

# THE UNIVERSITY OF WISCONSIN-MILWAUKEE

## Policies and Procedures - August 2008

### CHAPTER 1

#### THE UNIVERSITY FACULTY AND THE FACULTY SENATE

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#### **1.01 Definition of Faculty and Voting Rights**

- (1) a) The University Faculty consists of the Chancellor, professors, associate professors, assistant professors, and instructors in an academic department or its functional equivalent.
- b) The foregoing does not deny University Faculty status to any person holding same previous to July 1, 1964. A full-time member of the instructional academic staff who has a probationary or indefinite appointment and who has voting rights in the department (4.02) and in the college or school (2.02(2)) may, subject to an affirmative recommendation by the department or its functional equivalent and approval by the Faculty Senate and the Chancellor, be designated as having faculty status. Faculty status means the right to participate in the faculty governance of the University. Faculty status does not confer rank or tenure, or convert an academic staff appointment into a faculty appointment.

(Document 1307, 9/16/82; UWM Administration approval, 9/30/82; Regent approval, 2/11/83)

(Document 1631, 9/15/88; Approved on mail ballot, 10/3/88; UWM Administration approval, 11/1/88; Regent approval, 12/9/88)

- (2) a) Only persons having faculty appointments or faculty status as designated in 1.01(1) may vote.
- b) By a majority vote of those present and voting, any matter properly brought before a faculty meeting may be referred to all faculty

eligible to attend and vote, for a mail ballot. Such ballot shall be prepared and distributed by the Secretary of the University who shall be responsible for the counting of votes. Unless specified otherwise in the referring motion, such mail ballots must be received by the Secretary of the University within seven (7) working days of initial distribution to be counted as valid.

## **1.02 Powers and Jurisdiction of the University Faculty**

- (1) The University Faculty has charge of all educational matters which concern more than one college, school or division, or which are otherwise of general interest.
- (2) The University Faculty may adopt rules and regulations for the conduct of its proceedings.
- (3) The University Faculty may create committees and adopt rules and regulations for their operation.
- (4) The University Faculty may delegate functional authority and responsibility to committees, other groups, or administrative offices; however, such bodies or offices are accountable to the University Faculty which retains primary responsibilities for academic and educational activities and faculty personnel matters.
- (5) Among the matters within the jurisdiction of the University Faculty are the following:
  - a) Questions concerning the educational interest or educational policies of UWM. The University Faculty has general charge of those questions of scholarship which pertain to more than one college, school, or division, and may make needful rules relating to scholarship and the enforcement of student discipline.
  - b) Requirements for admission to and graduation from any part of UWM and the title of the degree to be conferred upon the completion of any course of study. When a college, school, or division faculty has taken action with respect to these academic matters, these actions must be approved by the University Faculty before they become effective.
  - c) Establishment of procedural rules and recommendation of candidates for honorary degrees for submission to the Board of Regents.
  - d) Commencement exercises and honors convocations.

- e) Regulation of student academic and educational affairs.
- (6) If there is a conflict of jurisdiction between the University Faculty and the faculty of any college, school, or division, the decision rests with the University Faculty. Questions of jurisdictional conflict not resolved by the Faculty meeting as a body are reviewed by the University Committee, which makes recommendations to the University Faculty concerning resolution of such questions.
- (7) The enumeration made in this Section is only illustrative of the nature of the powers and jurisdiction of the University Faculty, and is not to be construed as limiting.
- (8) Graduate School Faculty. The authority of the University Faculty over the following educational matters is expressly delegated and vested in the Graduate School Faculty, its Graduate Faculty Committee or other designated bodies. Graduate School Faculty are responsible for review and approval of graduate courses and programs, including graduate credit aspects only of course proposals involving both graduate and undergraduate credit, offered in the UWM schools, colleges, and divisions. The Graduate School Faculty review and approve the requirements for admission to, continuation in, and graduation from such programs Graduate School Faculty provide final faculty approval of policies and plans for further development of such programs. Action concerning these delegated academic matters is forwarded by the Graduate Faculty Committee through appropriate administrative officers for final University approval as required.

(Document 1071, 2/16/78; UWM Administration approval, 4/26/78)  
(Document 2536, 3/15/07; UWM Administration approval, 5/11/07)

### **1.03 Meetings of the University Faculty**

- (1) A regular meeting of the University Faculty will be held within the first four weeks of classes of each semester. Faculty meetings commence at 3:30 p.m. and adjourn no later than 5:00 p.m. In exceptional circumstances, the date and time of the meeting may be changed at the discretion of the Chancellor with the approval of the Faculty Senate Rules Committee. A quorum of 10% of the Faculty is required for regular meetings. If there is no quorum present, the proposed items except those dealing with changes in the provisions of Chapter 1 in UWM Policies and Procedures shall go to the Senate at its next meeting. For consideration of items involving changes in the provisions of Chapter 1, the absence of a quorum having been determined, the Faculty Senate will be convened immediately to determine whether the items shall be submitted to the Faculty by mail ballot in accordance with the procedures of 1.01(2)(b). The

first regular meeting will include reports and discussion concerning the state of the university. The second regular meeting will ordinarily include recommendations for honorary degrees.

(Document 1378, 9/15/83; UWM Administration approval, 9/27/83)  
(Editorially revised, 11/20/89)

- (2) Special meetings of the University Faculty are held at the call of the Chancellor, the University Committee, or the Faculty Senate Rules Committee, at the request of any two deans, or on written petition to the Secretary of the University of any twenty-five members of the University Faculty. A quorum of 15% of the faculty members as of October 1 of the current academic year is required for any special meeting.

(Document 1431, 1/24/85; UWM Administration approval, 1/30/85)

- (3) The University Faculty may meet in executive session where in conformity with state law.

#### **1.04 Conduct of University Faculty Business**

- (1) The Chancellor is the presiding officer of the University Faculty. If the Chancellor is absent, the Provost serves as the presiding officer. In the absence of both the Chancellor and Provost, the President pro tem of the Faculty Senate shall serve as the presiding officer.
- (2) The latest edition of "Robert's Rules of Order," governs procedure in meetings of the University Faculty, except as it may conflict with special rules which the Faculty may adopt. The Chancellor, in consultation with the Nominations Committee, annually appoints a parliamentarian.
- (3) At any meeting of the University Faculty, time may be set aside for the University Faculty to meet as a Committee of the Whole for the discussion of matters of general interest. The University Committee has the responsibility for preparing the agenda for such meetings of the Committee of the Whole, over which the Chairperson of the University Committee presides.
- (4)
  - a) The Faculty Senate Rules Committee (see Supplement to Chapter 6, A3.0) sets the schedule for regular Faculty and Senate meetings and prepares the calendars for regular and special Faculty and Senate meetings.
  - b) Any member of the University Faculty may propose a matter for consideration at any regular meeting of the Faculty by submitting it to the Secretary of the University no later than two working days

before the scheduled Faculty Senate Rules Committee meeting. The calendar for a special meeting of the University Faculty is prepared as far as possible in advance of such meeting. To be considered for inclusion on the calendar of a Faculty meeting, proposals must be submitted in writing and accompanied by reports or statements which the Faculty Senate Rules Committee deems necessary for an understanding of the proposed business.

- c) Motion to place upon the calendar any matter omitted from it may be made at any meeting of the University Faculty, and, if such motion is passed, the matter shall go upon the calendar for the next regular meeting of the University Faculty.
- d) The calendar for any regular meeting is published by the Office of the Secretary of the University and is made available to the University Faculty at least one week prior to regular faculty meetings and as far in advance as possible for special faculty meetings.

(Document 1378, 9/15/83; UWM Administration approval, 9/27/83)

(Document 2559, 1/25/07; UWM Administrations approval, 2/19/07)

- (5)
  - a) The Faculty Senate Rules Committee may put at the head of business for any University Faculty meeting any administrative actions or informational reports of any Faculty committee, or of any college, school, or division of UWM that may appear to be suitable for passage by "automatic consent."
  - b) Any member of the University Faculty may call up and debate any matter recommended for automatic passage.
- (6) The Secretary of the University prepares the minutes of each faculty meeting and makes them available to the University Faculty. The minutes stand approved under the rule for automatic consent, unless the faculty otherwise determines at the next regular meeting.
- (7) Documents which are attached to the calendar of any meeting are given identifying numbers.
- (8) Business of a confidential nature, such as a report of the Honorary Degrees Committee, is so indicated on the calendar and in the distributed minutes by title or other brief form, and is explained on the floor.

## **1.05 Faculty Senate**

There shall be a Faculty Senate representative of the University Faculty. The Faculty Senate holds jurisdiction and powers of the Faculty between meetings of the Faculty, except that the Faculty Senate may not amend any portion of Chapter 1. Unless otherwise specified by the Faculty, the Faculty Senate operates under the same rules and procedures prescribed for meetings of the University Faculty. Changes in the provisions relating to the Faculty Senate must be approved by the University Faculty.

## **1.06 Membership and Structure of the Faculty Senate**

- (1) The Faculty Senate consists of the University Committee and forty (40) additional elected members, except as additional membership may be provided under 1.06(4). The University Committee serves as the executive committee of the Faculty Senate.
- (2) Members of the Faculty Senate are elected at large by the University Faculty. Representation is apportioned among the various faculty divisions of the University on the basis of the number of faculty members in each. The University Committee makes an annual review of representation and provides for necessary adjustments in the next election.
- (3) Members are elected for three-year terms, and no member serves more than two (2) consecutive terms or portions thereof. The term of office begins the first week of instruction in each academic year. One-third of the Faculty Senate members are elected for three-year terms annually. The Nominations Committee prepares the slate of nominees.
- (4) Should the elections result in the Senate having no member from a college or school, then the candidate from that college or school who received the greatest number of votes shall be deemed elected for a one-year term as an additional member authorized by 1.06(1). Should the election result in the Senate having fewer than two (2) members who are assistant professors or instructors from each of the various faculty divisions of the University, then the one (1) or two (2) assistant professors or instructors from that faculty division with the greatest number of votes, shall be deemed elected for a one-year term as additional members authorized by 1.06(1).
- (5) Faculty Senate attendance is published by the Secretary of the University in the calendar of the two regular meetings of the Faculty. Attendance at Faculty meetings is a part of each Senator's duties.
  - a) The seats of those Senators who fail to attend three consecutive regular Faculty/Senate meetings are automatically declared vacant.

- b) A member of the Faculty Senate may be granted a leave from the Faculty Senate of up to one year for any legitimate reason that would cause the individual to miss three or more consecutive meetings, e.g., obtaining a sabbatical. A request for leave from the Senate should be approved in advance by the University Committee. When a leave from the Senate is granted, a replacement will be appointed for the duration of the leave. The replacement will be the next qualified candidate per 1.06(6).

(Document 1378, 9/15/83; UWM Administration approval, 9/27/83)

(Document 1534, 1/29/87; UWM Administration approval, 2/20/87)

- (6) When a vacancy occurs in the Faculty Senate:

- a) The vacancy is filled by the available candidate in the appropriate division who had the highest number of votes. If there is no available candidate, a vacancy is filled by an appointee of the University Committee. The person so designated shall serve until the first week of the next academic year. If the term of office extends beyond the current academic year, an election for the unexpired term is held at the next regular election.

- b) Vacancies in the Faculty Senate are filled in such a way that the distribution specified in 1.06(2) is preserved.

(Document 1340, 1/27/83; UWM Administration approval, 2/1/83)

- (7) The Faculty Senate shall not have among its members any member of the Administrative Staff of the University. Administrative Staff shall mean Presidents, Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents; Chancellors, Provosts, and Vice Chancellors; Deans, Associate and Assistant Deans; divisional-level Directors, Associate Directors and Assistant Directors or those holding titles as Assistants to such officers.

(Document 951, 2/17/76; UWM Administration approval, 2/19/76)  
(Editorial revision, 4/26/02)

### **1.07 Meetings of the Faculty Senate**

- (1) There will be seven (7) regular meetings of the Faculty Senate each academic year. Except in unusual circumstances, the meetings will be held on the third Thursday, at 2:30 p.m. with adjournment no later than 4:30 p.m., in each month that a regular Faculty meeting is not held.

(Document 953, 2/17/76; UWM Administration approval, 2/19/76)  
(Document 1378, 9/15/83; UWM Administration approval, 9/27/83)

- (2) The Chancellor presides over meetings of the Faculty Senate. If the Chancellor is absent, the President pro tem of the Senate serves as the presiding officer. If the President pro tem is absent then the member of the University Committee having seniority of service, as determined by the University Committee, shall preside. The Faculty Senate elects the President pro tem from the Faculty Senate Rules Committee.
- (3) The calendar of a Faculty Senate meeting is prepared by the Faculty Senate Rules Committee. The Faculty Senate Rules Committee members are elected at the final meeting of the Faculty Senate during the academic year to serve during the ensuing academic year. (See Supplement to Chapter 6.) A motion to place upon the calendar any matter omitted from it may be made at any meeting of the Senate, and, if such motion is passed, the matter shall go upon the calendar for the next regular meeting of the Senate.
- (4) All members of the Faculty Senate are to receive copies of the calendars and minutes of Faculty Senate meetings. Non-senators may, upon request, receive copies of the calendars and minutes, may attend meetings and upon recognition by the presiding officer, may speak. The presiding officer may indicate a time limit on such recognition.
- (5) A quorum consists of a majority of the total membership of the Faculty Senate. An attendance record of members of the Faculty Senate shall be kept by the Secretary of the University.
- (6) The final action on each document before the Faculty Senate shall be recorded in the minutes.

(Document 1962, 2/23/95 and 4/20/95; UWM Administration approval, 6/7/95)

- (7) Each agenda for a Faculty Senate meeting shall contain a section identified "Chancellor's Report" in which the Chancellor reports on his/her action(s) taken or action(s) under consideration concerning legislation enacted by the Senate at previous Senate meetings.

### **1.08 Relationship to University Faculty**

- (1) The Faculty Senate shall submit a report of its actions at each regular meeting of the University Faculty. The report shall be considered as "automatic consent" business unless a majority of the Faculty Senate votes to present its report or portions thereof to the Faculty for action thereon.

- (2) Upon written petition to the Secretary of the University of any twenty-five (25) members of the University Faculty, any action of the Faculty Senate may be appealed to a regular or special meeting of the Faculty. Any matters subject to such appeal shall have priority in the preparation of the calendar of the regular or special meeting.

#### **1.09 Procedures for Implementing Faculty Actions**

- (1) Subject to the limitations of the Wisconsin Statutes and the policies of the Board of Regents, formal actions taken by the University Faculty or its Senate become University policy to be implemented by appropriate authorities within thirty (30) days after they have been transmitted to the Chancellor by the Secretary of the University.
- (2) The Chancellor may delay implementation of any faculty action or part thereof beyond the thirty (30) day period by notifying the University Committee, within that period, of his/her intention and the reasons therefore.

#### **1.10 Secretary of the University**

The Secretary of the University shall assist the Chancellor and the University Committee in the implementation of University governance. The duties of the Secretary include but are not limited to: serving as recording officer for UWM Faculty and UWM Faculty Senate; conducting faculty elections; organization of committee membership in accordance with UWM Policies and Procedures; organization of commencements; and support of various committees designated by the Chancellor. The Secretary shall be appointed by the Chancellor on the advice of the University Committee. The Secretary shall be a member of the faculty with the same rights and duties as other members of the faculty.

(Document 852, 1/23/75; UWM Administration approval, 2/20/75)

(Document 921, 10/7/75; UWM Administration approval, 12/2/75; Regent Approval 3/5/76)

(Chapters 1.01(2)(a), 1.03(1)(2), 1.04(4)(a)(b)(c), 1.04(5)(a), 1.06(1)(2)(4)(5), 1.07(2)(3); Document 1064, 2/2/78; UWM Administration approval, 2/7/78)

(Document 2080, 1/23/97)

(Document 2182, 2/18/99; UWM Administration approval, 4/2/99)

(Document 2470, 03/17/05; Approved by Faculty, 04/14/05)

