and circulate agendas and  
40 minutes to all College of Education and Human Services faculty and staff.
- 41 (9) Committee on Graduate Studies
- 42 (a) The purposes of the Committee on Graduate Studies are:
- 43 1. Assist all graduate programs in the COEHS in finalizing the development of graduate  
44 program assessment plans for internal use and in support of college and/or depart-  
45 ment accreditation. Review and report annually the results of COEHS graduate pro-  
46 gram assessment.
- 47 2. In response to the dramatic change in the post-baccalaureate educational environ-  
48 ment in Wisconsin for teachers, administrators and pupil services in Wisconsin due to

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1 PI-34, to develop COEHS graduate programs to respond in new ways to service our  
2 K-12 constituencies.

3 3. To work collaboratively to develop a sense of cross-departmental graduate identity in  
4 the COEHS, to enhance program interconnectivity and articulation across all of the  
5 college graduate areas, and to increase COEHS graduate programs' outreach and  
6 development.

7 4. To work with UW Oshkosh Graduate Office to coordinate marketing efforts and re-  
8 sources on behalf of graduate programs.

9 (b) The membership of the committee shall be all department graduate program coordinators.  
10 The committee shall elect a chair in its first fall meeting.

### 11 (10)Special Committees

12 (a) Special committees and other appointments may be appointed by the Dean for specific  
13 purposes. Terms of such committees expire upon completion of the work of the commit-  
14 tee, usually within an academic year.

15 (b) The chairperson for the special committee may be appointed by the Dean or at the Dean's  
16 discretion may be elected by its members at the first organizational meeting.

17 (c) Faculty with common interests may organize and be recognized by the Dean as special  
18 committees. Organization of such groups is encouraged at the beginning of each academ-  
19 ic year to promote discussion, study and research in areas of professional interest, to give  
20 counsel to the standing committees, and to advise the Office of the Dean on operational  
21 matters.

22 (d) Special committees report to the Dean of the College.

## 23 **ARTICLE 3. Appeals and Grievances.**

24 **3.01** Any professional or administrative grievance that is not resolved between the concerned par-  
25 ties may be filed by the aggrieved faculty member with the College Personnel Committee,  
26 whereupon it is referred for investigation and recommendation to a three-person special  
27 committee appointed by the chairperson whose members may or may not be members of the  
28 College Personnel Committee. Appointment is contingent upon their individual acceptance by  
29 both the aggrieved and the party or parties against whom the grievance is made.

30 **3.02** The special committee will report its findings and recommendations to the College Personnel  
31 Committee as a whole. The College Personnel Committee will notify the concerned parties of  
32 their final recommendation. If dissolution or dismissal of the grievance or satisfactory com-  
33 promise is not achieved at this juncture, the aggrieved party has the option to request a deci-  
34 sion on the issue by the Dean after presentation by the special committee of its findings and  
35 recommendations to the Dean in the presence of the aggrieved and the other concerned par-  
36 ties.

37 **3.03** Further appeal is available through the University of Wisconsin Oshkosh grievance proce-  
38 dures.

## 39 **ARTICLE 4. Rules and Amendments.**

### 40 **4.01 Procedures for adoption of the original bylaws.**

41 (1) During an all College of Education and Human Services faculty meeting the Dean, as presid-  
42 ing officer, will call for questions, discussion and proposed amendments to the bylaws.

43 (2) If an amendment to a section is proposed, the Dean will read the amendment and after dis-  
44 cussion a vote will be taken. A majority vote is required for approval of the amendment.

45 (3) When all amendments of the bylaws have been completed, the Dean will call for any further  
46 amendments, questions or discussion.

47 (4) A referendum on the amended bylaws will be conducted within two weeks following the all  
48 College of Education and Human Services faculty meeting. Voting will be by written ballot in  
49 the Office of the Dean.

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- 1 (5) A majority vote is required for faculty approval of the bylaws. The bylaws will go into effect fol-  
2 lowing a positive vote and subsequent acceptance by the Faculty Senate.

### 3 **4.02 Procedures for amending the bylaws.**

- 4 (1) During an all College of Education and Human Services faculty meeting, a faculty member as  
5 defined in 1.01 (1) may give notice of a proposed amendment while new business is being  
6 considered.
- 7 (2) The faculty member will read the proposed amendment and give a copy of it to the College of  
8 Education and Human Services recording secretary.
- 9 (3) The faculty member will circulate the proposed amendment to all College of Education and  
10 Human Services faculty members as defined in 1.01 (1). The amendment should be stated in  
11 such language that, if adopted, it may be incorporated directly into the bylaws.
- 12 (4) During the following all College of Education and Human Services faculty meeting, the Dean  
13 or his/her designee will read the proposed amendment and will call for a motion to adopt the  
14 amendment. Upon hearing a motion and second, the Dean will call for discussion, questions  
15 and amendments to the proposed amendment. (Since a proposal to amend the bylaws is a  
16 main motion, amendments to the proposed amendment are in order.) A majority vote is re-  
17 quired to amend the proposed amendment. Upon hearing no further amendments to the  
18 amendment, the Dean will call for a referendum.
- 19 (5) A referendum on the amendment will be held within two weeks of the all College of Education  
20 and Human Services faculty meeting where the amendment was considered. Voting will be by  
21 written ballot in the Office of the Dean.
- 22 (6) A majority vote is required for the faculty approval of amendments to the bylaws.

### 23 **4.03 Revision of the bylaws.**

- 24 (1) Upon the request of the faculty, or the department chairs, or on the Dean's own volition or pe-  
25 riodically no less than every five years, the Dean shall appoint a special committee made up  
26 of one faculty member from each department to review the college's By-Laws and make rec-  
27 ommendations for any revisions to the college. The committee shall elect its own chair and  
28 deliver any recommendations within one year of appointment.
- 29 (2) A copy of the proposed revision will be sent to all College of Education and Human Services  
30 faculty with notice of the dates when it will be considered and voted on.
- 31 (3) The removal, elimination, transfer, or reorganization of existing departments, or the addition of  
32 new ones to the College of Education and Human Services shall be addressed in conjunction  
33 with input from the Chancellor, University procedures where applicable, the Dean and the fa-  
34 culty of the College. The decision of the faculty will be determined by referendum and the re-  
35 sults conveyed to the Dean.
- 36 (4) Adoption of the revised bylaws will follow the same procedures as outlined in section 4.01.

37 **4.04** The College of Education and Human Services bylaws shall be reviewed at least every five  
38 years.

39 **4.05** The current edition of Sturgis' *Standard Code of Parliamentary Procedure* governs this organ-  
40 ization in all parliamentary situations that are not provided for in the law or in its charter, by-  
41 laws, or adopted rules.

## 42 **ARTICLE 5. Affirmative Action.**

43 **5.01** The College of Education and Human Services subscribes to and conforms to the affirmative  
44 action compliance program as published by the University of Wisconsin Oshkosh.

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1 **GOV 5.3. College of Letters and Science Bylaws.**

2  
3 Approved by Faculty Senate October 24, 2000  
4 Revisions Approved by Faculty Committee Spring 2006  
5 Approved by Faculty Senate October 24, 2006  
6 Approved by Faculty Senate May 12, 2009

7 The faculty of the College of Letters and Science establishes these bylaws under the provisions of the  
8 Faculty Constitution in order to provide the organization and procedures by which the faculty may ex-  
9 ercise its responsibilities for the immediate governance of the College and for the College's academic  
10 and faculty personnel matters, and through which faculty members may participate actively at all le-  
11 vels of College decision making.

11 **ARTICLE I. The Faculty.**

12 A. Definition of Faculty and Voting Rights

- 13 1. The voting faculty of the College shall consist of those ranked faculty members assigned  
14 to College departments (or equivalent units) who have the majority of their annual respon-  
15 sibilities within the College, or for those faculty members with equally split assignments  
16 who have chosen voting membership in the College.
- 17 2. Faculty members teaching in the College who have declared voting membership in  
18 another college may participate fully in discussions in College faculty meetings.

19 B. Powers and Responsibilities of the Faculty

- 20 1. The powers and responsibilities of the faculty, subject to those of the Chancellor, and ex-  
21 ercised with appropriate consultation with the Dean and with due recognition of student  
22 and academic staff rights and University policies, include, but are not limited to, the follow-  
23 ing:
- 24 a. Determination of the structure, policies, and procedures for the immediate faculty go-  
25 vernance of the College; determination of faculty status and voting eligibility.
- 26 b. Formulation of curriculum and long-range curriculum plans, and the coordination of  
27 curriculum within the College and with other colleges; determination of the programs,  
28 majors and minors, and courses to be offered by the College, and changes in or poli-  
29 cies related to these; formulation of other academic policies within the College.
- 30 c. Active participation in the formulation of College budget and staffing policies and of  
31 policies concerning the utilization of space and physical resources; recommendations  
32 concerning the application of these policies.
- 33 d. Formulation of College policies concerning the retention and academic standing of its  
34 students, and degree requirements; the preparation of student complaint procedures;  
35 recommendations concerning the application of these policies and procedures.
- 36 e. Formulation of College policies concerning the recruitment, evaluation, and appoint-  
37 ment of persons to be assigned to teaching or professional duties in the College; de-  
38 termination of tenure and promotion policies, salary and merit policies, travel policies,  
39 and Faculty Development and CAS policies; recommendations concerning the appli-  
40 cation of these policies.
- 41 2. The powers and responsibilities of the faculty of departments will be exercised in accor-  
42 dance with the bylaws adopted by each department and accepted according to Article IX,  
43 Section 3 of the Faculty Constitution. Department bylaws will be consonant with College  
44 bylaws.
- 45 3. The powers and responsibilities of the faculty of the College will customarily be exercised  
46 through the elected faculty committees of the College. Decisions which impact the College  
47 as a whole may also be made by referendum.
- 48 4. In matters of primary faculty responsibility, policy decisions of the Faculty Committee or of  
49 the faculty in referendum will be College policy. If the Dean, after exercising his or her  
50 consultative role provided in the bylaws, cannot accept the Faculty Committee policy de-  
51 cision or the decision reached by the faculty in referendum, he or she will inform the facul-

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1 ty or the College, in writing, why he or she is unable to accept the decision. Either the Fa-  
2 culty Committee or the Dean may declare an impasse and enter the negotiations to re-  
3 solve the impasse.

4 The Faculty Committee will negotiate on behalf of the faculty of the College. The Faculty  
5 Committee will report regularly to the faculty on the progress of negotiations.

6 **ARTICLE II. Meetings of the Faculty.**

7 A. Meetings of the College faculty may be called by the Faculty Committee on its own initiative,  
8 upon receipt of a petition signed by ten percent of the faculty or at the request of the Dean. All  
9 such meetings will be only for discussion, dissemination or collection of information, or debate  
10 of issues. The Chair of the Faculty Committee is to preside at all meetings.

11 B. It is the responsibility of the Faculty Committee to publish the agenda of such a meeting at  
12 least one week in advance. Items may be placed on the agenda by the Faculty Committee,  
13 the Dean, or by a petition signed by ten percent of the faculty.

14 **ARTICLE III. Divisions, Departments and Programs.**

15 A. Structure

16 1. A division is composed of one or more academic departments and non-departmental pro-  
17 grams.

18 2. College faculty are organized by subject matter disciplines into academic departments  
19 and non-departmental programs.

20 3. Non-departmental programs (NDPs) report to the Dean. Faculty members who partici-  
21 pate in NDPs must establish bylaws for their programs. These faculty members will rec-  
22 commend to the Faculty Committee, for approval, a list of faculty members who will draft  
23 and vote on the bylaws for the program. NDP bylaws will define the program faculty and  
24 the governance structure for the program. Each September until its bylaws are approved,  
25 the NDPs will report to the Faculty Committee the names of faculty members participating  
26 in the NDP who have voting rights for that year. New and existing NDPs will have three  
27 years to submit bylaws for approval. Prior to the submission of bylaws, the program direc-  
28 tor/coordinator will be nominated to the Dean by the Faculty Committee. Only those  
29 NDPs comprised of at least one full-time faculty or continuing instructional academic staff  
30 member who is not assigned to or housed in a department will have divisional voting  
31 rights.

32 4. A department or a non-departmental program may be a member of more than one divi-  
33 sion but will choose one division as its primary affiliation for the election of College com-  
34 mittees. This choice, and subsequent changes in it, will be announced to the Faculty  
35 Committee and the Dean.

36 B. Proposals for Change

37 1. Changes of Divisions

38 Proposals for changes to divisions of the College (e.g. the creation of a division, the dele-  
39 tion of a division, the movement of a department from one division to another) may be  
40 made by the Chancellor, by the Dean, or by a majority of the faculty members of one or  
41 more departments.

42 Such proposals and accompanying rationale will be made in writing and distributed to the  
43 entire College faculty. There will be subsequent consultation between the Dean and the  
44 faculty of the division(s) involved.

45 The faculty involved (i.e. the faculty of the division being created, the faculty of the division  
46 being deleted, or the faculty of the division to which the department is moving or from  
47 which the department is moving) will have the opportunity to make formal recommenda-  
48 tions concerning such changes, addressed to the Curriculum Committee. The Curriculum  
49 Committee will evaluate and make recommendations to the Faculty Committee concern-  
50 ing the proposed change.

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1 The Faculty Committee will assist in implementing the procedures for consultations, hear-  
2 ings, and voting. All proposals for the change to divisional organization of the College will  
3 require a college-wide referendum.

### 4 2. Changes of Departments

5 Proposals for changes to departments in the College (e.g. the creation of a department,  
6 the deletion of a department, the splitting of a department into two departments, or com-  
7 bining two or more departments) may be made by the Chancellor, by the Dean, or by fa-  
8 culty of one or more departments.

9 Such proposals and accompanying rationale will be made in writing and distributed to the  
10 faculty of the affected division(s). There will be subsequent consultation between the  
11 Dean and the faculty of the department(s) involved.

12 The faculty involved (i.e. the faculty of the department being created, the faculty of the  
13 department being deleted, or the faculty of the department being split, or the faculty of the  
14 departments being combined) will have the opportunity to make formal recommendations  
15 concerning such changes, addressed to the Program Review Committee. The Program  
16 Review Committee will evaluate and make recommendations to the Faculty Committee  
17 concerning the proposed change.

18 The Faculty Committee will assist in implementing the procedures for consultations, hear-  
19 ings, and voting. All proposals for the change to departmental organization of the College  
20 will require a referendum across the division or divisions where the change is occurring.

### 21 3. Changes of Programs

22 Proposals for changes to programs of the College (e.g. the creation of a program, the de-  
23 letion of a program, the movement of a program from one department to another) may be  
24 made by the Chancellor, by the Dean, or by faculty of one or more departments.

25 Such proposals and accompanying rationale will be made in writing and distributed to the  
26 faculty of the departments affected. There will be subsequent consultation between the  
27 Dean and the faculty of the department(s) involved.

28 The faculty involved (i.e. the faculty of the program being created, the faculty of the pro-  
29 gram being deleted, or the faculty of the department to which the program is moving or  
30 from which the program is moving) will have the opportunity to make formal recommenda-  
31 tions concerning such changes.

32 a. Proposals which involve creation of a program shall be addressed to the Curriculum  
33 Committee. The Curriculum Committee will evaluate the proposal and make recom-  
34 mendations to the Faculty Committee concerning the proposed program. The Faculty  
35 Committee will, 1) determine the voting constituency and, 2) provide for the voting by  
36 faculty.

37 b. Proposals which involve the temporary relocation of a program may be made directly  
38 to the Faculty Committee provided the most recent program review recommendations  
39 from the Provost and Vice Chancellor include relocation; otherwise the proposal must  
40 be made to the Program Review Committee. The maximum amount of time that the  
41 program will be relocated must be specified in the proposal if a program is to be relo-  
42 cated in a department. A majority of the faculty members of the department temporari-  
43 ly receiving the program must approve the proposal to temporarily relocate the pro-  
44 gram and staff in their department; the Faculty Committee will provide for the voting.

45 c. Proposals which involve the permanent relocation of a program should be addressed  
46 to the Program Review Committee. The Program Review Committee will evaluate and  
47 make recommendations to the Faculty Committee concerning the proposed change.  
48 The Faculty Committee will hold hearings if a program is joining a department and  
49 provide for the voting. The proposal must be approved by a majority of the faculty  
50 members of the program being relocated. If the proposal calls for the relocation of the  
51 program to a department, then the proposal must also be approved by a majority of  
52 the faculty members in that department.

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- 1           d. Proposals which involve deletion of a program shall be addressed to the Curriculum  
2           Committee. The Curriculum Committee will evaluate the proposal and make recom-  
3           mendations to the Faculty Committee concerning the impact on the College and Uni-  
4           versity of deleting the program. The Faculty Committee will hold college-wide hear-  
5           ings. The proposal to delete the program will be approved if a majority of appropriate  
6           faculty support the proposal.

7 **ARTICLE IV. Governance and Procedures.**

8       A. Letters and Science Council and Standing Governance Committees

9       The College will have a Letters and Science Council, and the following standing governance  
10       committees:

- 11       1. Letters and Science Faculty Committee  
12       2. Tenure and Renewal Committee  
13       3. Promotion Committee  
14       4. Curriculum Committee  
15       5. Program Review Committee  
16       6. Student Academic Committee  
17       7. Academic Council for Interdisciplinary Studies

18       B. Letters and Science Council

- 19       1. The Letters and Science Council will be composed of the department chairs, non-  
20       departmental program directors/coordinators, and the Dean. Ex officio non-voting mem-  
21       bers will include the Assistant Deans, Associate Deans and the Faculty Committee. It will  
22       be chaired by the Dean or the Dean's designee.
- 23       2. The Council may identify and review matters of concern to the College. It will forward its  
24       recommendations for consideration to the Faculty Committee. The Council further serves  
25       as a communication link to all faculty in the College.
- 26       3. The department chairs and non-departmental program directors/coordinators of each divi-  
27       sion will meet as necessary with the appropriate associate dean to discuss and facilitate  
28       action on issues of concern to the division. Each division will elect a chair from among its  
29       members to conduct deliberations affecting curricular matters. Recommendations on cur-  
30       ricular matters will be sent to the Curriculum Committee.

31       C. The Letters and Science Faculty Committee

- 32       1. The Faculty Committee will be the major policy-making body of the College. It may initiate  
33       policy recommendations and will receive the recommendations of the Letters and Science  
34       Council and faculty governance committees for review, acceptance, revision, or return to  
35       committee, prior to their transmission to the Dean. It will keep the faculty informed of all  
36       matters of concern to it and shall call for faculty referenda on any such matters, including  
37       proposals for change in departmental or divisional organization. It will determine the ap-  
38       propriate constituencies for these referenda. In addition, it will formulate College faculty  
39       personnel policies and procedures, as needed, and recommend these to the faculty for  
40       adoption. It will participate in the budget process and in the formulation of College budget  
41       and staffing policies and policies concerning the utilization of space and physical re-  
42       sources and will make recommendations concerning the application of these policies. In  
43       addition, its duties will include the following:
- 44       a. It will prepare College election and voting procedures and determine faculty status  
45       and voting eligibility. It will arrange for and oversee all College voting including faculty  
46       referenda.
- 47       b. It will receive and act on faculty petitions directed to its attention. The Faculty Commit-  
48       tee shall call a meeting of faculty when it receives a petition requesting such a meet-  
49       ing signed by ten percent of the faculty. The Faculty Committee shall provide for hear-

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- 1                   ings and schedule a referendum when it receives a petition requesting a referendum  
2                   signed by twenty percent of the faculty.
- 3                   c. It will arrange for the periodic review of these bylaws; make rulings in interpretation of  
4                   the bylaws; provide for liaison between College committees and committees created  
5                   by the Faculty Senate.
- 6                   d. It will oversee the creation of ad hoc committees and assist in the preparation of their  
7                   charges; call all committees into session as required; and maintain a file of the mi-  
8                   nutes and reports of all College committees and of the adopted policies of the Col-  
9                   lege.
- 10                  e. At the request of the Chancellor, it will arrange for the election of faculty members to  
11                  search and screen committees, maintaining proportionate divisional representation on  
12                  these committees.
- 13                  f. It will meet with the Provost and Vice Chancellor as soon as possible following the  
14                  appointment of a dean to discuss the role and responsibility of the dean and to pro-  
15                  vide for faculty input and reaction. It will provide for the election of an Ad Hoc Commit-  
16                  tee to provide faculty input in the administrative evaluation of the dean at least once  
17                  every three years.
- 18                  2. The Faculty Committee will be the consultative committee for the consideration of declara-  
19                  tions of financial emergency affecting the College or any of its departments or programs. It  
20                  will provide liaison between the College and the University consultative committee in such  
21                  actions.
- 22                  3. The Faculty Committee will report to the faculty at meetings or through written communi-  
23                  cations.
- 24                  4. Any action of The Faculty Committee is subject to review by the faculty of the College as  
25                  a whole according to Article IV.C.1.b.
- 26                  D. Tenure and Renewal Committee
- 27                  The College Tenure and Renewal Committee will review the credentials of candidates for te-  
28                  nure or renewal in accordance with department, College and University personnel policies and  
29                  forward its recommendations to the Dean.
- 30                  E. Promotion Committee
- 31                  The College Promotion Committee will review the credentials of candidates for promotion in  
32                  accordance with department, College and University personnel policies and forward its rec-  
33                  ommendations to the Dean.
- 34                  F. Curriculum Committee
- 35                  1. The College Curriculum Committee will formulate and act on the long-range curriculum  
36                  plans of the College including: mission statements, objectives, emphases, programs and  
37                  curricula. It will base its work on the recommendations of the faculty, consult with the  
38                  Dean, and transmit its decision to the Faculty Committee.
- 39                  2. The Curriculum Committee will review and approve or disapprove the program and course  
40                  proposals submitted to it, and will transmit its decisions concerning these to the Dean.
- 41                  G. Program Review Committee
- 42                  The College Program Review Committee will review and evaluate the academic programs of  
43                  the College and proposals for change. Its review and recommendations will be transmitted to  
44                  the Faculty Committee and the Dean.
- 45                  H. Student Academic Committee
- 46                  1. The College Student Academic Committee will make recommendations to the Dean con-  
47                  cerning the retention and academic standing of students in the College, following the  
48                  progress and academic standards set forth by the College and in the University Under-  
49                  graduate Bulletin.

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- 1           2. The Committee will act on student complaints and appeals.
- 2           3. The Committee will recommend revision of the Student Appeals Policy as needed.
- 3       I. Academic Council for Interdisciplinary Studies
- 4           1. The Academic Council for Interdisciplinary Studies will formulate policy concerning the  
5           substance and process of Interdisciplinary Studies, as well as the evaluation of Interdis-  
6           ciplinary Studies courses. The Academic Council for Interdisciplinary Studies will forward  
7           its recommendations that fall under the purview of the Curriculum Committee to that  
8           committee and all other recommendations will be forwarded to the Faculty Committee  
9           prior to their transmission to the Dean.
- 10          2. The Council will review and implement policy pertaining to the Interdisciplinary Studies  
11          curriculum.
- 12          3. The Council will monitor the academic quality and effectiveness of the Interdisciplinary  
13          Studies curriculum.
- 14          4. The Council will act as the initial level of review in the curriculum development process.
- 15       J. Standing Committee Membership, Elections, Terms, Vacancies
- 16          1. Membership
- 17             College standing committees will be composed of faculty members selected in division  
18             elections. If a division has fewer than 53.5 FTE (Full Time Equivalent faculty), it is entitled  
19             to one representative on each committee. If a division has more than 53.5 FTE, it is en-  
20             titled to two representatives. Two members of the same department shall not serve on the  
21             same standing committee.
- 22             Only faculty members with tenure may serve on the Faculty Committee, and the Tenure  
23             and Renewal Committee. Only those with rank of Professor may serve on the Promotion  
24             Committee. The Dean is a non-voting consultant to the Faculty Committee.
- 25          2. Elections, Terms
- 26             Elections of members of standing committees will normally be concluded by the end of  
27             April. The new two-year terms begin at the start of the Fall semester.
- 28             a. Terms will be staggered within divisions so that approximately one-half of each com-  
29             mittee will be elected each year. In years when divisional representation may need to  
30             be changed, one- and two-year terms will be determined by the number of votes re-  
31             ceived. The candidates with the higher number of votes will receive the longer terms.
- 32             b. Committee members are limited to two full consecutive terms. The Faculty Committee  
33             will appoint a convener for each standing committee at the beginning of each year.  
34             Committee chairs will be elected for one-year terms by the committee.
- 35             c. Election to the Faculty Committee, Program Review Committee, and Tenure & Re-  
36             newal Committee will be by a majority of the legal votes cast. If no candidate receives  
37             a majority on the first ballot, the second ballot will list the names of the three candi-  
38             dates receiving the highest number of votes; if necessary, the third ballot will list the  
39             names of the two candidates receiving the most votes. Tie votes on the third ballot will  
40             be broken by the Faculty Committee by drawing of lots.
- 41             d. Election to other committees will be determined as follows:
- 42                 1) If any candidate receives at least 20% of the votes of those eligible to vote in the  
43                 division, then the candidate receiving the plurality is elected.
- 44                 2) If no candidate receives 20% of the votes of those eligible to vote, or in the event  
45                 of a tie, then the division shall have one run-off election in which the ballot will list  
46                 the names of the two candidates receiving the most votes. The candidate receiv-  
47                 ing the plurality is elected. Tie votes will be broken by the Faculty Committee by  
48                 the drawing of lots.

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- 1           3. Vacancies
- 2           a. Vacancies on the Faculty Committee, Program Review Committee, Tenure/Renewal
- 3           Committee of more than sixty days will be filled for the balance of the term by a special
- 4           election.
- 5           b. Vacancies on other committees will be filled for the balance of the term by the persons
- 6           receiving the next highest number of votes, if they had 20% of the votes of those
- 7           eligible to vote for the offices at the most recent election. In the event a vacancy cannot
- 8           be filled in this manner, a special election will be held.
- 9           4. Members of the Faculty Committee may be recalled by the members of the division they
- 10          represent. A recall petition, signed by more than one-third of those eligible to vote in the
- 11          division, will be addressed to the Faculty Committee, which will schedule a meeting of the
- 12          division faculty within 10 working days of the receipt of the petition to discuss the matter.
- 13          This meeting will be chaired by the Faculty Committee chair (or another member of the
- 14          committee, selected by the Faculty Committee, should the petition involve the chair). The
- 15          member of the Faculty Committee named in a recall petition may not vote in any Faculty
- 16          Committee action related to the recall. Within 5 working days after the meeting the committee
- 17          will schedule and conduct a recall vote. The member will be recalled if two thirds of
- 18          the eligible voters of the division support the recall. A person recalled from office will be
- 19          ineligible to serve on the Faculty Committee for two years following the recall.

### 20          K. Meetings

- 21          1. The first meeting of the Faculty Committee will be held no later than the second week of
- 22          the Fall semester. It will be convened by the previous chair or a convener selected by the
- 23          committee. The committee will elect a chair at that first meeting.
- 24          2. During the spring semester following the committee elections, the Faculty Committee will
- 25          appoint a convener for each of the standing committees and provide the committees with
- 26          any special charges or information necessary.
- 27          3. Special meetings of standing committees may be called by the Faculty Committee, by the
- 28          chair or by two members of the standing committee or the Dean.
- 29          4. College standing committees will inform the Faculty Committee and the Dean of their regular
- 30          and special meetings, keep minutes of all meetings, and file copies of their minutes
- 31          with the Faculty Committee and the Dean.
- 32          5. A quorum for all College standing committees will consist of a majority of the committee
- 33          members eligible to vote.

### 34          L. Representation

35          The number of division representatives on each College standing committee will be reviewed

36          by the Faculty Committee following Faculty Senate reapportionment, using the membership

37          formula described in Article IV.I.1.

### 38          M. Ad Hoc Committees

39          Ad hoc committees may be established by the Faculty Committee to deal with specific College

40          needs outside the charge of standing committees according to the provision of these Bylaws.

41          The formation (by election, or by appointment by the Faculty Committee), composition, appropriate

42          electorate, term of office, and charge will be determined at the time of their creation.

43          The Faculty Committee will appoint the convener for each ad hoc committee and provide the

44          charge to the committee. The committee will elect a chairperson. Each committee is to keep

45          minutes of all meetings and file copies of minutes and final reports with the Faculty Committee

46          and the Dean.

## 47          **ARTICLE V. Voting Procedures and Definitions.**

- 48          A. Balloting for College elections, referenda, and bylaws revisions will be conducted in department
- 49          offices, under procedures established by the Faculty Committee. The results of balloting
- 50          will be certified by the Faculty Committee and announced to the faculty.

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- 1 B. In all voting in the College, the words majority and two-thirds will be defined in terms of the  
2 number of legal votes cast. The word plurality will be defined as one more than the number of  
3 legal votes cast for any other candidate.
- 4 C. If a single ballot is used to fill several positions on a single committee, then all candidates re-  
5 ceiving exactly the same number of votes will all be elected or none of them will be elected.
- 6 D. When another ballot is required, a candidate's name shall appear if all other candidates with  
7 the same or a greater number of votes appear and, if the candidate's name were not to ap-  
8 pear, too few names would appear.
- 9 E. If the procedures prescribed in these bylaws do not fill a position then the Faculty Committee  
10 shall fill the position(s) by lot from among those candidates receiving the greatest number of  
11 votes.
- 12 F. If a procedural question concerning voting should arise which these bylaws do not answer, the  
13 Faculty Committee shall determine a procedure for resolving the question.

14 **ARTICLE VI. Department Chairs or Non-Departmental Program Coordinators.**

15 A. Nomination of Chairs

16 Candidates for chair must be tenured and hold the rank of assistant, associate or full profes-  
17 sor. The chairpersons of departments will be nominated to the Chancellor by the eligible facul-  
18 ty of the department; nominations will require a majority of the legal votes cast. Voting will be  
19 conducted at the time specified in the Faculty Constitution; the term will be for three years,  
20 beginning at the end of the 17<sup>th</sup> week of the spring semester. Should the Chancellor not ac-  
21 cept a nomination, subsequent nominations will be made under the same procedures.

22 B. Ballot for Chairs

23 The names of all eligible department members will appear on the first ballot unless depart-  
24 ment bylaws specify otherwise. Election of the department chair will be by a majority of the le-  
25 gal votes cast. If no candidate receives a majority on the first ballot, the second ballot will list  
26 only the names of those receiving the three highest number of votes; if necessary, subse-  
27 quent ballots will list only those receiving the two highest number of votes on the previous bal-  
28 lot.

29 C. Chair Vacancies

- 30 1. Vacancies will be filled for the unexpired term by a special nominating election under the  
31 appropriate procedures in A. and B. above.
- 32 2. Temporary vacancies will be filled according to procedures established in the department  
33 in consultation with the Dean.

34 D. Recall of Chair

35 Should more than half of eligible voters of a department petition the Dean for a recall vote, the  
36 Dean will schedule and preside at a special meeting of the department within ten working  
37 days of the receipt of the petition. The Faculty Committee will schedule and conduct the recall  
38 vote within five working days of this meeting. Recall will require two-thirds of the legal votes  
39 cast to become effective. The result will be transmitted to the Chancellor.

40 E. Nomination of Non-Departmental Program Directors/Coordinators

41 The program director/coordinator of a non-departmental program will be nominated for a  
42 three-year term to the Dean by a majority of the faculty members meeting the criteria specified  
43 in its bylaws. If the Dean does not accept a nomination, subsequent nominations shall be  
44 made under the same procedures.

45 **ARTICLE VII. Parliamentary Authority.**

- 46 A. The current edition of Sturgis' *Standard Code of Parliamentary Procedure* will govern the Col-  
47 lege in the conduct of all faculty business, except as Sturgis is superseded by Article X,  
48 "Sources of Parliamentary Rules Governing the Faculty," in the Faculty Constitution or the  
49 provisions of these bylaws.

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**ARTICLE VIII. Bylaws.**

- A. The bylaws will be reviewed at least every five years by the Faculty Committee or by a bylaws committee elected according to procedures established by the Faculty Committee.
- B. Proposals for amendment or revision may be made by the Faculty Committee, by an elected bylaws committee, or in a petition to the Faculty Committee from at least ten percent of the voting members of the College. Proposed amendments or revisions will be in the form in which they are to be voted on and will be accompanied by a rationale for the change; they will be distributed to the entire faculty.
- C. Hearings will be held for the consideration of all amendments or revisions to the bylaws. The Faculty Committee will schedule and conduct such hearings.
- D. Amendment or revision of these bylaws will require a majority of the legal votes cast by the voting members of the College.
- E. Amendments and revisions will go into effect when approved by the faculty of the College and accepted according to Article IX, Section 3 of the Faculty Constitution.

**APPENDIX A. Divisions of the College of Letters and Science**

Current: May 2006

**1. FINE AND PERFORMING ARTS**

Art, Music, Theatre

**2. HUMANITIES**

Communication, English, Foreign Languages and Literatures, Journalism, Philosophy, Religious Studies and Anthropology, Women's Studies\*\*.

**3. MATH-SCIENCE**

Biology and Microbiology, Chemistry, Computer Science, Environmental Studies, Geography and Urban Planning\*, Geology, Kinesiology and Health, Mathematics, Physics and Astronomy, Psychology\*, Medical Technology\*\*.

**4. SOCIAL SCIENCE**

Geography and Urban Planning, History, Interdisciplinary Studies\*\*, Military Science, Political Science, Psychology, Public Affairs, Religious Studies and Anthropology\*, Social Work, Sociology, Women's Studies\* \*\*.

\* = Secondary Membership

\*\* = Non-department Membership

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1 **GOV 5.4. College of Nursing Bylaws.**

2 Revisions approved by CON faculty November 21, 1997  
3 Approved by CON faculty December 12, 1997  
4 Approved by Faculty Senate February 1998  
5 Revisions approved by CON faculty February 12, 1999  
6 Approved by Faculty Senate May 4, 1999  
7 Approved by College of Nursing Faculty September 21, 2001  
8 Approved by Faculty Senate December 12, 2001  
9 Approved by CON Faculty February 18, 2005  
10 Approved by Faculty Senate December 20, 2005

11 **ARTICLE I. The College of Nursing Faculty/Instructional Academic Staff (IAS).**

12 **1.01 Definition of Faculty/IAS.**

13 (1) Faculty

14 (a) The faculty consists of all persons appointed to the College of Nursing by the Chan-  
15 cellor of the University in the rank of professor, associate professor, assistant pro-  
16 fessor, instructor.

17 (b) Graduate faculty are those faculty as defined in Chapter 3, 3.8, A-C, *Faculty and*  
18 *Academic Staff Handbook*.

19 (2) Instructional Academic Staff (IAS) shall consist of all persons appointed to the College of  
20 Nursing by the Chancellor of the University in the position of associate lecturer, lecturer,  
21 senior lecturer, clinical instructor, clinical assistant professor and clinical associate profes-  
22 sor.

23 (2) Voting rights:

24 (a) Faculty as defined in 1.01(1)(a) may vote and Instructional Academic Staff (IAS)  
25 with an appointment of more than one-half time in an academic department or  
26 equivalent unit and are in their fifth semester (or later) with that department or unit  
27 may vote. Academic staff working under a limited appointment are ineligible to vote.

28 (b) Voting rights for instructional academic staff are restricted to department (or their  
29 equivalent) affairs excluding recruitment, tenure, appointment/reappointment, and  
30 promotion. Instructional academic staff who are eligible for the merit pool are per-  
31 mitted to vote on merit recommendations; all other deliberations are excluded.

32 (c) If present, faculty and IAS with voting rights on leave of absence and lay-off are ac-  
33 corded full rights and privileges and may vote.

34 (d) Administrators who hold a limited appointment\* shall not be voting members of the  
35 College of Nursing.

36 (e) Departments (or equivalent units) must inform the senate each year of the instruc-  
37 tional academic staff persons eligible for voting rights in the unit.

38 **1.02 Responsibilities and Powers of the College Faculty and IAS.**

39 (1) The powers and responsibilities of the faculty/IAS, subject to those of the Chancellor,  
40 Dean, the University of Wisconsin Policies and Procedures, and recognized student rights  
41 include:

42 (a) Determine the structure, policies and procedures for the shared governance of the  
43 College and determine faculty/IAS status and voting eligibility.

44 (b) Formulate curriculum and procedures regarding curriculum. Make long-range curri-  
45 culum plans; coordinate curriculum within College and with other colleges. Deter-  
46 mine programs, majors and minors, course offerings, and formulate academic poli-  
47 cies within the College. Maintain primary responsibility for curricular matters within  
48 the College.

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\* Refer to *Faculty and Academic Staff Handbook*. Gov. 6.3, UWS 15.01 (1)(2) and 1.01 for a defini-  
tion and description.

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- 1 (c) Establish College policies concerning admission, retention and academic standing,  
2 student complaints and appeals, and recommendations concerning the application  
3 of these policies.
- 4 (d) Formulate College policies concerning recruitment, evaluation, and appointment  
5 and reappointment of faculty/IAS and teaching staff (not limited to full-time person-  
6 nel) to be assigned to teaching or professional duties in the College; participate in  
7 recruitment and evaluation of prospective faculty/IAS members; determine hiring of  
8 faculty/IAS, determine tenure and promotion policies, salary and merit policies, tra-  
9 vel policies, faculty/IAS status and voting eligibility and recommendations concern-  
10 ing the application of these policies.
- 11 (e) Participate in research, scholarly activity, professional service and continuing edu-  
12 cation.
- 13 (f) Sponsor conferences, institutes and continuing education courses appropriate to  
14 the College and related fields.
- 15 (g) Pursue excellence in clinical practice and the teaching of nursing.
- 16 (h) Participate in formulating College policies related to budget, staffing, space utiliza-  
17 tion and physical resources, and make recommendations concerning the application  
18 of these policies.
- 19 (2) The powers and responsibilities of the faculty/IAS of the College of Nursing will be exer-  
20 cised in accordance with the bylaws and accepted according to Article VIII, Sections 4  
21 and 5 of the Faculty Constitution, *University of Wisconsin Oshkosh Faculty and Staff*  
22 *Handbook*, Chapter 1, Part A. These powers and responsibilities are exercised through  
23 elected faculty/IAS committees of the College, or are made by referendum.
- 24 (3) In matters of primary faculty/IAS responsibility the policy decisions of the faculty/IAS will  
25 be considered College policy. If the Dean is unable to accept the decisions of the facul-  
26 ty/IAS in matters of primary faculty/IAS responsibility, or its recommendation in other mat-  
27 ters, the Dean will inform the faculty/IAS in writing of the reasons for such action in a time-  
28 ly manner acceptable to both parties.

### 29 **ARTICLE II. Meetings of the College Faculty/IAS.**

30 **2.01** The meeting dates of the faculty/IAS meetings shall be established at the beginning of each  
31 academic year. The order of business is determined by the College Committee. The quorum  
32 required to transact business consists of a majority of those faculty/IAS as defined in 1.01, ex-  
33 cluding faculty/IAS on leave of absence unless present to vote. A majority of those present and  
34 eligible to vote shall be required to carry a motion. The annual meeting will be held in May. Ad-  
35 ditional meetings of faculty/IAS are held at the call of the Dean or on petition of six faculty/IAS  
36 members to the Dean or the College Committee. Academic staff without voting rights are en-  
37 couraged to attend meetings and participate.

38 **2.02** Minutes are recorded, distributed, and retained for the archives.

39 **2.03** The Dean transmits to the appropriate body or office of the University of Wisconsin Oshkosh  
40 notice of actions, taken by faculty/IAS, that are of concern to that administrator or office.

41 **2.04** Agendas for faculty/IAS meetings are prepared by the chair of the College Committee in consul-  
42 tation with that committee and distributed to the College faculty/IAS at least five days prior to  
43 each meeting. Individual faculty/IAS may present items to the College Committee to be placed  
44 on the agenda. Individual faculty/IAS members will be informed if the item will not be on the  
45 agenda and given reason for disposal of the item. Should a petition item by six faculty/IAS  
46 members be received by the Chair, it will be placed on the agenda of the next possible facul-  
47 ty/IAS meeting.

### 48 **ARTICLE III. College of Nursing Program and Support Areas, Structure and Organization**

49 All of the committees submit their recommendations for ratification to the faculty/IAS of the College of  
50 Nursing unless otherwise indicated.

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### 3.01 Purpose.

The bylaws shall establish the framework and specific policies and procedures by which programs can maintain stability, strength and growth. Such bylaws shall establish policies and procedures by which members shall participate in program affairs and by which faculty/IAS shall exercise their responsibility for College governance and their responsibility for academic and faculty/IAS personnel matters.

### 3.02 Structure.

- (1) The Dean is the executive officer of the College.
- (2) The College consists of two programs: undergraduate and graduate. A program consists of one or more curricular levels.
- (3) Each program has a director who is responsible for coordinating curricular and other aspects of that program.
- (4) College faculty/IAS may have responsibilities across programs, depending on the needs of the College. Each program may have curricular levels coordinated by an appointed facilitator. Facilitators are nominated by program faculty/IAS and appointed by the Dean.
- (5) The College supports a research center, a continuing education program and a nursing center.

### 3.03 Rights and Responsibilities of Program Faculty/IAS.

The faculty/IAS of a program, recognizing the students' role and the Chancellor's responsibilities and authority in formulating University policy, shall have primary responsibility for the program's academic and educational policy, faculty/IAS personnel policy, and immediate governance in accordance with Article 1.02. Each voting member in the program shall have an equal voice in governance. Unless specifically prohibited elsewhere in this constitution or in the University policies as defined in Article VIII, Sections 4 & 5 of the constitution, the decisions of the majority of those present and eligible to vote shall be the decisions of the program.

### 3.04 Responsibilities of Program Director.

- (1) The director is responsible for seeing that provisions of the College bylaws, those policies, procedures, and decisions made by the faculty/IAS in unit meetings, and University policies are discharged. The director shall keep the faculty/IAS of the program informed about all curricular and academic matters as specified in Section 5 A, B, C of the Faculty Constitution (*Faculty and Academic Staff Handbook*). If the director acts without consultation with members of the program, he or she shall inform all members of the reason for said actions. These actions shall be subject to review by the members.
- (2) The director consults with members of the program in matters involving curricular and academic changes.

### 3.05 Selection and Evaluation of Program Directors.

The program director shall be nominated by a majority of eligible voters in each program of the College who cast ballots and shall be appointed by the Chancellor. If a nominee is not accepted by the Chancellor, another nominee shall be selected until the appointment is made.

- (1) The nominees for program director are tenured faculty. Nominations will be completed by secret ballot by March 1. The name of the person receiving a simple majority will be forwarded to the Chancellor. An appointment will be made by the Chancellor by May 1, to take office July 1. Should the office of chairperson or equivalent become vacant before the term expires, the office shall be filled for the remainder of the unexpired term by a chairperson/equivalent chosen by special nomination/ballot which shall be held within 10 days after the vacancy occurs. The name of the person receiving a simple majority will be forwarded to the Chancellor. Should the vacancy occur in Summer when the legal voters of the unit are not required to be on campus for professional or teaching responsibilities, the College of Nursing Personnel Committee will forward to the Chancellor one name for an interim program director to fill the term.

## College Bylaws – College of Nursing

- 1 (2) The term of office of program director shall be three years.
- 2 (3) Eligible voters in the program may remove a director for good and sufficient reasons by  
3 vote of a two-thirds majority. A written petition by the program faculty/IAS or by the Chan-  
4 cellor shall be submitted to request that the program conduct such a vote. The vote shall  
5 be conducted by the College Committee. The outcome of the vote shall be forwarded as  
6 a recommendation to the Chancellor.
- 7 (4) The program directors' performance will be reviewed and evaluated at least biennially by  
8 the faculty/IAS from the respective programs and the Dean. The performance review and  
9 evaluation process will be conducted by the Personnel Committee of the College. A writ-  
10 ten evaluation will be provided to each program director and to the Dean. The Dean  
11 and/or the Personnel Committee may request a meeting to discuss the evaluation.

### 12 3.06 Proposals for Change.

- 13 (1) Should major organizational change be proposed, consultation will occur among facul-  
14 ty/IAS, the Dean and Vice Chancellor.
- 15 (2) Such proposals and accompanying rationale will be made in writing and distributed to the  
16 entire faculty/IAS. There will be subsequent consultation between the Dean and the facul-  
17 ty/IAS of the program/unit involved and later with the entire faculty/IAS.

### 18 ARTICLE IV. College of Nursing Committee Structure.

19 All of the committees are responsible to the faculty/IAS of the College of Nursing unless otherwise  
20 indicated. Copies of the agendas and proceedings of the graduate program, undergraduate program  
21 and College Committee shall be distributed or posted on the faculty/IAS bulletin board in the College.  
22 Copies of the minutes of all ad hoc and standing committee proceedings will also be kept in the  
23 Dean's office. The agenda for each standing committee meeting shall be distributed or posted at least  
24 five days in advance of the meeting.

25 The organizational meeting of standing committees will be called at the beginning of the academic  
26 year by the first person on the alphabetical listing for the committee. The chair will be elected for a  
27 one-year term at this meeting. Each committee shall submit an annual written summary to the facul-  
28 ty/IAS. Faculty/IAS committee members will be elected in the spring term and will take office in the fall  
29 term. College of Nursing students are elected by the Student Council for representation on standing  
30 committees in which they have membership.

31 Faculty/IAS should be present at committee meetings to vote unless otherwise specified. Faculty/IAS  
32 who hold committee membership and are granted a leave of absence shall notify the chair of the  
33 committee and the College Committee of his/her decision concerning participation in each committee  
34 membership during his/her absence. (See *College of Nursing Faculty Handbook* for procedure.)

### 35 4.01 College Committee.

- 36 (1) The College Committee consists of 4 elected faculty as defined in 1.01 of which 2 shall be  
37 tenured and 2 on tenure track with at least 2 years of service when accepting office and  
38 one (1) elected academic staff with voting rights for a 1-year term with option for re-  
39 election. Elected faculty shall serve staggered 2-year terms. The undergraduate and  
40 graduate program directors, research director and coordinator of continuing education  
41 shall also be members of the College Committee. The Dean and Associate Dean of the  
42 College will be members without vote.
- 43 (2) A chair will be elected from the tenured members. A member of the committee will be the  
44 recorder for the meetings.
- 45 (3) The College Committee has the responsibility to:
  - 46 (a) Act in advisory capacity to the Dean.
  - 47 (b) Develop policies related to the College of Nursing for faculty/IAS consideration.
  - 48 (c) Plan agenda for faculty/IAS meetings.
  - 49 (d) Appoint members to ad hoc committees and task groups.

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- 1 (e) Appoint a task force to oversee yearly faculty/IAS elections.
- 2 (f) Appoint a task force made up of at least 4 faculty/IAS to review College bylaws
- 3 every 3 years.
- 4 (g) Advise in planning and review of the annual budget for College.
- 5 (h) Participate in long-range planning for College.
- 6 (4) The College Committee will implement and oversee the overall evaluation plan for the
- 7 College.

### 8 **4.02 Graduate Program Committee.**

- 9 (1) The Graduate Program Committee shall consist of the graduate program director, under-
- 10 graduate program director and Associate Dean (members without vote), four elected
- 11 graduate faculty as defined in 1.01, and one elected graduate student. The faculty shall
- 12 serve for staggered two-year terms and the students for a one-year term.
- 13 (2) The chair shall be elected from among the elected tenured/tenure track committee mem-
- 14 bers. The program director is not eligible to serve as chair.
- 15 (3) The Graduate Program Committee has the responsibility to:
  - 16 (a) Develop and revise policies for the graduate program for faculty/IAS consideration as
  - 17 needed.
  - 18 (b) Engage in systematic evaluation and review of the graduate curriculum and recom-
  - 19 mend to faculty/IAS revisions as needed.
  - 20 (c) Participate in long-range planning to meet College of Nursing goals.
  - 21 (d) Recommend admission, readmission, retention and progression of graduate stu-
  - 22 dents to graduate program director.
  - 23 (e) Maintain articulation between the graduate and undergraduate programs.
  - 24 (f) Make recommendations to the Dean regarding student awards and scholarships.
  - 25 (g) Plan with other College and University programs for recruitment of a diverse student
  - 26 body.
  - 27 (h) Participate in enrollment management for the graduate program.
  - 28 (i) Develop goals/plans for enrollment consistent with University enrollment manage-
  - 29 ment in all programs including recruitment of a diverse student body.
  - 30 (j) Monitor and update, on a periodic basis, the currency of holdings related to nursing
  - 31 in Polk Library.
  - 32 (k) Review and process requests for books and other learning resource materials and
  - 33 coordinate Blackwell review activities.

### 34 **4.03 Undergraduate Program Committee.**

- 35 (1) The Undergraduate Program Committee shall consist of the director of the undergraduate
- 36 program, director of the graduate program and Associate Dean (members without vote),
- 37 level facilitators, two elected undergraduate faculty/IAS as defined in 1.01, two elected
- 38 students (one junior level and one senior level). The undergraduate faculty/IAS are
- 39 elected for staggered two-year terms and the students for one-year term. Three of the
- 40 positions on the committee shall be tenured or tenure track.
- 41 (2) The chair shall be elected for a one-year term from among the tenured/tenure track com-
- 42 mittee members. The program director is not eligible to serve as chair.
- 43 (3) The Undergraduate Program Committee has the responsibility to:
  - 44 (a) Develop and revise policies for the undergraduate program for faculty/IAS consider-
  - 45 ation as needed.

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- 1 (b) Engage in systematic review and evaluation of the undergraduate curriculum and  
2 recommend revisions as needed.
- 3 (c) Participate in long-range planning to meet College of Nursing goals.
- 4 (d) Facilitate articulation between undergraduate and graduate programs.
- 5 (e) Participate in enrollment management activities for the undergraduate program.
- 6 (f) Develop goals/plans for enrollment consistent with University enrollment manage-  
7 ment in all programs including recruitment of a diverse student body.
- 8 (g) Monitor and update, on a periodic basis, the currency of holdings related to nursing  
9 in Polk Library.
- 10 (h) Review and process requests for books and other learning resource materials and  
11 coordinate Blackwell review activities.

### 12 **4.04 Nursing Center Committee.**

- 13 (1) The Nursing Center Committee shall consist of two elected faculty/IAS as defined in 1.01  
14 who shall serve staggered two-year terms: the director, and one student (undergraduate  
15 or graduate) for a one-year term each. The program directors serve ex-officio with vote.
- 16 (2) The chair shall be elected for a one-year term by the committee members.
- 17 (3) The Nursing Center Committee has the responsibility to:
  - 18 (a) Review, develop and evaluate center policies, programs and activities.
    - 19 1) Determine ongoing directions for the Center.
    - 20 2) Review credentials for all center providers
    - 21 3) Ensure continuous quality improvement in programs and services.
    - 22 4) Participate in annual performance review of director.
  - 23 (b) Review and recommend to the Dean candidates for the director position.
  - 24 (c) Monitor and make recommendations to the Dean regarding:
    - 25 1) Nursing Center budget
    - 26 2) College of Nursing faculty/IAS practice plan
    - 27 3) Adequacy of provider support services and financial resources

28 **4.05 Research and Professional Development Committee** shall consist of the director of research  
29 and two elected faculty/IAS as defined in 1.01. Faculty/IAS shall serve staggered two-year  
30 terms.

- 31 (1) The chair shall be elected for a one-year term by the committee members.
- 32 (2) The Research and Professional Development Committee has the responsibility to review,  
33 develop and evaluate R & PD policies, programs and activities.
  - 34 (a) Facilitate inservice and research efforts within the interests/needs of the College.
  - 35 (b) Advise and consult with the Dean regarding needs, content and resources for re-  
36 search and professional development activities for the College of Nursing and area  
37 clinical agencies.
  - 38 (c) Review and recommend allocation of research funds.
  - 39 (d) Review and recommend allocation of travel funds.

40 **4.06 Personnel Committee** shall consist of all tenured faculty.

- 41 (1) The chair shall be elected for a one-year term by the committee members.
- 42 (2) The Personnel Committee, in accordance with University policies, has the following re-

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1 responsibilities:

- 2 (a) Develop criteria and guidelines for appointment, renewal, tenure, post-tenure review  
3 and merit.
- 4 (b) Review and submit merit criteria for faculty approval a minimum of every three  
5 years.
- 6 (c) Serve as initial level of review and implement procedures for tenure, appointment,  
7 renewal and merit. This includes tenure decisions in which promotion to Associate  
8 Professor is automatic.
- 9 (d) Make recommendations for tenure, appointment, renewal and merit to the Dean.  
10 For IAS merit recommendations refer to 1.01 3 (b).
- 11 (e) Determine process and conduct performance evaluation of Program Directors.

### 12 **4.07 Promotions Committee.**

- 13 (1) The Promotions Committee shall consist of all faculty members as defined in 1.01 who  
14 hold the rank of Associate Professor and Professor.
- 15 (2) The chair shall be elected for a one-year term by the committee members.
- 16 (3) The Promotions Committee, in accordance with University policies, has the following re-  
17 sponsibilities:
  - 18 (a) Serve as initial level of review for promotion decisions except those promotions to  
19 Associate Professor which are combined with tenure decisions (*UW Oshkosh Fa-  
20 culty and Academic Staff Handbook, Section 5A.2*).
  - 21 (b) Assume responsibility for recommendations for rank of Associate Professor or Pro-  
22 fessor at time of hire.
  - 23 (c) Evaluate faculty for promotion. Faculty who hold the rank of Associate Professor  
24 and above shall participate in the discussion and voting of candidates for promotion  
25 to the rank of Associate Professor. Faculty who hold the rank of Professor shall  
26 participate in the discussion and voting of candidates for promotion to the rank of  
27 Professor.
  - 28 (d) Make recommendation concerning promotion to the Dean.

### 29 **4.08 Undergraduate Academic Standing Committee.**

- 30 (1) The Undergraduate Academic Standing Committee shall consist of the director of the un-  
31 dergraduate program, the student services coordinator, four faculty/IAS of the College of  
32 Nursing as defined in 1.01 and two undergraduate students (one junior and one senior  
33 level). Student members serve on committee without vote. Faculty/IAS are elected for  
34 staggered two-year terms and students for a one-year term.
- 35 (2) The chair is elected for a one-year term from among the voting members of the commit-  
36 tee.
- 37 (3) The Undergraduate Academic Standing Committee has responsibility to:
  - 38 (a) Review academic policies and Student Handbook as needed and recommend revi-  
39 sions to the College faculty/IAS.
  - 40 (b) Make recommendations to the program director and the Dean regarding admission,  
41 readmission, progression and retention of undergraduate students, while maintain-  
42 ing overall academic standards of the College of Nursing.
  - 43 (c) Recommend to the Dean undergraduate students for scholarships and awards.

### 44 **4.09 Faculty Search and Screen Committee.**

- 45 (1) The Faculty Search and Screen Committee shall consist of the graduate program director,  
46 the undergraduate program director and three tenured faculty as defined in 1.01. The fa-  
47 culty shall serve for staggered two-year terms.

## College Bylaws – College of Nursing

- 1 (2) The chair shall be elected for a one-year term. Program directors are not eligible to serve  
2 as chair.
- 3 (3) The Faculty Search and Screen Committee has the responsibility to:
- 4 (a) Act in advisory capacity to the Dean.
- 5 (b) Develop and implement procedures relating to faculty recruitment.
- 6 (c) Screen applicants/application materials and make recommendations to the Dean  
7 regarding candidates to be interviewed.
- 8 (d) Coordinate recruitment activities with the Equity and Affirmative Action office.
- 9 (e) Report to the affirmative action officer.

### 10 **4.10 Ad Hoc Committees.**

- 11 (1) Ad hoc committees may be appointed when deemed necessary by the Dean and/or the  
12 College Committee for special purposes.
- 13 (2) The formation, composition, appropriate electorate, term of office and charge will be de-  
14 termined at the time of the committee creation.
- 15 (3) The College Committee will appoint a chair of any ad hoc committee.
- 16 (4) Each ad hoc committee is to keep minutes of all meetings and file copies of minutes and  
17 final reports with the College Committee and/or the Dean as appropriate.

### 18 **4.11 Faculty/IAS Appeals and Grievances.**

19 See procedures in *University of Wisconsin Oshkosh College of Nursing Faculty Handbook* and  
20 *University Faculty and Academic Staff Handbook*.

## 21 **ARTICLE V. Bylaws.**

22 **5.01** The most current edition of *Sturgis' Standard Code for Parliamentary Procedure* determines  
23 conduct and proceedings of the faculty/IAS and standing committees unless otherwise specified  
24 by College of Nursing policy or procedure.

25 **5.02** The bylaws will be reviewed at least every three years.

- 26 (1) Proposals for amendment or revision may be made by the faculty/IAS, or in a petition to  
27 the faculty/IAS from at least ten percent of the voting members of the College. Proposed  
28 amendments or revisions will be in the form in which they are to be voted on and will be  
29 accompanied by a rationale for the change; they will be distributed to the entire College  
30 faculty/IAS.
- 31 (2) Hearings will be held for consideration of all amendments or revisions to the bylaws. The  
32 Bylaws Task Force will schedule and conduct such hearings.
- 33 (3) Bylaws are amended by two-thirds majority vote of the faculty/IAS of the College as de-  
34 fined in 1.01 and will go into effect when approved by the College faculty/IAS and Faculty  
35 Senate of the University.

36

1 **GOV 5.5. Polk Library Bylaws.**

2 The purpose of these bylaws is to establish policy and procedures to ensure the Faculty participation  
3 in faculty matters.

4 **ARTICLE I. Membership.**

5 Membership in the Unit is defined in the Faculty Constitution, Article I, Section 1, and Article VIII, Sec-  
6 tion 3.

7 **ARTICLE II. Rights and Responsibilities of Members.**

8 **Section 1. Rights and Responsibilities.**

9 Faculty have the rights and responsibilities defined in Article VIII, Section 4, of the Faculty Constitu-  
10 tion.

11 **Section 2. Voting.**

12 A quorum consists of the majority of the Faculty eligible to vote. A majority vote is defined to be more  
13 than half of those voting. The decisions of the majority of voting members at a meeting shall be the  
14 decisions of the Unit.

15 **Section 3. Faculty Meetings.**

16 The sources of parliamentary rules governing the Faculty are described in Article X of the Faculty  
17 Constitution.

- 18 A. Regular meetings will be held during the academic year and there will be a minimum of two  
19 meetings per semester. In addition, the Chair will call a special meeting when an issue arises  
20 that cannot wait for a regular meeting or when it is requested by at least 2 members of the Fa-  
21 culty.
- 22 B. At least two-thirds of the Faculty must be present at a meeting that calls for a decision on any  
23 issue. Each such issue will be decided by a simple majority of the members present except  
24 where a different vote is required in these bylaws, the Faculty Constitution, or the current par-  
25 liamentary authority.
- 26 C. The agenda shall be decided by the Chair and distributed to all Faculty at least 2 working  
27 days in advance of the meeting. Agenda items may be submitted by any member for inclusion  
28 on the agenda. The agenda may be modified or amended by action at a meeting.

29 **ARTICLE III. Offices.**

30 **Section 1. Chair.**

31 The responsibilities of the Chair are defined in Article VIII, Section 5, of the Faculty Constitution.

- 32 • Selection of Chair  
33 The procedure for selection of the Chair is described in Article VIII, Section 6, of the Faculty  
34 Constitution. If the office becomes vacant, a replacement will be selected according to the  
35 procedure in Article VIII, Section 6, of the Faculty Constitution.
- 36 • Recall of Chair  
37 The procedure for removal of a Chair is described in Article VIII, Section 6, of the Faculty  
38 Constitution.

39 **ARTICLE IV. Committees.**

40 **Section 1. Personnel Committee.**

41 The Personnel Committee consists of all Faculty of the Unit. Decisions are made by a majority vote.  
42 The duties of this Committee shall be to make all decisions on renewal/nonrenewal/tenure, promotion,  
43 peer evaluation and post-tenure review. Such decisions require that evaluation be made in the area of  
44 librarianship, professional and scholarly growth, and service and are based on Section IV: LLR Re-  
45 newal/Tenure/Promotion Guidelines in the LLR Faculty Handbook. Peer evaluation shall be done on a  
46 biennial basis and the results used for merit pay recommendations and post-tenure review. There is

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1 no form or special format required. Recommendations shall be forwarded to the Assistant Vice Chan-  
2 cellor for Information Technology. Subcommittees may be appointed for specific responsibilities, for  
3 example, tenured faculty for renewal/non-renewal/tenure decisions. The Chair shall be responsible for  
4 providing all appropriate forms to each individual. It shall be the responsibility of the individual seeking  
5 renewal/tenure to submit a complete file of evidence. It shall be the responsibility of the individual  
6 seeking promotion to initiate the procedure and to submit a complete file.

### 7 **Section 2. Collection Development Committee.**

8 All members shall serve on the Collection Development Committee and have responsibilities for spe-  
9 cific academic departments as assigned. The faculty will elect a chair and forward the recommenda-  
10 tion to the Assistant Vice Chancellor for Information Technology.

### 11 **Section 3. Ad Hoc Committee.**

12 Ad hoc committees serve at the pleasure of the Faculty and are appointed as needed; for example, a  
13 bylaws review committee.

## 14 **ARTICLE V. Amendments, Rules, Ratification**

### 15 **Section 1. Amendments.**

16 These Bylaws may be amended at any time by a two-thirds majority vote of eligible voters. Proposed  
17 amendments will be discussed at a faculty meeting and then voted on at a meeting scheduled within  
18 two weeks.

### 19 **Section 2. Rules.**

20 The most current edition of Sturgis' *Standard Code of Parliamentary Procedure* will determine conduct  
21 and proceedings unless overridden by statute, UW System or UW Oshkosh rules, or these Bylaws.

### 22 **Section 3. Ratification.**

23 These Bylaws shall be considered ratified and shall become effective when they have been approved  
24 by a two-thirds majority of eligible voters and have been accepted by the Faculty Senate.

25

## College Bylaws – Graduate Council

### 1 **GOV 5.6. Graduate Council.**

2 Originally passed by the Graduate Faculty, December 10, 1982  
3 Revisions passed by the Graduate Council, February 13, 1990  
4 Revisions passed by the Graduate Faculty, March 9, 1990  
5 Revisions passed by the Graduate Council, March 1, 1994  
6 Revisions passed by the Graduate Faculty, April 15, 1994  
7 Revisions passed by the Faculty Senate, March 28, 1995  
8 Revisions passed by the Graduate Council, July 11, 1997  
9 Revisions passed by the Graduate Faculty, September 1, 1997  
10 Revisions passed by the Faculty Senate, December 2, 1997  
11 Revisions passed by the Graduate Council, 10/10/2001, 10/29/2001  
12 Revisions passed by the Graduate Faculty, 11/30/2001  
13 Revisions passed by the Graduate Council, 3/13/2002  
14 Revisions passed by the Graduate Faculty, 4/15/2002  
15 Revisions passed by the Faculty Senate, 4/23/2002  
16 Revisions passed by the Graduate Council, 3/7/3003  
17 Revisions passed by the Graduate Faculty, 4/11/2003  
18 Revisions passed by the Faculty Senate, 5/7/2003  
19 Revisions passed by the Graduate Council, 12/1/2006  
20 Revisions passed by the Graduate Faculty, 1/3/2007  
21 Revisions passed by the Faculty Senate, 12/11/2007

### 22 **Article I. Graduate Faculty.**

#### 23 **Section I. Definition.**

24 Graduate Faculty members shall include those persons of the University of Wisconsin Oshkosh who  
25 qualify for and accept appointment as Graduate Faculty and who assume any of the incumbent re-  
26 sponsibilities.

#### 27 **Section 2. Responsibility.**

28 These responsibilities may include, but are not confined to, graduate admissions decisions and rec-  
29 ommendations; graduate student academic advisement; Graduate Council and/or departmental grad-  
30 uate committee activities; candidacy and Comprehensive Examination responsibilities; involvement  
31 with theses, seminar or clinical paper development and evaluation; assignment to graduate classroom  
32 instruction.

#### 33 **Section 3. Membership.**

34 The Graduate Faculty shall consist of three groups:

##### 35 a. Ranked Faculty

36 Qualifications:

- 37 1) the earned doctorate or the appropriate terminal degree in the professional field or discip-  
38 line;
- 39 2) rank of assistant professor, associate professor, or professor;
- 40 3) a record of productive scholarship;
- 41 4) ability for graduate level teaching;
- 42 5) assignment to activities central to the student's completion of graduate program require-  
43 ments.

##### 44 b. Full-time Instructional Academic Staff (appointment for one year and renewable)

45 Qualifications:

- 46 1) the earned doctorate or the appropriate terminal degree in the professional field or discip-  
47 line from a graduate school accredited by a regional accrediting agency;
- 48 2) a record of productive scholarship;
- 49 3) ability for graduate level teaching; and
- 50 4) assignment to graduate teaching or other responsibilities as identified in Section 2.

##### 51 c. Part Time Instructional Academic Staff

## College Bylaws – Graduate Council

1 Adjunct appointments are granted to persons who have professional expertise in their field  
2 similar to faculty on the campus and who are fully employed outside the University. These  
3 appointments do not include implications for tenure or probationary status and do not convey  
4 faculty voting status.

### 5 **Section 4. Appointment Procedure.**

6 a. On an annual basis by October 1st each college shall submit to the Dean in Residence new  
7 nominees, continuing members, and deleted members of the Graduate Faculty. Appoint-  
8 ments will be approved by the Dean in Residence.

## 9 **Article II. Graduate Council.**

### 10 **Section 1. Membership and Leadership.**

11 The Graduate Council is a body representative of the University's Graduate Programs. The Council is  
12 composed of:

13 a. The Coordinator of each active graduate program (Active is defined as having, over the last  
14 three years, on average at least five students taking classes.) will serve on the Graduate  
15 council as a voting member.

16 b. The Graduate Council shall nominate and the Oshkosh Student Association (OSA) shall ap-  
17 point two graduate students to serve for 1-year terms that begin each year on October 1 as a  
18 voting member.

19 c. One graduate faculty member or administrative appointee who holds graduate faculty status  
20 from each college shall be chosen by the College Dean.

21 d. Chairperson: A chair person will be elected by a majority of the Graduate council to a two year  
22 term at the last meeting of the Spring Semester every other year. The Chair will represent the  
23 Council, assist in developing agendas for meetings, preside over meetings, and lead the Ex-  
24 ecutive Committee. The Chair is a voting member of the Council.

25 e. Dean in Residence: The Provost and Vice Chancellor for Academic Affairs selects a Dean  
26 from one of the colleges to serve as an ex officio non voting member. The Dean in Residence  
27 will act on behalf of the Provost and Vice Chancellor, will serve as the academic representa-  
28 tive of the Office of Graduate Studies and will provide advice and counsel to the Provost and  
29 Vice Chancellor on issues related to graduate education. The appointment will be for a three  
30 year term and is expected to rotate from college to college.

31 f. Director of Graduate Services as an ex officio non voting member.

### 32 **Section 2. Rights and Responsibilities.**

33 The Council is responsible for the formulation of policies concerning the graduate programs of the  
34 University of Wisconsin Oshkosh, and it serves as an advisory body to the Provost and Vice Chancel-  
35 lor and Dean in Residence concerning the implementation of these policies. The Council has the func-  
36 tion and power to:

37 a. Establish goals and directions at the University of Wisconsin Oshkosh that are supportive of  
38 program quality including overall consistency of standards for graduate education.

39 b. Advise the Provost and Vice Chancellor and Dean in Residence on matters related to plan-  
40 ning and coordination of graduate education.

41 c. Request that the Provost and Vice Chancellor and Dean in Residence direct specific studies  
42 to be undertaken on matters of concern to the Council.

43 d. Review annually selected existing graduate programs with recommendation for administrative  
44 action for continuance, modification, or discontinuance.

45 e. Review and recommend for administrative action new or substantially revised graduate pro-  
46 grams.

47 f. Review and approve course proposals.

48 g. Serve as an appellate body for exceptions to Office of Graduate Studies' policies.

## College Bylaws – Graduate Council

- 1 h. Appoint members of the Graduate Faculty.

### 2 **Section 3. Meetings.**

- 3 a. The Council shall meet at least twice each semester or at the discretion of Council members,  
4 the Chair or the Dean in Residence.
- 5 b. The Assistant Vice Chancellor, School of Graduate Studies or the AVC's designee in the AVC's  
6 absence shall chair the Council.
- 7 c. Agenda items must be submitted to the Chair at least 5 calendar days prior to a regularly sche-  
8 duled meeting. Agenda items may be submitted by any member of the graduate faculty.
- 9 d. Minutes of the proceedings of the Graduate Council shall be recorded and maintained by the  
10 Secretary to the Council who shall be responsible for distributing copies of the minutes to  
11 Council members and other interested parties.
- 12 e. In order to conduct business a quorum, which consists of a majority of voting members, must  
13 be present.

### 14 **Article III. Committees.**

15 Members of the Graduate Faculty shall serve on standing and special committees when duly selected  
16 or by procedures established by these bylaws, by the Graduate Council, by the Dean in Residence, or  
17 by the committees.

### 18 **Section I. Executive Committee of the Graduate Council.**

- 19 a. The Executive Committee shall be composed of a representative from each College approved  
20 annually by the Graduate Council at its first fall meeting, a student member of the Graduate  
21 Council elected annually by the Council, the Chair, and the Dean in Residence as ex-officio.
- 22 b. The Executive Committee shall meet at the call of the chairperson and may conduct business  
23 via telephone, E-mail or written communications.
- 24 c. The Executive Committee shall:
- 25 1) Serve as a planning and advisory resource to the Dean in Residence regarding adminis-  
26 trative policies and procedures, programs, and current issues facing the Graduate School.
- 27 2) Shall have the authority and responsibility to hear appeals for exceptions to Office of  
28 Graduate Studies policy based on the Office of Graduate Studies' Appeals Procedures  
29 document for:
- 30 a) graduate students, with subsequent appeal to the entire Graduate Council.
- 31 b) graduate faculty, departments or other academic units regarding administrative ac-  
32 tions of the Office of Graduate Studies affecting the conduct of graduate programs,  
33 subject to appeal to the entire Graduate Council.

### 34 **Section 2. Curriculum Approval Committee.**

- 35 a. The Curriculum Approval Committee shall be composed of a Graduate Council member from  
36 each College elected annually at the first fall meeting by the Graduate Council and a student  
37 member of the Graduate Council elected annually by the Council. The Chair of the Commit-  
38 tee shall be elected by the Committee members.
- 39 b. The Committee shall have the authority and responsibility to:
- 40 Review changes in curricula, program reviews, credit requirements, and admissions criteria;  
41 make decisions that support program quality and consistency of standards in the graduate  
42 programs and review other curricular matters; and report actions to the Graduate Council.
- 43 c. The Committee shall meet as necessary, as determined by the Committee Chair.
- 44 d. Minutes of the Committee meetings shall be kept and distributed to Graduate Council mem-  
45 bers along with the agenda for the next Council meeting.
- 46 e. The Chair of the Committee or designee shall make an oral report on the Committee's most

**College Bylaws – Graduate Council**

1 recent actions to the Graduate Council at the Council's first meeting after the Committee  
2 meeting.

3 f. If Committee decisions are disputed, the Council serves as the review body.

4 **Section 3. Distinguished Thesis/Graduate Honors Recognition Committee.**

5 a. The Distinguished Thesis/Graduate Honors Recognition Committee shall be composed of a  
6 Graduate Council member from each College elected annually by the Graduate Council at a  
7 fall meeting. The Chair of the Committee shall be elected by the Committee members.

8 b. The Committee shall have the authority and responsibility to select annually the University's  
9 most distinguished thesis and approve the nominations for Graduate Honors Recognition for  
10 the University's Honors/Awards Ceremony, and review graduate student nominees for other  
11 regional and national honors. The Committee shall also review applications to the Advanced  
12 Opportunity Fellowship Program.

13 c. The Chair of the Committee or designee shall make an oral report on the Committee's most  
14 recent actions to the Graduate Council at the Council's first meeting after the Committee  
15 meeting.

16 **Section 4. The Graduate Studies Travel Fund Review Committee.**

17 a. The Graduate Studies Travel Fund Review Committee shall be composed of a Graduate  
18 Council member from each College elected annually by the Graduate Council at a fall meet-  
19 ing. The Chair of the Committee shall be elected by the Committee members.

20 b. The Graduate Studies Travel Fund (GSTF) promotes the scholarly work of graduate students  
21 by defraying all or part of the costs of travel for graduate students to present at professional  
22 meetings and conferences. The Graduate Studies Travel Fund Review has the authority and  
23 responsibility to establish criteria for use of the funds, to develop the process for submitting  
24 requests and to approve/disapprove requests for use of the GSTF.

25 c. The Chair of the Committee or designee shall make an oral report on the Committee's most  
26 recent actions to the Graduate Council at the Council's first meeting after the Committee  
27 meeting.

28 **Section 5. Other Committees.**

29 Ad hoc committees may be appointed for limited terms by the Graduate Council.

30 **Article IV. Amendment of Bylaws.**

31 These bylaws may be amended by a two-thirds majority of all eligible members of the Graduate  
32 Council. This vote must occur after at least one meeting at which the bylaw change was discussed.  
33 The vote may be held at a meeting or through written ballot.

34 **Article V. Parliamentary Authority.**

35 The current edition of *Sturgis Standard Code of Parliamentary Procedure* governs this organization in  
36 all parliamentary situations that are not provided for in the law or in the charter, bylaws, or adopted  
37 rules.