

2014-2015 FACULTY GOVERNANCE



University of Wisconsin

Stevens Point

2014-2015
UNIVERSITY OF WISCONSIN-STEVENS POINT
EXECUTIVE COMMITTEE OF THE FACULTY SENATE
AND PERMANENT SUBCOMMITTEE CHAIRS LISTING

**Randy Olson, Faculty Senate Chair (2013-2015) and
UW-Stevens Point faculty representative**
Mike Pagel, Faculty Senate Vice-Chair (2013-2015)

Ken Menningen, Chair, Academic Affairs Committee

Assessment Subcommittee: Vera Klekovkina, Co-chair (2013-2015)

Department Review Subcommittee: Wade Mahon, Chair

Grade Review Subcommittee: Michael Estanich, Chair

International Affairs Subcommittee: Mark Tolstedt, Chair

to be elected fall 2014, Chair, Academic Staff Council

Academic Staff Awards Subcommittee

Academic Staff Mediation Subcommittee

Academic Staff Salary Subcommittee

UW-Stevens Point Academic Staff representative: Mike Pagel

Todd Huspeni, Chair, Curriculum Committee

Teacher Education Subcommittee: Thomas Leek, Chair

Steve Hill, Chair, Faculty Affairs Committee

Faculty Mediation Subcommittee

Faculty Salary Subcommittee

Sabbatical Review Subcommittee

University Awards Subcommittee

Mary Bowman, Chair, General Education Committee

Nathan Wetzel, Chair, Graduate Council

to be elected fall 2014, Chair, Information Technology Council

Kym Buchanan, Chair, University Affairs Committee

Historic Preservation Subcommittee

Nominations and Elections Subcommittee

Helena Alden, Chair, University Personnel Development Committee

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Faculty governance has traditionally played a strong role at the University of Wisconsin-Stevens Point. (**Please note**, for purposes of institutional governance, “faculty” is defined as persons holding at least 50% FTE faculty or academic staff appointments.) While curriculum is the faculty's major area of responsibility, faculty also play an important role in recommending policies to the administration in many other areas as well. Chancellor Patterson has demonstrated a commitment to strong shared governance, the success of which depends upon the administration's openness to listening to and consulting with the faculty, and the faculty's willingness to participate in this important responsibility.

FACULTY SENATE

Chapter 36 of the Wisconsin Statutes directs the faculty and academic staff to determine its own organization to participate in institutional, shared governance. The *Constitution of the Faculty Senate-University of Wisconsin-Stevens Point* specifies the Faculty Senate as the primary representative body for faculty and academic staff in shared governance at UW-Stevens Point. An additional body under the statutes representing the academic staff is the Academic Staff Council.

myFacultySenate

Faculty governance information (e.g., meeting agendas, minutes, meeting materials) for the current and past academic years is available on myFacultySenate:

<https://committees.uwsp.edu/facsen/Site%20Pages/Home.aspx>

myFacultySenate is a SharePoint based site; the level of an individual's allowed activity is dictated by permission levels. A UW-Stevens Point log-on provides access to myFacultySenate. myFacultySenate is also accessible through the Faculty Senate website via the “log-in to secure site” option.

myFacultySenate has specific sites within it for Faculty Senate and all faculty governance committees and subcommittees, including ad hoc committees. Committee/subcommittee **memberships and meeting schedules** are posted in the “**announcements**” areas of each site. Scheduled meetings are also noted on the site’s calendar. **Agendas and other meeting materials** are posted under “**next meeting**” a minimum of 24 hours in advance of meetings. The agenda will provide the date, time, location of the meeting as well as what items are anticipated to be addressed at the meeting. **Current academic year information** is located under “**current academic year**” and is organized by meeting date or topic. Information from **past academic years** is located under “**archives**” and is organized by academic year.

The “Reference Materials” area of each site provides the *University Handbook*, *Constitution of the Faculty Senate*, and the most recent *University of Wisconsin-Stevens Point Catalog* documents in Microsoft Word format. Also provided in the Reference Materials is an “Information Guide” document that contains a variety of reference materials related to faculty governance.

The **Faculty Senate website** is located at
www.uwsp.edu/facultysenate

myFacultySenate is located at
<https://committees.uwsp.edu/facsen/Site%20Pages/Home.aspx>

EXECUTIVE COMMITTEE

The Executive Committee is comprised of the Faculty Senate chair, vice chair, chair-elect or previous chair, and standing committee chairs. The main function of the Executive Committee is to discuss items that are coming before committees and to act as a liaison between the Faculty Senate and administration. The **Constitution and Handbook Revision Subcommittee** is a permanent subcommittee of the Executive

Committee. The Constitution and Handbook Revision Subcommittee is called upon when needs arise for constitutional or *University Handbook* revision.

STANDING COMMITTEES

Committees with **elected** memberships:

- Academic Staff Council
- General Education Committee
- Graduate Council (both elected and appointed)
- Information Technology Council
- University Personnel Development Committee

Committees with **appointed** memberships largely made by the chair of the standing committee:

- Academic Affairs Committee
- Curriculum Committee
- Faculty Affairs Committee
- Graduate Council (both elected and appointed)
- University Affairs Committee

*Standing committees with members and chair elected by a specific group of faculty or academic staff:

- Academic Staff Council (academic staff only)
- Faculty Affairs Committee (faculty only)
- Graduate Council (graduate faculty only)

Faculty Senate committees seek input and give detailed consideration to a variety of issues. Membership on committees is not restricted to members of the Faculty Senate. Per the *Constitution of the Faculty Senate* (Article 1, Section 1), “For purposes of institutional governance, the faculty is defined as the chancellor, and persons holding at least 50% FTE faculty or academic staff appointments.” Therefore, all faculty and academic staff members holding an appointment of at least 50% are welcomed and encouraged to participate in faculty governance.

All standing committees report to the full Faculty Senate. Some issues are reported to the Faculty Senate “for information” (e.g., course revisions, major/minor revisions). These committee actions are considered final (accepted by Faculty Senate) unless the Faculty Senate decides to move the information item for action. In this circumstance, the item would be considered for action. Only issues designated “for action” are voted upon by the Faculty Senate.

BRINGING AN ISSUE OR RESOLUTION TO FACULTY GOVERNANCE FOR CONSIDERATION

Basic Procedure

If an individual faculty member, academic staff member, administrator, student, or any department or equivalent unit at UW-Stevens Point wishes to bring an issue or resolution for consideration to faculty governance, following is the process.

- 1) Typically, an issue is brought to the attention of faculty governance by contacting the chair of the Faculty Senate. The chair, in consultation with the vice chair, will determine if the issue is an appropriate one for faculty governance consideration.
- 2) If appropriate, the issue is then forwarded to one (or more) Faculty Senate standing committees. At the discretion of the Faculty Senate chair, prior to this, the issue may initially be brought to the Executive Committee for discussion before being assigned to a standing committee(s). This is typically done when the issue is of very great importance to the university, when it is unclear which standing committee should take up the issue, or when the presentation of the issue is not clear.

Issues taken directly to a standing committee include,

- curricular revisions (Curriculum Committee or Graduate Council)
- changes to majors or minors (Curriculum Committee)

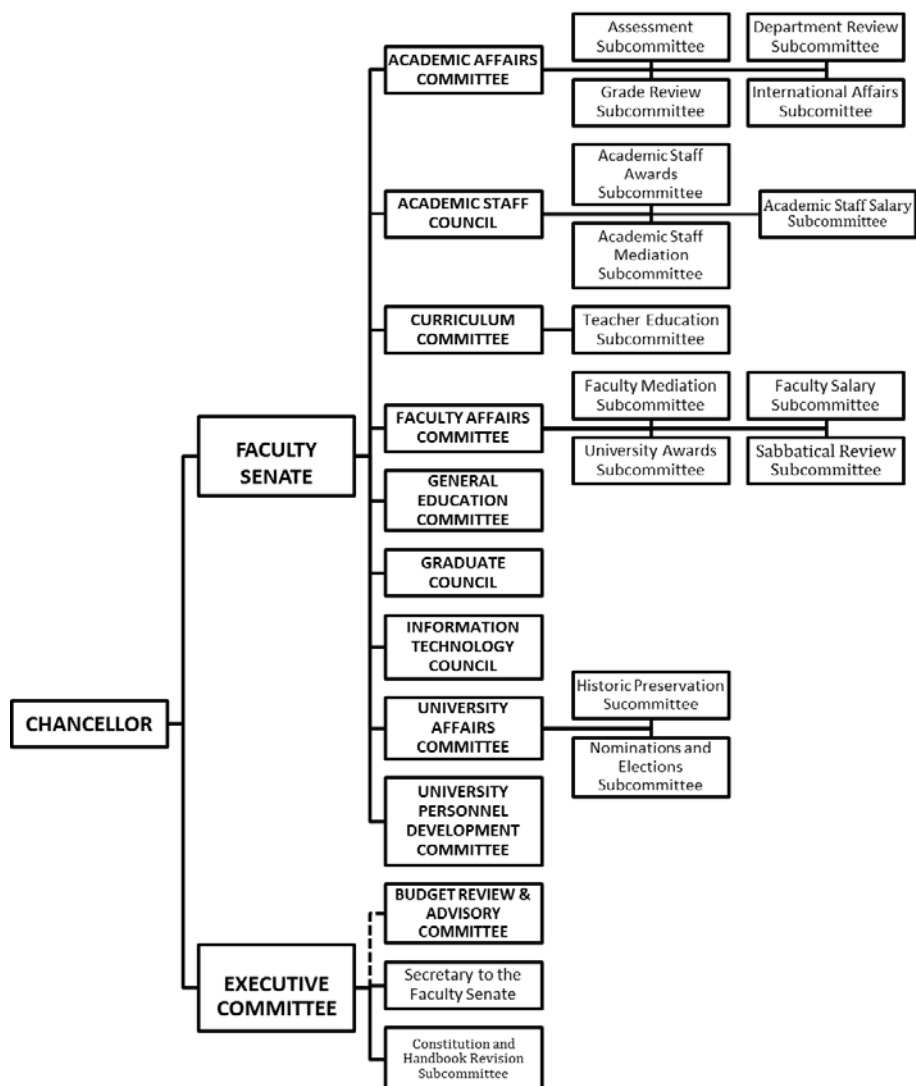
- academic standards issues (Academic Affairs Committee)
 - inter-institutional collaborations (Academic Affairs Committee)
 - general education issues (General Education Committee),
 - mediation issues (Faculty or Academic Staff Mediation subcommittees),
 - departmental assessment (Assessment Subcommittee)
 - program review issues (Department Review Subcommittee).
- 3) Once the Executive Committee or a standing committee has voted affirmatively (by majority vote) to report an item, it is placed on the agenda of the Faculty Senate for action or for information.
 - 4) If the Faculty Senate approves (for action) or accepts (for information) an item, the approval/acceptance goes to the chancellor in the form of a resolution for the chancellor's consideration.
 - 5) If the chancellor approves (for action) or notes (for information) the resolution, it becomes UW-Stevens Point policy. If the chancellor disapproves an item, the chair of the Faculty Senate and the appropriate committee chair discuss and determine whether faculty governance should reconsider the item.

Please note, an action item that does not receive a majority affirmative vote in committee will *not* be taken before the entire Faculty Senate; the matter stops at the level of that committee. An exception to this occurs when any senator makes a motion on the floor of the Faculty Senate to consider the item. If the Faculty Senate votes in favor of the motion to consider the item, the item will be considered for action by the Faculty Senate.

The *Constitution of the Faculty Senate* also provides for faculty review and override of any action of the Faculty Senate. Review of Faculty Senate action may be initiated upon the written request of 50 members of the faculty, or upon written request of three-fourths of the members of the Student Government Association. Review procedures must be initiated within 90 days of the Faculty Senate action in question. Review of Faculty Senate actions will take place at a called meeting of the faculty. A majority vote of the

members of the faculty present and voting at a called meeting is necessary to overrule the Faculty Senate action.

Faculty Governance Organizational Structure



Faculty Senate Standing Committees

The following standing committees operate under the aegis of the Faculty Senate. Brief descriptions below give a basic idea of the purview of each committee and provide guidance in selecting a standing committee that is best suited for a particular issue. If there are questions about the functions of a specific committee or the appropriateness of an issue for that committee, please consult the chair of the Faculty Senate or the secretary to the Faculty Senate.

Academic Affairs Committee

The Academic Affairs Committee has the authority to recommend to the Faculty Senate policies pertaining to academic affairs, and to determine such policies subject to review by the Faculty Senate, in such matters as:

- the mission of the university
- outreach programs (i.e., continuing education, summer and interim sessions, and international programs)
- learning resources
- academic standards
- interorganizational collaborations

Subcommittees include Assessment, Department Review, Grade Review, and International Affairs subcommittees.

The **Assessment Subcommittee** recommends policy pertaining to the assessment of students (with the exception of general education). The Assessment Subcommittee:

- reviews and provides constructive feedback on department's proposed methods and instruments to be used in discipline-specific assessment and analysis of assessment evidence;
- informs departments of changes in assessment requirements imposed by the UW System and accrediting agencies;
- serves as a campus resource regarding assessment issues and coordinates with appropriate offices to offer workshops

and provide resources to facilitate continuous improvement efforts in teaching and learning at the UW-Stevens Point;

- recommends changes to the assessment process as needed;
- performs other related duties assigned to it by the Faculty Senate, the Executive Committee, or the Academic Affairs Committee.

The **Department Review Subcommittee** is responsible for conducting all local program reviews. The goal is to complete review of programs within each department every ten years according to an assessment and department review schedule.

The **Grade Review Subcommittee** reviews grade appeals and assures continuity and consistency in the screening of grade appeals.

The **International Affairs Subcommittee** encourages all programs with an international emphasis. The International Affairs Subcommittee:

- reviews and recommends policies and standards for international programs, including recruitment, admission, and retention of students, as well as policies and standards for participating faculty;
- reviews and recommends policies and standards for the foreign student programs;
- reviews and recommends policies and standards for English as a Second Language Program;
- makes policy recommendations on the allocation of budgetary resources with an international emphasis;
- makes recommendations designed to contribute to the internationalization of the curriculum.

Academic Staff Council

The Academic Staff Council has the authority to recommend to the Faculty Senate policies pertaining to academic staff, and pursuant to UWS 9, shall consult with and advise the chancellor on all policies and procedures adopted by the university

pursuant to chapters UWSP 9-14 and UWS 9-14 of the Academic Staff personnel rules. In addition, the Academic Staff Council has the authority to work with and make recommendations to any academic staff, faculty, or administrative committee or agency that is concerned with academic staff welfare.

Subcommittees include Academic Staff Awards, Academic Staff Mediation, and Academic Staff Salary subcommittees.

The **Academic Staff Awards Subcommittee** has the authority, according to rules prescribed by the *University Handbook*, to select academic staff recipients of university awards (academic staff excellence and spirit of community service) and the UW-Stevens Point nominee for the Academic Staff Regents Award for Excellence.

The **Academic Staff Mediation Subcommittee** has the authority to appoint hearing committees to conduct hearings in any of the following:

- grievances of fixed term academic staff who have served 7 years or more on .5 FTE or more and who have not been reappointed,
- nonrenewal of probationary academic staff appointments,
- dismissal of academic staff,
- layoff of academic staff for reasons of budget or program,
- complaints of/against academic staff,
- grievances of/against academic staff.

The **Academic Staff Salary Subcommittee** has the authority, pursuant to the constitution, to review all policies for the distribution of salary to the academic staff (including those holding administrative appointments) and make recommendations on such to the Academic Staff Council.

An academic staff representative represents UW-Stevens Point academic staff at all meetings of the UW Academic Staff Representatives. The UW-Stevens Point academic staff

representative reports back to UW-Stevens Point academic staff via reports to the Academic Staff Council and Faculty Senate.

Curriculum Committee

The Curriculum Committee has the authority to recommend to the Faculty Senate policies pertaining to the undergraduate curriculum. The Curriculum Committee recommends to the Faculty Senate proposed revision of majors, new and revised minors and courses, unique course sequences, curricular programs; experimental courses, course changes related to course number, title, credit(s), description, and prerequisites. Items such as these are presented to the Faculty Senate for review (i.e., “for information”); at the request of any member of the Faculty Senate an item can be moved “for action.”

The Curriculum Committee also considers proposals for new majors. Proposals for new majors process through faculty governance in various stages (i.e., Notice of Intent, Authorization). This process involves Curriculum Committee, Academic Affairs Committee, UW System, and the Board of Regents. The established process must be followed for all new majors being proposed.

The **Teacher Education Subcommittee** is a subcommittee of the Curriculum Committee. It reviews curriculum and curricular policy matters pertaining to teaching/education to certify compliance with Wisconsin standards for teaching certification. The Teacher Education Subcommittee reports its recommendations to the Curriculum Committee.

Faculty Affairs Committee

The Faculty Affairs Committee has the authority to recommend to the Faculty Senate policies pertaining to unclassified personnel with a faculty appointment and to determine such policies, subject to review by the Faculty Senate. (Concerns of academic staff who teach courses are referred to the Academic Staff Council.)

The Faculty Affairs Committee recommends policies on matters such as recruitment, appointment, retention, promotion, tenure, and salary. It also recommends policies pertaining to the governance of departments, schools, colleges, the university, and the UW System.

Subcommittees include Faculty Mediation, Faculty Salary, Sabbatical Review, and University Awards subcommittees.

The **Faculty Mediation Subcommittee** appoints hearing committees to conduct hearings in any of the following:

- grievances of probationary faculty appointments,
- denial of tenure,
- dismissal of faculty,
- layoff of faculty for financial emergency,
- complaints of/against faculty,
- grievances of/against faculty,
- failure to reappointment fixed term classroom teaching academic staff,
- dismissal of classroom teaching academic staff,
- complaints of/against classroom teaching academic staff,
- grievances of/against classroom teaching academic staff.

The **Faculty Salary Subcommittee** has the authority to review all policies for the distribution of salary to the faculty, including for those who hold administrative appointments. The Faculty Salary Subcommittee makes recommendations and proposes revisions or new plans for distribution of salary to the Faculty Affairs Committee.

The **Sabbatical Review Subcommittee** has the responsibility of ranking submitted sabbatical proposals on a competitive basis. The ranked listing is provided to the provost.

The **University Awards Subcommittee** has the authority, according to rules prescribed by the *University Handbook*, to select faculty recipients of university awards (excellence in teaching,

scholarship, and service) and to select UW-Stevens Point nominees for the Regents Teaching Excellence Awards (individual faculty member and academic department or unit.)

General Education Committee

The General Education Committee has the authority to recommend to the Faculty Senate policies pertaining to the General Education Program (GEP).

The General Education Committee:

- oversees the GEP in accordance with the educational aims of UW-Stevens Point and the criteria to meet those aims,
- designates courses as meeting general education learning outcomes and establishes procedures for assessing outcomes,
- recommends policy pertaining to test-out procedures for the GEP curriculum,
- gathers assessment evidence regarding the GEP,
- evaluates assessment data and makes recommendations for improving the GEP to the Faculty Senate and appropriate administrative units.

Graduate Council

The Graduate Council is the representative body of the graduate faculty. It acts as graduate faculty executive committee, and exercises all powers legally and/or traditionally exercised by the graduate faculty of UW-Stevens Point. These powers include:

- responsibility for approving all policies relating to the UW-Stevens Point graduate program and specifying the manner in which they are administered;
- approval of graduate faculty, graduate programs, graduate courses, and other graduate offerings;
- establishment of admission, retention, and matriculation criteria of the graduate programs;
- approval of candidates for graduate degrees;

- review of the mission statement of the university and determination of the priorities to be assigned to graduate proposals.

University Affairs Committee

The University Affairs Committee has the authority to recommend to the Faculty Senate policies pertaining to:

- university facilities, including physical planning for and operations of buildings, grounds, and parking;
- institutional planning;
- the community relations of the university, including community services, arts and lectures, public information, alumni, and foundations;
- the student affairs of the university, including student recruitment, retention, welfare, financial aids, activities, and athletics;
- human relations of the university, including:
 - The development of understanding and respect among the racial, ethnic, religious, and educational groups on the university campus and within the community at large.
 - Equality of treatment of the groups within the university community.
 - Protection of the rights of members within the university community.

Subcommittees include Historic Preservation and Nominations and Elections subcommittees.

The **Historic Preservation Subcommittee** identifies state and local historic preservation ordinances pertinent to UW-Stevens Point and recommends policies to the University Affairs Committee for legal compliance. The Historic Preservation Subcommittee also identifies university property, both artifacts and facilities, of historic significance as defined by state and national guidelines, and recommends policies to the University Affairs Committee for the preservation of such property.

The **Nominations and Elections Subcommittee** has the authority to establish rules for Faculty Senate elections, to supervise such elections, and other authority as the constitution delegates to it.

University Personnel Development Committee

The University Personnel Development Committee has the responsibility to develop policies and formulate criteria necessary to maintain a viable program for the development of university personnel (both classified and unclassified employment categories).

The University Personnel Development Committee has the authority to recommend to the Faculty Senate policies pertaining to such matters as:

- UW System and UW-Stevens Point grants including sabbaticals, research, faculty/staff development grants, and undergraduate teaching improvement grants;
- faculty and staff retraining and renewal policies as funded through grants.

In addition, the University Personnel Development Committee:

- recommends to the chancellor and provost a level of funding to be made available for support of a program for the development of university personnel;
- reviews and recommends to the chancellor and provost proposals which are to be funded by state or non-state funds;
- coordinates all system and local development programs, superseding all committees currently involved in this area;
- is authorized, whenever appropriate, to shift applications among the appropriate funding components in order to insure the maximum benefits from available sources;
- recommends to the provost the transfer of unallocated funds budgeted from one component to another as need arises;

- presents an annual report of the committee's activities to the Faculty Senate at the end of the academic year.

Information Technology Council

(formerly known as, University Technology Committee)

The Information Technology Council, subject to review by the Faculty Senate, has the authority to determine Faculty Senate policies pertaining to the development, implementation, and use of technology across the campus. The Information Technology Council's authority shall extend to such matters as:

- policies governing technology development, acquisition, and access;
- policies governing faculty/staff development in uses of technology;
- policies governing student training in technology.

UNIVERSITY HANDBOOK

The *University Handbook* contains the essential policies, procedures, and general information affecting faculty and academic staff employment at the University of Wisconsin-Stevens Point. The contents include a wide range of topics dealing with University of Wisconsin-Stevens Point and the University of Wisconsin System operations.

INTEREST IN SERVING IN FACULTY GOVERNANCE

Faculty and academic staff are encouraged to serve in faculty governance. Some committees include members appointed by the chair of the committee, while other committees are constituted through election with members specified by the *Constitution of the Faculty Senate*. Please send an email message to Faculty.Senate.Office@uwsp.edu if you are interested in serving.

MEETING SCHEDULES FOR 2014-2015

FACULTY SENATE

Meetings of the Faculty Senate are scheduled for the first and third Wednesdays, 3-5 p.m., Room 116 CPS

2014

September 3 and 17
October 1 and 15
November 5 and 19
December 3

2015

January 21
February 4 and 18
March 4
April 1 and 15
May 6

June/July/August:

No meetings are scheduled; meetings are held only if necessary.

EXECUTIVE COMMITTEE

Meetings of the Executive Committee are scheduled for the second and fourth Wednesdays, 3-5 p.m., Room 211 DUC

(*with the exception of October 8 which will take place in the Founders Room, Old Main (Room 102)

2014

September 10 and 24
October 8* and 22
November 12 and 26
December 10

2015

January 28
February 11 and 25
March 11 and 25
April 8 and 22

June/July/August:

No meetings are scheduled; meetings are held only if necessary.

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University of Wisconsin-Stevens Point

Faculty Senate

715-346-2124

Email: facsenoffice@uwsp.edu

www.uwsp.edu/facultysenate