

Constitution of the Common Council

Contents

Preamble	3
Article 1. Organization Chart.....	4
Article 2. Personnel	5
2.1. The Personnel's Voice	5
2.2. Academic Staff	5
2.3. Faculty	5
2.4. University Staff	5
2.5. Personnel Meetings	5
2.6. Graduate Faculty.....	6
Article 3. Structure	6
3.1. Committees & Subcommittees	6
3.2. Membership	6
3.3. Nominations, Elections, & Term Limits	8
3.4. Officers	9
3.5. Student Government Association	9
3.6. Vacancies	10
Article 4. Operations	10
4.1. Meetings	10
4.2. Nature of Business.....	11
A. Default Nature	11
B. Classifying an Item's Nature	11
C. Quorum & Participation Privileges.....	11
4.3. Order of Business	12
4.4. Parliamentary Authority & Procedure	12
4.5. Review by the Common Council	12
4.6. Review by the Personnel.....	13
A. Review of a Common Council Action	13
B. Review of a Faculty Senate Action	13
C. Review of an Action on a Specific Personnel Category	13
4.7. Records, Open Session, & Closed Session.....	13
4.8. General Operating Procedures.....	14
Article 5. Amendments.....	14
5.1. General Amendments	14

5.2. Amendments to Diversification Rules	14
Article 6. Academic Affairs Committee	15
6.1. Structure & Operations	15
6.2. Assessment Subcommittee	16
6.3. Associate Degree Subcommittee	17
6.4 Department Review Subcommittee	17
6.5. Grade Review Subcommittee	18
Article 7. Academic Staff Council	18
7.1. Structure & Operations	18
7.2. Academic Staff Awards Subcommittee	19
7.3. Academic Staff Mediation Subcommittee	20
7.4. Academic Staff Salary Subcommittee	20
Article 8. Curriculum Committee	21
8.1. Structure & Operations	21
8.2. Teacher Education Subcommittee	22
Article 9. Equity, Diversity, and Inclusivity Policy Committee	22
9.1. Structure & Operations	22
Article 10. Executive Committee	23
10.1. Structure & Operations	23
10.2. Constitution and Handbook Revision Subcommittee	24
Article 11. Faculty Council	25
11.1. Structure & Operations	25
11.2. Faculty Mediation Subcommittee	26
11.3. Faculty Salary Subcommittee	26
11.4. Sabbatical Review Subcommittee	27
11.5. University Awards Subcommittee	27
Article 12. General Education Committee	28
12.1. Structure & Operations	28
Article 13. Graduate Council	29
13.1. Structure & Operations	29
Article 14. Information Technology Council	30
14.1. Structure & Operations	30
Article 15. University Affairs Committee	31
15.1. Structure & Operations	31
15.2. Historic Preservation Subcommittee	32
15.3. Nominations and Elections Subcommittee	32

Article 16. University Personnel Development Committee	33
16.1. Structure & Operations.....	33
Article 17. University Staff Council.....	34
17.1. Structure & Operations.....	34
17.2. University Staff Awards & Programming Subcommittee	35
17.3. University Staff Grievance Subcommittee	35
17.4. University Staff Salary Subcommittee	36
Article 18. Wausau Steering Committee	36
18.1. Structure & Operations.....	36
Article 19. Marshfield Steering Committee	37
19.1. Structure & Operations.....	37

Preamble

The University of Wisconsin-Stevens Point is deeply committed to shared governance and to equity, diversity, and inclusion. The personnel of the university include the academic staff, faculty, and university staff. Together, with this constitution, the personnel commit to sharing leadership among themselves and with the chancellor and the students. This leadership shall be transparent, collaborative, inclusive, and mutually respectful.

The Common Council shall be a unified body, with the core purpose of advancing the interests of the university, including the success of the students and the personnel. Each personnel council shall be a semi-autonomous body, with the core purpose of advancing the interests and promoting the welfare of its respective personnel.

The faculty of each institution, subject to the responsibilities and powers of the board, the president, and the chancellor of such institution, shall have the primary responsibility for advising the chancellor regarding academic and educational activities and faculty personnel matters. The faculty of each institution shall have the right to determine their own faculty organizational structure and to select representatives to participate in institutional governance, except that the faculty of each institution shall ensure that faculty in academic disciplines related to science, technology, engineering, and mathematics are adequately represented in the faculty organizational structure.

The academic staff members of each institution, subject to the responsibilities and powers of the board, the president, the chancellor, and the faculty of the institution, shall have the primary responsibility for advising the chancellor regarding the formulation and review, and shall be represented in the development, of all policies and procedures concerning academic staff members, including academic staff personnel matters. The academic staff members of each institution shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.

At UW-Stevens Point, the faculty and academic staff share authority over academic activities.

The university staff derive authority from Board of Regents Policy Document 20-20, "University Staff Governance":

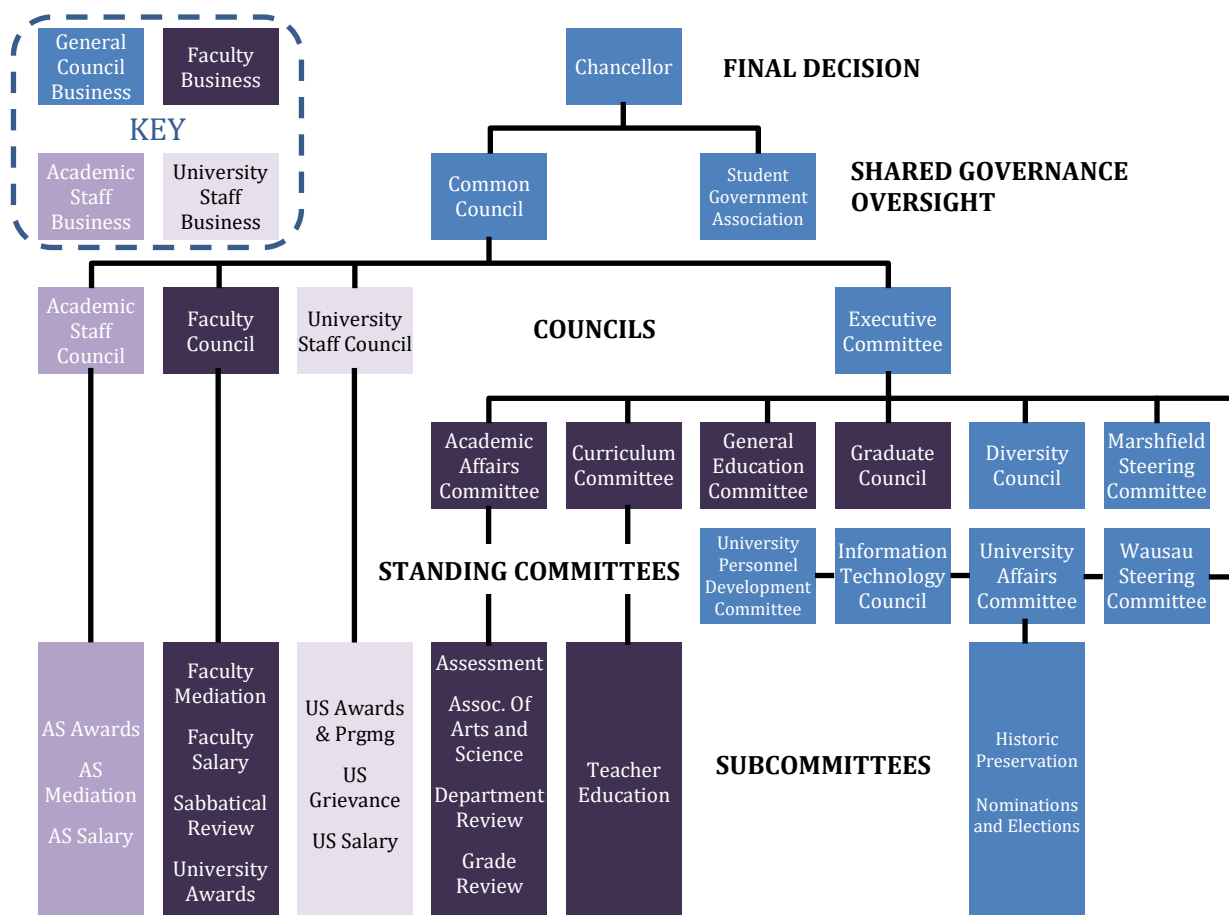
The Board of Regents is vested with the primary responsibility for governance of the University of Wisconsin System [Wis. Stat. § 36.09(1)]. In discharging this responsibility, the Board has an interest in providing University Staff the opportunity to participate in institutional decision-making. Each UW System institution shall:

1. Provide its University Staff members, subject to the responsibilities and powers of the board, the president, and the chancellor and faculty of the institution, the opportunity to be active participants in the immediate governance of and policy development for the institution;
2. Provide its University Staff members full participation in the formulation and review, and representation in the development, of all policies and procedures concerning University Staff members, including University Staff personnel matters; and
3. Provide its University Staff members the right to structure themselves in a manner University Staff members determine, and to select their representatives to participate in institutional governance.

Article 1. Organization Chart

Common Council is the personnel side of shared governance, as illustrated below.

UWSP Common Council Organizational Chart



Article 2. Personnel

2.1. The Personnel's Voice

- A. The Common Council shall be the main, representative voice of personnel in shared governance. It shall exercise all powers legally and/or traditionally exercised by the personnel.
- B. Each separate personnel council shall be the main, representative voice on matters and policies unique to that respective personnel category, pending approval by the councilors from that respective personnel category. Each separate personnel council shall exercise all powers legally and/or traditionally exercised by the respective personnel.

2.2. Academic Staff

For the purposes of shared governance, "academic staff" are defined as all individuals holding at least a 50% FTE academic staff appointment. "Instructional academic staff" are defined as all individuals with at least a 50% FTE instructional academic staff appointment. Each member of the academic staff shall have one vote in meetings of the academic staff, and in the elections conducted among the academic staff.

2.3. Faculty

For the purposes of shared governance, "faculty" are defined as the chancellor and all individuals holding at least a 50% FTE faculty appointment. "Instructional faculty" are defined as all individuals with at least a 50% FTE instructional faculty appointment. Each member of the faculty shall have one vote in meetings of the faculty, and in the elections conducted among the faculty.

2.4. University Staff

For the purposes of shared governance, "university staff" are defined as all individuals holding at least a 50% FTE university staff appointment. Each member of the university staff shall have one vote in meetings of the university staff, and in the elections conducted among the university staff.

2.5. Personnel Meetings

- A. In addition to the regular meetings of the Common Council and its committees and subcommittees, other personnel meetings can be called. See Article 4.6. Review by the Personnel for more details.
- B. The chair of Common Council can call a meeting of all personnel under one or more of the following conditions:
 - 1. When requested to do so by the chancellor.
 - 2. When requested to do so by a majority of the Executive Committee of the Common Council.
 - 3. When requested to do so by a majority vote of the Common Council.
 - 4. When requested to do so by a petition signed by fifty members of the personnel.
- C. The chair of one or more personnel councils can call a meeting of one or more respective personnel categories under one or more of the following conditions:

1. When requested to do so by the chancellor.
2. When requested to do so by a majority of members in the respective personnel council(s).
3. When requested to do so by a petition signed by fifty members of the respective personnel category(s).

2.6. Graduate Faculty

For the purposes of shared governance, Graduate Faculty are defined as those determined to meet the criteria for Graduate Faculty as determined in the University Handbook.

Article 3. Structure

3.1. Committees & Subcommittees

- A. The Common Council shall establish appropriate standing committees, standing subcommittees, and other committees as needed for the conduct of its business.
- B. Membership of each standing committee or standing subcommittee shall be designated in the respective article of this constitution. Unless otherwise noted, the chair must be a personnel member.
- C. The chair of each standing committee or standing subcommittee shall be elected or appointed as specified in the respective article of this constitution.
- D. The chair of each subcommittee shall promptly report to the parent committee, and the chair of each committee shall promptly report to the Common Council. These reports shall be in writing and include the recommendations, proposals, and other actions of the committee.
- E. Except as otherwise provided in the article establishing the committee or subcommittee:
 1. The chair of each standing committee shall create and manage such subcommittees as established by the constitution and such other subcommittees as the chair deems appropriate and necessary.
 2. Members of a subcommittee need not be members of the parent committee, except that there shall be at least one member of the committee on any subcommittee, unless otherwise specified.
 3. Each committee and subcommittee shall adopt its own rules for conducting its business, with such rules subject to review by the Common Council.
- F. The chair (or co-chair) of a standing committee or standing subcommittee shall not be a voting member of that committee. Exceptions shall be made in case of a tie among the voting members or if the participation of the chair as a voting member will meet quorum.

3.2. Membership

- A. The Common Council shall consist of exactly 53 voting members, called councilors:
 1. 17 academic staff.
 2. 17 faculty.
 3. 17 university staff.
 4. 1 academic dean.
 5. 1 member appointed by the chancellor (who may be academic staff, faculty, or university staff).
 6. The Chair of the Common Council is a non-voting member of the Common Council and does not count against the quota for their constituency.

- B. The chair of each standing committee shall also serve as a councilor. When resolving election results, the Nominations and Elections Subcommittee shall follow this procedure.
1. **Definitions:** A "personnel constituency" is the combination of a personnel category and a constituency (e.g., "the faculty from CPS"). A personnel constituency is "filled" when the quota is met. A "matched chair" is a chair placed in their own constituency. A "mismatched chair" is a chair placed in a constituency different from their own constituency.
 2. Determine the chairs of the standing committees. The current junior co-chair of University Staff Council shall count as a chair for this purpose (see 18.1.C.).
 3. For each personnel constituency, determine the quota of councilor seats, based on the diversification rules below (3.2.C., 3.2.D., or 3.2.E.), and count the councilor candidates.
 4. **Place Matched Chairs:** In alphabetical order of committee, for one chair at a time, place the chair in their personnel constituency. If that personnel constituency is already filled, then temporarily set the chair aside as a mismatched chair.
 5. **Place Mismatched Chairs:** If there are any mismatched chairs, then in alphabetical order of committee, for one chair at a time, examine the unfilled constituencies for the same personnel category. Place the mismatched chair in one of those constituencies, in the following order of priority:
 - a. The constituency where the sum of placed chairs (matched and/or mismatched) and councilor candidates is less than the quota. Break ties by choosing the constituency with the larger quota, then randomly. (The intention is to place chairs where insufficient candidates ran, minimizing how many willing candidates are excluded below, in 3.2.B.6.)
 - b. The constituency with the least number of placed mismatched chairs. Break ties by choosing the constituency with the larger quota, then randomly. (The intention is to spread the impact of mismatched chairs across constituencies.)
 6. **Place Councilor Candidates:** For each personnel constituency, if it is still not filled, then place one councilor candidate at a time, in order of most to least votes, until it is filled. Break ties by choosing the candidate whose nomination was submitted earlier, then randomly. Due to quotas, the placement of chairs, and the number of candidates, some candidates may not be placed.
- C. Among the academic staff councilors, the following additional diversification rules must be met. These rules can be changed by Academic Staff Council, pending approval by the academic staff members of Common Council.
1. The councilors shall be distributed in proportion to the total full-time equivalent (FTE) positions in each of the constituencies below, with at least 1 member from each constituency. Personnel are assigned, for quota purposes, to the unit or area in which they have their majority responsibility. Standing committee chairs count towards the quota for their constituency.
 - a. College of Fine Arts and Communication.
 - b. College of Letters and Science.
 - c. College of Natural Resources.
 - d. College of Professional Studies.
 - e. University College.
 - f. Student Affairs.
 - g. A branch campus.
 - h. Unassigned.
- D. Among the faculty councilors, the following additional diversification rules must be met. These rules can be changed by Faculty Council, pending approval by the faculty members of Common Council.
1. The councilors shall be distributed in proportion to the total full-time equivalent (FTE) positions in each of the constituencies below, with at least 1 member from each constituency. Personnel are

assigned, for quota purposes, to the unit or area in which they have their majority responsibility. Standing committee chairs count towards the quota for their constituency.

- a. College of Fine Arts and Communication.
 - b. College of Letters and Science: School of Behavioral and Social Sciences and School of Humanities and Global Studies.
 - c. College of Letters and Science: School of Biology, Chemistry, and Biochemistry and School of Mathematics, Computing, Physics, and Astronomy.
 - d. College of Natural Resources.
 - e. College of Professional Studies.
 - f. University College.
 - g. A branch campus.
- E. Among the university staff councilors, the following additional diversification rules must be met. These rules can be changed by University Staff Council, pending approval by the university staff members of Common Council.
1. The councilors shall be distributed in proportion to the total full-time equivalent (FTE) positions in each of the constituencies below, with a minimum number of members from each constituency. Personnel are assigned, for quota purposes, to the unit or area in which they have their majority responsibility. Standing committee chairs count towards the quota for their constituency.
 - a. Academic Affairs, at least 3 councilors.
 - b. Business Affairs, at least 3 councilors.
 - c. Student Affairs, at least 3 councilors.
 - d. A branch campus, at least 1 councilor.
 - e. At large, no minimum.
- F. In the event that a branch campus position is not filled in the spring shared governance election and remains vacant, after October 1 the position may be filled by personnel in the respective personnel category from the Stevens Point campus appointed by the respective personnel council chair.
- G. Councilors are expected to attend all meetings of the Common Council. If a councilor is absent from three consecutive regularly scheduled meetings, or a total of five regularly scheduled meetings within one academic year, the chair of Common Council may declare the seat vacant.
- H. Regardless of the manner of nomination, election, or appointment, members of the Common Council and its standing committees and subcommittees serve as representatives of the entire university.

3.3. Nominations, Elections, & Term Limits

- A. Nomination and election of members of the Common Council shall be conducted under the supervision of the Nominations and Elections Subcommittee, according to the rules prescribed by this constitution and such additional rules as may be established by the subcommittee.
- B. Nominations may be by an individual interested in serving, or by a college, by a department or equivalent unit, by another member of the personnel, or by the Nominations and Elections Subcommittee, provided that the nominee(s) has/have agreed to run.
- C. Members of the Common Council shall be elected at large by the personnel regardless of the method of nomination.

- D. Members of the Common Council shall be elected on the basis of a plurality of the votes cast. Write-in votes shall be prohibited.
- E. The annual election shall be held by the end of the spring semester. All elected and appointed councilors, chairs, and committee and subcommittee members shall take office at the beginning of the fall semester (Monday of the week before courses start). Each member's term shall end at the beginning of a subsequent fall semester (based on the term length).
- F. When the chair of a committee is automatically a councilor, and when the committee elects its chair from among the members, that election shall be held by the end of the spring semester. The chair of Common Council or their designee shall convene the meeting.
- G. The chair of any standing committee shall not serve concurrently as chair of another standing committee or standing subcommittee, or as an officer of Common Council.
- H. Term Limits
 - 1. Unless otherwise specified, the term of office for a councilor shall be two years.
 - 2. Unless otherwise specified, the term of office for the chair of a standing committee or standing subcommittee shall be one year, and the chair may serve no more than two consecutive years.
 - 3. Unless otherwise specified, for each member elected to a committee or subcommittee, or appointed by the chair of the committee or subcommittee, the term of service shall be one year, and the member may serve no more than six consecutive years. This limit doesn't apply to members appointed by another avenue (e.g., by the provost).

3.4. Officers

- A. The Common Council shall elect its officers from among its members. The officers shall be the chair, vice chair, and chair-elect.
- B. Nominations for the chair-elect and vice chair shall take place at the first regularly-scheduled meeting of the Common Council in the fall semester. Nominees shall have until the next regularly scheduled meeting to accept or decline the nomination. Election for the chair-elect and vice chair shall take place at the second meeting of the Common Council.
 - 1. The chair-elect shall be elected at the beginning of the fall semester of odd-numbered years and take the office of chair the following academic year.
 - 2. The vice chair shall be elected at the beginning of the fall semester of even-numbered years and take office immediately upon election.
 - 3. The chair and vice chair shall each serve for two years.
- C. The officers will review the minutes of the Common Council and its Executive Committee and ensure that all records are maintained. The vice chair will assume the responsibilities of the chair in the chair's absence.

3.5. Student Government Association

The personnel regard Student Government Association (SGA) as a vital partner in shared governance. A non-voting SGA delegation shall be invited to attend Common Council meetings. Almost every Common Council committee and subcommittee (standing or temporary/ad hoc) shall have at least one voting seat for a student member appointed by SGA.

3.6. Vacancies

- A. The seat for a councilor, standing committee chair, subcommittee chair, or a member of a committee or subcommittee shall become vacant due to incapacity, resignation, or unreasonable absence from meetings. A vacancy shall also occur if no individual is elected to a seat.
- B. In the case of a councilor or a chair or committee or subcommittee member elected in the general election, the chair of the Common Council shall first refer to the relevant election results and offer to appoint a replacement from among the other eligible candidates, in order of the most votes.
- C. In the case of a councilor or committee or subcommittee member elected in the general election, if the chair of the Common Council is unable to appoint a replacement in the manner described, then the chair of the Common Council, in consultation with the Executive Committee, shall select members at-large from the respective personnel category to fill the vacant position(s).
- D. In the case of a chair elected in the general election, if the chair of the Common Council is unable to appoint a replacement in the manner described, then the chair of the Common Council, in consultation with the Executive Committee, shall appoint a replacement from among any eligible personnel. This may violate diversification rules for Common Council and that is acceptable.
- E. In the case of a chair elected from within a committee or subcommittee, the replacement shall be elected in the same way. Failing that, the chair of the Common Council shall appoint a replacement in the same manner as 3.6.D.
- F. In the case of any replacement where more than one year of a term remains, the replacement shall serve for the remainder of the current academic year. The seat shall be added to the next regular election.
- G. As an alternative to the above processes, upon agreement of the respective personnel committee chair(s), the chair of Common Council can direct the Nominations and Elections Subcommittee to hold special election for a replacement.

Article 4. Operations

4.1. Meetings

- A. Regular meetings of the Common Council shall be held during each month of the academic year. The specified date and time for the regular meeting may be changed at the discretion of the Executive Committee of the Common Council.
- B. Special meetings shall be called as described in Article 2.5. Personnel Meetings.
- C. At least 24 hours in advance, notice of every regular and special meeting of the Common Council shall be sent to every councilor, the chancellor, and the Student Government Association President.
- D. The place, date, time, and agenda of the meetings of Common Council and of all its committees and subcommittees shall be published at least 24 hours in advance of the meeting. The place of any meeting shall be on campus, and be readily available to personnel, students, and visitors. The

Common Council Office will coordinate meeting times for standing committees and standing subcommittees, in consultation with the Executive Committee of Common Council.

- E. All personnel shall electronically receive the agenda and minutes of every meeting of Common Council and of the Executive Committee of Common Council. These items shall also be made available on the university computing network. Minutes of committee meetings and similar important documents shall also be made available on the university computing network.
- F. All members of the university community may attend and speak at meetings of the Common Council, subject to such rules as the Common Council may adopt, but only members of the Common Council may offer motions, second motions, or vote.

4.2. Nature of Business

A. Default Nature

Every council business item has a specific nature. The nature of business affects quorum and participation privileges (below). By default, the nature of business depends on the committee or committees from which it originates, as follows:

1. Information Technology Council, Marshfield Steering Committee, University Affairs Committee, University Personnel Development Committee, or Wausau Steering Committee: General Council Business.
2. Academic Affairs Committee, Curriculum Committee, General Education Committee, Graduate Council, or 2 or more of those committees: Faculty Senate Business.
3. 2 or more committees from both previous lists: General Council Business.
4. Academic Staff Council: Academic Staff Business.
5. Faculty Council: Faculty Business.
6. University Staff Council: University Staff Business.
7. 2 or more personnel councils: General Council Business.

B. Classifying an Item's Nature

It is a duty of the chair of Common Council, in consultation with the Executive Committee of Common Council, to classify an item's nature of business, when not coming from committee. Any councilor can make a special motion to "re-classify an item's nature of business." This motion is General Council business, takes precedence over any other motion on the item, requires a second, is debatable, and requires a majority vote of all councilors present.

C. Quorum & Participation Privileges

Quorum and participation privileges change depending on the nature of the business, as described in the table below.

Nature of Business	Quorum	Right to Speak	Right to Vote
General Council	All councilors	All councilors	All councilors
Faculty Senate	Academic staff, faculty, the dean, &	All councilors	Academic staff, faculty, the dean, &

	the chancellor appointee		the chancellor appointee
Academic Staff	Academic staff	All councilors	Academic staff
Faculty	Faculty	All councilors	Faculty
University Staff	University staff	All councilors	University staff

4.3. Order of Business

When the Common Council meets, the agenda shall have three distinct segments:

1. Reports by the Student Government Association, the chancellor, and the provost.
2. General Council business, including reports from the appropriate standing committees, and reports from personnel representatives.
3. Faculty Senate business, including reports from the appropriate standing committees.

The chair of Common Council has the right to modify the order of business for a specific council meeting, in consultation with the Executive Committee of Common Council and/or with the council itself.

4.4. Parliamentary Authority & Procedure

- A. Except where this constitution specifically provides otherwise, the current edition of Robert's Rules of Order shall be the parliamentary authority for the Common Council and its committees and subcommittees. In the event of a conflict, the constitution shall take precedence.
- B. All matters and policies to be presented to the Common Council for action shall be distributed to councilors at least 24 hours prior to the Common Council meeting at which such action is scheduled to be taken. A motion to suspend the rules to allow consideration of an item (other than a proposed constitutional amendment) not so distributed may be in order (in extraordinary circumstances) and shall require a two-thirds vote for approval.
- C. The Common Council shall make a good faith effort to communicate its business widely to the university, especially to the chancellor, vice chancellors, deans, and the Student Government Association. This includes making an agenda available at least 24 hours prior to a meeting of the Common Council, a committee, or subcommittee, as well as making the subsequent minutes available in a timely way.

4.5. Review by the Common Council

- A. An explanation of any action by a Common Council committee shall be promptly presented at a Common Council meeting.
- B. At the request of the reporting committee, or at the request of any member of the Common Council, any action which is recommended to the Common Council shall be approved or rejected by vote of the Common Council. The nature of business determines voting rights (see Article 4.2. Nature of Business).
- C. Except for actions as a result of hearings conducted under the auspices of a personnel mediation subcommittee, no action of a committee or subcommittee responsible to the Common Council shall become operative until it has been reported in writing to the Common Council, recommended by the

Common Council at a regular meeting or special meeting (see Article 4.1. Meetings), and approved by the chancellor.

4.6. Review by the Personnel

A. Review of a Common Council Action

1. The personnel may review and overrule any action of the Common Council on General Council Business.
2. Review of a council action may be initiated upon the written request of 50 members of all personnel, or upon written request of three-fourths of the members of the Student Government Association.
3. Review procedures must be initiated within 90 days of the council action in question.
4. Review of a council action shall be at a called meeting of all personnel (see Article 2.5. Personnel Meetings).
5. Quorum for a meeting of all personnel shall consist of one-fourth of the members of all personnel who are in residence.
6. A majority vote of the personnel present and voting at a called meeting shall be necessary to overrule the council action.

B. Review of a Faculty Senate Action

1. The academic staff and faculty may review and overrule any action of the Common Council on Faculty Senate Business.
2. Review of a council action may be initiated upon the written request of 50 members of the academic staff and faculty, or upon written request of three-fourths of the members of the Student Government Association.
3. Review procedures must be initiated within 90 days of the council action in question.
4. Review of a council action shall be at a called meeting of the academic staff and faculty (see Article 2.5. Personnel Meetings).
5. Quorum for a meeting of the personnel shall consist of one-fourth of the members of the academic staff and faculty who are in residence.
6. A majority vote of the academic staff and faculty present and voting at a called meeting shall be necessary to overrule the council action.

C. Review of an Action on a Specific Personnel Category

1. The personnel of specific personnel category may review and overrule any action of the Common Council on business specific to their respective personnel category.
2. Review of a council action may be initiated upon the written request of 50 members of the specific personnel, or upon written request of three-fourths of the members of the Student Government Association.
3. Review procedures must be initiated within 90 days of the council action in question.
4. Review of a council action shall be at a called meeting of the specific personnel (see Article 2.5. Personnel Meetings).
5. Quorum for a meeting of the specific personnel shall consist of one-fourth of the members of the specific personnel who are in residence.
6. A majority vote of the specific personnel present and voting at a called meeting shall be necessary to overrule the council action.

4.7. Records, Open Session, & Closed Session

- A. The appropriate officers of the Common Council, and all committees and subcommittees created by Common Council, except hearing committees of personnel mediation subcommittees, shall promptly file with the Common Council Office copies of the minutes of all meetings, and copies of all reports, recommendations, and proposals considered or adopted; such records shall be permanent records, and should be indelible. Hearing committees shall only file copies of minutes, as appropriate under the provisions of the Open Meetings Law and to protect the rights of individuals involved and the integrity of the hearing process. The university archivist shall be responsible for preserving such records and for making them readily available to anyone who desires to examine them.
- B. Common Council committees or subcommittees shall conduct their business in open session except for those matters that a majority of the committee or subcommittee members decide should be appropriately addressed in closed session. Closed sessions shall only be held for those reasons delineated in Wisconsin's Open Meetings Law and members must follow all procedures mandated by statute for closing such meetings. Hearing committees of the Faculty Mediation Subcommittee and the Academic Staff Mediation Subcommittee are bound by the rules outlined in Chapter 4C, Sections 7-14, of the University Handbook. When other Common Council committees or subcommittees move into closed session, only the members of the committee or subcommittee as well as individuals invited by the committee or subcommittee shall be allowed to attend.

4.8. General Operating Procedures

- A. The Common Council approves General Operating Procedures at the first meeting of each academic year. These procedures shall be included in the reference materials posted on the Common Council website.

Article 5. Amendments

5.1. General Amendments

- A. Amendments to this constitution shall be adopted at a regular meeting of the Common Council by a two-thirds majority vote of the entire Common Council or by a majority of those present and voting at a general personnel meeting called for the purpose of amending this constitution (see 2.5. Personnel Meetings).
- B. A proposed amendment shall have been published, distributed, and had its first reading at least two weeks prior to the Common Council or general personnel meeting called for the purpose of amending this constitution.
- C. Amendments shall not be proposed or voted on at any meeting of the Common Council held outside the fall and spring semesters.

5.2. Amendments to Diversification Rules

The membership diversification rules for Common Council (see Article 3.2. Membership) and for some standing committees or subcommittees are special cases. These rules are explicitly and exclusively owned by one or more respective personnel councils. These rules can be changed by the respective council(s), pending approval by the councilors from the respective personnel category(s). Such a change is a special

amendment and can be voted on in the first Common Council meeting at which it is presented. That vote must take place no later than February 1 to take effect in the spring election.

Article 6. Academic Affairs Committee

6.1. Structure & Operations

- A. The Academic Affairs Committee shall be a standing committee of the Common Council.
- B. **Scope & Authority:** The committee shall have the authority to make recommendations on matters and policies including:
 - 1. The mission of the university: The committee shall regularly review the mission and the long-range goals of the university and may recommend changes in both.
 - 2. Outreach programs: The committee shall recommend policies pertaining to the organization, curriculum, and staffing of such programs as continuing education, online programs, summer and interim sessions, and international programs.
 - 3. Learning resources: The committee shall recommend policies pertaining to learning resources and to related facilities and services.
 - 4. Advising: The committee shall recommend policies pertaining to advising.
 - 5. Academic standards: The committee shall recommend such institution-level policies as those pertaining to preadmission counseling, admission, grade review, academic probation and dismissal, readmission of students, graduation requirements, and assessment of students.
 - 6. Interorganizational collaborations: The committee shall review, prior to formal signing, all academic agreements with other universities or organizations which will lead to interinstitutional affiliation.
 - 7. Other matters of academic affairs, including policies related to any of the above.
- C. **Chair:** The chair of the committee shall be nominated and elected at large by the faculty and academic staff. Personnel from faculty and academic staff are eligible to serve as chair, and must have at least a 0.50 teaching appointment.
- D. **Members:** The other members shall be appointed by the chair in consultation with the Executive Committee of the Common Council. There shall be 17 members:
 - 1. The chair.
 - 2. 9 academic staff and faculty, with at least 3 members from each of these two personnel categories.
 - 3. Among the previous members, there shall be no more than one member from any one department or equivalent unit.
 - 4. Among the previous members (excluding chair), there shall be at least 1 member from each of the following:
 - a. College of Letters and Science: social sciences
 - b. College of Letters and Science: humanities/history
 - c. College of Letters and Science: natural science/mathematics/computing.
 - d. College of Fine Arts and Communication.
 - e. College of Natural Resources.
 - f. College of Professional Studies.
 - g. University Library.
 - h. Student Affairs.
 - 5. 1 member appointed by the Provost.
 - 6. 2 students appointed by the Student Government Association.
 - 7. The Registrar or 1 member appointed by the Registrar.

8. The chair of the Assessment Subcommittee.
9. The chair of the Associate Degree Subcommittee
10. The director of the international unit.
11. The director of the University College Academic and Career Advising Center or 1 member appointed by UC ACAC director.

6.2. Assessment Subcommittee

- A. The Assessment Subcommittee shall be a standing subcommittee of the Academic Affairs Committee.
- B. **Scope & Authority:** The subcommittee shall have the following authority:
 1. Review and provide constructive feedback on department's proposed methods and instruments to be used in discipline-specific assessment (Assessment Plan) and analysis of assessment evidence (Assessment Report).
 2. Inform departments of changes in assessment requirements imposed by the UW System and accrediting agencies.
 3. Serve as a university resource regarding assessment issues (e.g., new testing instruments, changing perceptions of assessment, and assessment efforts of peer institutions) and coordinate with appropriate offices to offer workshops and provide resources to facilitate continuous improvement efforts in teaching and learning at UWSP.
 4. Recommend changes to assessment processes as needed.
- C. **Co-Chairs**
 1. Subcommittee members shall be convened by the chair of the Academic Affairs Committee or by the continuing co-chair, either during the last three weeks of classes in the spring semester or within two weeks of the beginning of classes in the fall semester, to elect a co-chairperson.
 2. Two co-chairs will be elected for staggered, two-year terms. At least one co-chair must be a faculty member; any committee member may serve as the other co-chair.
 3. The duties of the co-chair include:
 - a. Being an ex officio member of Academic Affairs Committee.
 - b. Scheduling the subcommittee meetings and generating the agenda.
 - c. Notifying the affected departments of reports due each year, as well as collecting each of the reports for distribution to the various committee members.
 - d. Assigning assessment reports to the subcommittee members for review.
 - e. Reading each department assessment plan/report and coordinating the writing and dissemination of the assessment subcommittee's feedback report to the appropriate department.
 - f. Scheduling department PowerPoint or equivalent presentation and inviting the responsible dean and the provost to attend the presentation.
 - g. Forwarding assessment reports, and reporting delinquent departments, to the appropriate dean and the provost.
 - h. Consulting with the Department Review Subcommittee and Academic Affairs Office to revise the reporting cycle as needed.
 - i. Ensuring the assessment website and supporting documents are reviewed annually and updated as required.
- D. **Members:** Including the co-chairs, there shall be 12 members. With the exception of ex officio positions, each member will serve a two-year term.
 1. 2 faculty members each from the College of Letters and Science, College of Professional Studies, the College of Natural Resources, and the College of Fine Art and Communication; appointed by

the dean in consultation with the chair of the Academic Affairs Committee, to serve in staggered terms (1 member from each college appointed each year).

2. 2 members from University College; 1 faculty member from the University College and 1 academic staff with a role in programmatic assessment; appointed by the dean in consultation with the chair of the Academic Affairs Committee, to serve in staggered terms (1 member from the college appointed each year).
3. The University Assessment Coordinator, as an ex officio voting member.
4. 1 student appointed by the Student Government Association.

6.3. Associate Degree Subcommittee

- A. The Associate Degree Subcommittee shall be a standing subcommittee of the Academic Affairs Committee.
- B. **Scope & Authority:** The subcommittee shall make recommendations on matters and policies involving:
 1. Associate degree programs, in accordance with the educational aims of the university and the criteria to meet these aims.
 2. Designating courses as meeting associate degree requirements and establishing the procedures for assessing those outcomes. No course may become part of the associate degree curriculum without the approval of the subcommittee.
 3. Gathering assessment evidence regarding the associate degree programs. This includes both course-based assessment data provided by instructors and institutional-level assessment data compiled by the Office of Institutional Research and Effectiveness.
 4. Evaluating assessment data and making recommendations to improve associate degree programs to the Academic Affairs Committee and appropriate administrative units.
- C. **Chair:** The chair shall be nominated and elected from the committee. Faculty and academic staff are eligible to serve as chair.
- D. **Members:** Including the chair, there shall be at least 6 members. With the exception of the Associate Degree Coordinator, each member will serve a two-year term.
 1. 3 members nominated and elected at large from the faculty and academic staff, for staggered two-year terms. Members must teach in one of the following associate degree categories: Human Cultures, Natural World, Creative and Critical Thinking, Writing and Oral Communication, Intercultural Knowledge, Individual, Social, and Environmental Responsibility, Quantitative Literacy, Ethnic Studies, and Laboratory Science.
 2. Among the members above, there shall be at least two members who hold a minimum of a 50% appointment at a branch campus.
 3. 1 academic advisor, preferably who advises associate degree-seeking students, appointed by the Office of Academic Affairs.
 4. 1 student appointed by SGA, preferably from a branch campus.
 5. The Associate Degree Coordinator (or, if the position is not filled, a member appointed by the Office of Academic Affairs).

6.4 Department Review Subcommittee

- A. The Department Review Subcommittee shall be a standing subcommittee of the Academic Affairs Committee.

B. Scope & Authority

1. The subcommittee's duties shall include local review of academic programs (both graduate and undergraduate programs), according to the reporting cycle set by the provost (or the provost's designee) and approved by the Academic Affairs Committee.
2. The subcommittee shall work under procedures contained in the University Handbook.
3. Departments undergoing program review are encouraged to consult members of the Department Review Subcommittee, the chair of Academic Affairs Committee, and the chair of the Assessment Subcommittee as resources.

C. Chair: The chair shall be appointed by the chair of Academic Affairs Committee, in consultation with the Academic Affairs Committee. The chair shall serve for a two-year term. The chair may be reappointed but may not serve more than two consecutive terms. Instructional academic staff and instructional faculty are eligible to serve as chair.**D. Members:** There shall be 10 members:

1. The chair.
2. 6 members appointed by their academic deans in consultation with the Academic Affairs Committee chair, to staggered two-year terms:
 - a. 1 instructional academic staff or instructional faculty member each from the College of Professional Studies, the College of Natural Resources, University College, and the College of Fine Arts and Communication.
 - b. 1 instructional academic staff or instructional faculty member from the College of Letters and Science: humanities/social sciences.
 - c. 1 instructional academic staff or instructional faculty member from the College of Letters and Science: natural sciences/mathematics/computing.
3. 1 student appointed by the Student Government Association to a one-year term.
4. 1 instructional academic staff or instructional faculty member appointed by the provost to a two-year term.
5. The provost or a member appointed by the provost.
6. Among the faculty members above, at least 2 shall be graduate faculty.

6.5. Grade Review Subcommittee

The Grade Review Subcommittee shall be a standing subcommittee of the Academic Affairs Committee. The procedures for this subcommittee are contained in the University Handbook and may only be modified subject to review by the Common Council. The chair shall be appointed by the chair of the Academic Affairs Committee in consultation with the Executive Committee of the Common Council. Instructional academic staff and instructional faculty are eligible to serve as chair.

Article 7. Academic Staff Council

7.1. Structure & Operations

- A. The Academic Staff Council shall be a standing committee of the Common Council.
- B. **Scope & Authority:** The committee shall have the authority to make recommendations on matters and policies pertaining to the academic staff. Pursuant to UWS 9, the council shall consult with and advise the chancellor on all policies and procedures adopted by the university pursuant to chapters UWSP 9-

14 of the academic staff personnel rules. In addition, the council shall have the authority to work with and make recommendations to any other faculty, university staff, or administrative committee or agency that is concerned with academic staff welfare.

- C. **Chair:** There shall be two co-chairs nominated and elected by the committee, preferably serving staggered two-year terms. Should a member with one year remaining in their term be elected as co-chair, the term can be extended by one year to accommodate the co-chair two-year term. The co-chairs shall decide which of the two of them shall serve on Common Council, the Executive Committee, and the UW System Representative. Only academic staff are eligible to serve as chair. (See Article 3.3.F.)
- D. **Members:** There shall be 11-12 members:
1. 8 academic staff, nominated and elected at large by academic staff, for staggered two-year terms. There shall be at least one member from each of the following four categories of appointment:
 - a. Fixed term
 - b. Probationary or indefinite
 - c. Classroom teaching
 - d. Non-classroom teaching
 2. If branch campuses are not represented in the elected membership, branch campus steering committee chairs may appoint an academic staff branch campus member holding at least 50% appointment at a branch campus to serve as the branch campus representative. Appointment of a branch campus representative is at the discretion of the branch campus steering committee chairs.
 3. 1 student appointed by the Student Government Association.
 4. 1 faculty member, appointed by the Academic Staff Council chair in consultation with the Executive Committee of the Common Council.
 5. 1 university staff member, appointed by the chair of Academic Staff Council in consultation with the Executive Committee of the Common Council.

7.2. Academic Staff Awards Subcommittee

- A. The Academic Staff Awards Subcommittee shall be a standing subcommittee of the Academic Staff Council.
- B. **Scope & Authority:** The subcommittee shall have the authority, according to the rules prescribed by the University Handbook and such additional rules as may be established by the subcommittee, to select academic staff recipients of university awards and the UWSP nominee for the Academic Staff Regents Award for Excellence.
- C. **Chair:** Each year, the subcommittee will be constituted by the Academic Staff Council by October 1. The chair of the Academic Staff Council shall convene the first meeting. The chair shall be nominated and elected from the subcommittee. Academic staff are eligible to serve as chair.
- D. **Members:** Including the chair, there shall be 6 members:
1. 2 non-faculty members of Academic Staff Council appointed by the chair of Academic Staff Council.
 2. The faculty member of Academic Staff Council.
 3. 1 student representative appointed by the Student Government Association.
 4. 2 academic staff members appointed by the chair of Academic Staff Council in consultation with the Academic Staff Council. Only members not currently serving on Academic Staff Council are eligible for appointment.

7.3. Academic Staff Mediation Subcommittee

- A. The Academic Staff Mediation Subcommittee shall be a standing subcommittee of the Academic Staff Council.
- B. **Scope & Authority:** The subcommittee shall have the authority to appoint hearing committees to conduct hearings in any of the following:
 - 1. Grievances of fixed term academic staff who have served seven years or more on .5 FTE or more and who have not been reappointed (UWSP 10.03).
 - 2. Nonrenewal of probationary academic staff appointments (UWSP 10.04).
 - 3. Dismissal of academic staff (UWSP 11.03) and subsequent subsections).
 - 4. Lay off of academic staff for reasons of budget or program (UWSP 12.04 and subsequent subsections).
 - 5. Complaints of/against academic staff (UWSP 13.01).
 - 6. Grievances of/against academic staff (UWSP 13.02 and UWSP 8.025).
- C. Procedures for hearings are in the University Handbook.
 - a. The procedures for Academic Staff Mediation Subcommittee hearings under Chapters UWSP 10, 11, 12, and 13 may only be modified by action of the appropriate academic staff committee(s); such actions are subject to the review of the Common Council.
 - b. Procedures to be followed by the chairperson of the subcommittee upon receipt of a request for a hearing are also in the University Handbook. These procedures may only be modified by action of the appropriate academic staff committee(s); such actions are subject to the review of the Common Council.
- D. **Chair:** The chair shall be nominated from and elected by the subcommittee. Academic staff are eligible to serve as chair. The chair of the Academic Staff Council shall convene the first meeting no later than the second week of classes in the fall semester for this purpose.
- E. **Members:** Including the chair, there shall be 10 members, nominated from and elected at large by academic staff, for staggered two-year terms. Members of the Academic Staff Council shall not serve as members of the subcommittee. There shall be at least one member from each of the following four categories of appointment:
 - 1. Fixed term
 - 2. Probationary or indefinite
 - 3. Classroom teaching
 - 4. Non-classroom teaching

7.4. Academic Staff Salary Subcommittee

- A. The Academic Staff Salary Subcommittee shall be a standing subcommittee of the Academic Staff Council.
- B. **Scope & Authority:** The subcommittee shall have the authority to review all policies for the distribution of salary to the academic staff including for those who hold administrative appointments, make recommendations on such to the Academic Staff Council, and to propose revisions or new plans for distribution of salary to the Academic Staff Council.

- C. **Chair:** The chair of the subcommittee shall be appointed by the chair of the Academic Staff Council in consultation with the Executive Committee of the Common Council and be a member of the Academic Staff Council.
- D. **Members:** There shall be 5 members:
 - 1. The chair.
 - 2. 4 other members appointed by the chair of the subcommittee in consultation with the chair of the Academic Staff Council, with representation from academic staff A, B, and C.
 - 3. There shall be no more than one member from any one department or equivalent unit. In the event that adequate representation cannot be obtained, members will be appointed by the chair of the subcommittee from the academic staff at-large to fill vacant positions.

Article 8. Curriculum Committee

8.1. Structure & Operations

- A. The Curriculum Committee shall be a standing committee of the Common Council.
- B. **Scope & Authority**
 - 1. The committee shall have the authority to make recommendations on matters and policies related to the undergraduate curriculum, including:
 - a. Majors, minors, new and unique course sequences, and certification programs; and changes in title of academic disciplines and of curriculum programs.
 - b. Any changes in majors, minors, unique course sequences, and curriculum programs; department- and program-level academic standards and graduation requirements; new courses, experimental courses, changes in number, title, credit, description, and prerequisites of courses.
 - 2. On all matters, the committee shall, before taking any action, solicit the opinions of the respective dean(s) and consider budget implications.
 - 3. On all matters which pertain to teacher preparation or certification, the committee shall, before taking any action, solicit the advice and recommendation of the Teacher Education Subcommittee.
 - 4. On all matters which require UW System approval, the committee shall, before taking any action, solicit the questions, comments and opinions of the provost.
- C. **Chair:** The chair shall be nominated and elected at large by the academic staff and faculty. Instructional academic staff and faculty are eligible to serve as chair.
- D. **Members:** The chair of the committee shall appoint the other members, in consultation with the Executive Committee of the Common Council. There shall be 12 members:
 - 1. The chair.
 - 2. 3 academic staff or faculty members from the College of Letters and Science: one representing the social sciences, one representing humanities/history, and one natural science/mathematics/computing.
 - 3. 1 academic staff or faculty member from the College of Professional Studies.
 - 4. 1 academic staff or faculty member from the College of Fine Arts and Communication.
 - 5. 1 academic staff or faculty member from the College of Natural Resources.
 - 6. Among the previous members, there shall be no more than one member from any one department or equivalent unit.
 - 7. 1 academic staff or faculty member from the University College.

8. The Registrar or a member appointed by the Registrar.
9. The chair of the Teacher Education Subcommittee or designee.
10. 2 students appointed by the Student Government Association.

8.2. Teacher Education Subcommittee

- A. The Teacher Education Subcommittee shall be a standing subcommittee of the Curriculum Committee.
- B. **Scope & Authority:** The subcommittee shall have the authority to:
 1. Review those policy matters which are referred to it by the Curriculum Committee, in order to certify that such proposals are consistent with Wisconsin standards for certification, and report its recommendations to the Curriculum Committee.
 2. In accordance with Wisconsin Department of Public Instruction policies, review certification programs and the interaction of program requirements, and report its findings and recommendations to the Curriculum Committee, with recommendations for distribution to other appropriate bodies.
 3. Recommend policies affecting teacher education, review policy matters pertaining to accreditation of teacher certification programs, and report its recommendations to the Curriculum Committee.
 4. Develop and periodically review criteria for admission to professional education programs.
 5. Develop and periodically review policies concerning the evaluation and professional performance of graduates of teacher certification programs.
- C. **Chair:** The chair shall be appointed by the chair of the Curriculum Committee in consultation with the Dean of the College of Professional Studies.
- D. **Members:** The chair of the subcommittee shall appoint the other members, in consultation with the chair of the Curriculum Committee. Members shall serve two-year terms with one-half the membership appointed annually. There shall be 13 members:
 1. The chair.
 2. 1 academic staff or faculty member from natural sciences/mathematics/computing.
 3. 1 academic staff or faculty member from history/social sciences.
 4. 1 academic staff or faculty member from English or World Languages and Literatures.
 5. 1 academic staff or faculty member from the College of Natural Resources or Music.
 6. 1 academic staff or faculty member from Communicative Disorders.
 7. 1 academic staff or faculty member from Family and Consumer Education.
 8. 2 academic staff or faculty members from Education: 1 in elementary education and 1 in secondary education.
 9. 2 students, admitted to the School of Education, who have been appointed by the Student Government Association.
 10. The Dean of the College of Professional Studies as an ex officio nonvoting member.
 11. The Head of the School of Education as an ex officio voting member.

Article 9. Equity, Diversity, and Inclusivity Policy Committee

9.1. Structure & Operations

- A. The Equity, Diversity, and Inclusivity Policy Committee shall be a standing committee of the Common Council.

- B. **Scope & Authority:** The committee shall have the authority to make recommendations on every new institution-level policy or policy revision put forth to the Common Council originating from a shared governance body.
1. **Policy style guide:** The committee will recommend style and language guidelines for writing equitable policy. The committee will also recommend accessible vocabulary and phrasing for policy.
 2. **Policy formulation:** The committee will review drafts of policies and raise potential equity issues early in the formulation of UWSP policies.
 3. **Policy finalization:** Institutional feedback on new or revised UWSP policies that demonstrate concern with the effect of a policy on underrepresented communities with UWSP will be included in the policy finalization process to provide context to the UWSP Chancellor and Vice Chancellors prior to a policy being formally approved.
 4. **Policy revision:** The committee shall receive requests for equity-based policy revisions and forward them, along with recommendations, to the appropriate bodies in whose scope the policies originate.
 5. **Policy review:** The committee will establish a schedule for the systematic review of UWSP policies and make recommendations related to equity, diversity, and inclusion.
 6. **Assessment metrics:** The committee will recommend appropriate metrics for the assessment of policy impacts.
- C. **Chair:** The chair of the committee shall be nominated and elected at large by the faculty, academic, and university staff.
- D. **Members:** The other members shall be appointed by the chair in consultation with the Executive Committee of the Common Council. There shall be up to 18 members:
1. The chair
 2. 1 member from the Faculty and Staff Gender-Sexuality Alliance
 3. 1 member from the Differing Abilities Committee
 4. 1 member from Enrollment Management
 5. 1 member from the Office of International Education
 6. 1 member appointed by each Vice Chancellor
 7. 1 member from each college
 - a. Among the previous members, there shall be at least 1 member from each personnel category and at least 1 member from the branch campuses.
 8. 1 member appointed by the Senior Diversity Officer
 9. 1 member appointed by the Chancellor
 10. 2 students appointed by the Student Government Association.

Article 10. Executive Committee

10.1. Structure & Operations

- A. The Executive Committee shall be a standing committee of the Common Council.
- B. **Scope & Authority:** The committee's authority and duties shall include:
1. Regularly meet to coordinate the activities of the Common Council and to ensure that matters which ought to be considered and acted upon by the Common Council receive appropriate consideration.
 2. Designate the nature of business for Common Council items. See Article 4.2.B. Classifying an Item's Nature.

3. Serve as an advisory council to the chancellor at their request.
 4. Determine and fill vacancies, according to 3.6. Vacancies.
 5. Create an ad hoc committee to perform special functions that are beyond the authority or capacity of standing committees and standing subcommittees. While its duties and powers are outlined by the Executive Committee, its members are appointed by the Common Council. The ad hoc committee will disband upon completion of its assigned duties.
- C. Ordinarily, substantive matters which require Common Council consideration and action are referred to the appropriate committee and then considered by the Common Council. However, the Executive Committee acts for the Common Council and its standing committees when appropriate consideration and action by the Common Council and/or its standing committees is not possible (e.g., when action is urgently needed). In such a case, the Executive Committee shall add any additional temporary members necessary to ensure representation from all constituencies, if persons representing these groups are not already present on the Executive Committee, and shall report such action to the Common Council at its next meeting.
- D. **Chair:** The chair and vice-chair of the Common Council shall serve as the chair and vice-chair of the Executive Committee.
- E. **Members:** There shall be at least 15 members:
1. The chair.
 2. The vice-chair.
 3. The chairs of the 13 standing committees. One of the co-chairs of University Staff Council and the Academic Staff Council shall serve as a chair for this purpose.
 4. The immediate past chair of the Common Council (if not already among the previous members).
 5. The chair-elect shall serve for one year on the Executive Committee beginning with the fall semester of even-numbered years (if not already among the previous members).
 6. The chair of the Constitution and Handbook Revision Subcommittee shall serve as a voting ex officio member of the Executive Committee for the duration of their term.
- F. The SGA President or their designee shall be invited to all open Executive Committee meetings, as a non-voting guest.

10.2. Constitution and Handbook Revision Subcommittee

- A. The Constitution and Handbook Revision Subcommittee shall be a standing subcommittee of the Executive Committee of the Common Council. The Executive Committee may constitute and suspend the subcommittee as needed.
- B. **Scope & Authority:** The subcommittee shall be constituted as needed by the Executive Committee. When constituting the subcommittee, the Executive Committee should present the following to the subcommittee chair:
1. A specific charge, including the product(s) to be generated.
 2. A recommended or required deadline.
 3. A recommendation about the makeup of the subcommittee, using the diversification rules described below.
 4. Recommendations about the committees and/or subcommittees with whom the ad hoc subcommittee should consult.

- C. **Chair:** The chair of the committee shall be nominated and elected at large by university personnel. Personnel from faculty, academic staff, and university staff are eligible to serve as chair.
- D. **Members:** The other members shall be appointed by the chair in consultation with the Executive Committee of the Common Council. There shall be at least 5 members:
 - 1. The chair.
 - 2. In consultation with the Executive Committee of the Common Council, the chair shall appoint at least 3 additional members, according to the needs of the subcommittee. Academic staff, faculty, and university staff are eligible to serve as members. Among these appointed members, there shall be no more than one member from any one department or equivalent unit.
 - 3. 1 student appointed by the Student Government Association.

Article 11. Faculty Council

11.1. Structure & Operations

- A. The Faculty Council shall be a standing committee of the Common Council.
- B. **Scope & Authority:** The committee shall have the authority to make recommendations on matters and policies pertaining to the affairs of unclassified personnel with a faculty appointment, including:
 - 1. Recruitment, appointment, retention, promotion, tenure, and salary.
 - 2. The governance of departments, schools, colleges, the university, and the University of Wisconsin System.
 - 3. Work with and make recommendations to any other academic staff, university staff, or administrative committee or agency that is concerned with faculty welfare.
- C. **Chair:** The chair of the committee shall be nominated and elected at large by faculty. Instructional faculty are eligible to serve as chair.
- D. **Members:** There shall be 11-12 members:
 - 1. The chair.
 - 2. 6 members nominated and elected at large from the faculty, for staggered two-year terms:
 - a. 2 members from the College of Letters and Science: 1 representing the School of Behavioral and Social Sciences and the School of Humanities and Global Studies, and 1 representing the School of Biology, Chemistry, and Biochemistry and the School of Mathematics, Computing, Physics, and Astronomy.
 - b. 1 member from the College of Professional Studies.
 - c. 1 member from the College of Fine Arts and Communication.
 - d. 1 member from the College of Natural Resources.
 - e. 1 member from the University Library.
 - 3. 1 teaching academic staff member, appointed by the chair of Faculty Council in consultation with the Executive Committee of the Common Council.
 - 4. Among the previous members (excluding chair), there shall be no more than one member from any one department or equivalent unit.
 - 5. If branch campuses are not represented in the elected membership, branch campus steering committee chairs may appoint a faculty branch campus member holding at least 50% appointment at a branch campus to serve as the branch campus representative. Appointment of a branch campus representative is at the discretion of the branch campus steering committee chairs.
 - 6. The chair of the Faculty Salary Subcommittee, as an ex officio voting member.

7. 1 member appointed by the provost, as a non-voting member
8. 1 student appointed by the Student Government Association.

11.2. Faculty Mediation Subcommittee

- A. The Faculty Mediation Subcommittee shall be a standing subcommittee of the Faculty Council.
- B. **Scope & Authority:** The subcommittee shall have the authority appoint hearing committees to conduct hearings in any of the following:
 1. Nonrenewal of probationary faculty appointments (UWSP 3.08).
 2. Denial of tenure (UWSP 3.08m)
 3. Dismissal of faculty (UWSP 4.03 and subsequent subsections).
 4. Layoff of faculty for financial emergency (UWSP 5.11 and subsequent subsections).
 5. Complaints of/against faculty (UWSP 6.01).
 6. Grievances of/against faculty (UWSP 6.02 and UWSP 8.025).
 7. Failure to reappointment fixed term classroom teaching academic staff (UWSP 10.03).
 8. Dismissal of classroom teaching academic staff (UWSP 11.03).
 9. Complaints of/against classroom teaching academic staff (UWSP 13.01).
 10. Grievances of/against classroom teaching academic staff (UWSP 13.02).
- C. Procedures for hearings are in the University Handbook.
 1. The procedures for Faculty Mediation Subcommittee hearings under Chapters UWSP 3, 4, 5, 6, 10, 11, and 13 may be modified by action of the appropriate faculty committee(s); such actions are subject to the review of the Senate.
 2. Procedures to be followed by the chairperson of the subcommittee upon receipt of a request for a hearing are also in the University Handbook. These procedures may only be modified by action of the appropriate faculty committee(s); such actions are subject to the review of the Senate.
- D. **Chair:** The chair shall be nominated from and elected by the subcommittee. Faculty are eligible to serve as chair. The chair of the Faculty Council shall convene the first meeting no later than the second week of classes in the fall semester for this purpose.
- E. **Members:** Including the chair, there shall be 14-15 faculty members, nominated and elected at large from the faculty, for staggered two-year terms:
 1. 6 members from the College of Letters and Science.
 2. 3 members from the College of Professional Studies.
 3. 2 members from the College of Fine Arts and Communication.
 4. 2 members from the College of Natural Resources.
 5. 1 member from the University Library.
 6. No member shall be a department chair or equivalent, dean, vice chancellor, associate vice chancellor, or chancellor.
 7. In addition to those 14, the immediate past chair shall serve for one year as an ex officio voting member of the committee. If unable to serve, or if the past chair remains an elected member of the committee, then the committee will consist of the 14 members only.

11.3. Faculty Salary Subcommittee

- A. The Faculty Salary Subcommittee shall be a standing subcommittee of the Faculty Council.

- B. **Scope & Authority:** The subcommittee shall have the authority review all plans and policies for the distribution of salary to the faculty including for those who hold administrative appointments, and make recommendations on such.
- C. **Chair:** The chair of the subcommittee shall be appointed by the chair of the Faculty Council, in consultation with Faculty Council and the Executive Committee of the Common Council. Faculty are eligible to serve as chair. The chair is an ex officio member of the Faculty Council.
- D. **Members:** There shall be 5 members:
 - 1. The chair.
 - 2. 4 members representing each academic college shall be appointed by the chair in consultation with the chair of the Faculty Council.
 - 3. There shall be no more than one member from any one department or equivalent unit.

11.4. Sabbatical Review Subcommittee

- A. The Sabbatical Review Subcommittee shall be a standing subcommittee of the Faculty Council.
- B. **Scope & Authority:** The subcommittee monitors the workings of the college-based sabbatical review committees. It has the authority to create and modify sabbatical policy and procedures that affect all university colleges.
- C. **Chair:** Each year, the chair of the Faculty Council shall convene the first meeting subcommittee no later than two weeks after the beginning of classes in the fall semesters. The subcommittee chair shall be nominated and elected from the subcommittee. Faculty are eligible to serve as chair.
- D. **Members:** There shall be 9 members:
 - 1. 8 tenured faculty, elected by the faculty at large for two-year staggered terms:
 - a. 3 members from the College of Letters and Science, with at least 1 from the School of Behavioral and Social Sciences or the School of Humanities and Global Studies, and at least 1 from the School of Biology, Chemistry, and Biochemistry or the School of Mathematics, Computing, Physics, and Astronomy.
 - b. 2 members from the College of Professional Studies.
 - c. 1 member from the College of Fine Arts and Communication.
 - d. 1 member from the College of Natural Resources.
 - e. 1 member from the University College.
 - 2. Among the previous members, no member shall be a department chair or equivalent, dean, vice chancellor, associate vice chancellor, or chancellor. No two members shall be from the same department/unit.
 - 3. A representative of the UWSP Office of Research and Sponsored Programs serves as a non-voting ex officio member.

11.5. University Awards Subcommittee

- A. The University Awards Subcommittee shall be a standing subcommittee of the Faculty Council.
- B. **Scope & Authority:** The subcommittee shall have the authority, according to the rules prescribed by the University Handbook and such additional rules as may be established by the subcommittee, to select recipients of university faculty and academic staff awards and the UWSP nominees for the

Regents Teaching Excellence Awards (one faculty or teaching academic staff and one academic department/program).

- C. **Chair:** Each year, the chair of the Faculty Council shall convene the first meeting of the subcommittee no later than October 1. The subcommittee chair shall be nominated and elected from the subcommittee. Instructional faculty and instructional academic staff are eligible to serve as chair.
- D. **Members:** There shall be 8 members:
 - 1. 5 instructional faculty or instructional academic staff members, nominated and elected at large from the faculty and academic staff, for staggered two-year terms, from each of the following:
 - a. College of Fine Arts and Communication
 - b. College of Letters and Science
 - c. College of Natural Resources
 - d. College of Professional Studies
 - e. University College
 - 2. 1 academic staff member, appointed by the Academic Staff Council.
 - 3. 2 students from any 2 colleges, appointed by the Student Government Association.
 - 4. Elected members are not eligible for a consecutive two-year term.

Article 12. General Education Committee

12.1. Structure & Operations

- A. The General Education Committee shall be a standing committee of the Common Council.
- B. **Scope & Authority:** The committee shall have the authority to make recommendations on matters and policies including:
 - 1. The General Education Program, in accordance with the educational aims of the university and the criteria to meet these aims.
 - 2. Designating courses as meeting general education learning outcomes and establishing the procedures for assessing those outcomes. No course may become part of the General Education Program curriculum without the approval of the General Education Committee.
 - 3. Policies pertaining to test-out procedures for the General Education Program curriculum.
 - 4. Gathering assessment evidence regarding the General Education Program. This includes both course-based assessment data provided by instructors and institutional-level assessment data compiled by the Office of Institutional Research and Effectiveness.
 - 5. Evaluating assessment data and making recommendations to improve the General Education Program to the Common Council and appropriate administrative units.
 - 6. The General Education Committee is authorized to develop, in conjunction with the Associate Dean of General Education and Honors, criteria for the removal of General Education designations from specific courses. The Associate Dean will apply the criteria determining whether a General Education designation should be removed from any specific course.
- C. **Chair:** The chair shall be nominated and elected from the committee. Faculty and academic staff are eligible to serve as chair. (See 3.3.F.)
- D. **Members:** There shall be at least 17 members:
 - 1. 12 members nominated and elected at large from the faculty and academic staff, for staggered two-year terms. This shall include 1 instructional faculty or instructional academic staff member to

represent each category within the Foundational Skills and Dispositions, Human Cultures and the Sciences, and Social and Environmental Responsibility categories of the General Education Program.

2. Among the members above, there shall be one representative from each college otherwise a member shall be appointed by the appropriate dean.
3. If branch campuses are not represented in the elected membership, branch campus steering committee chairs may appoint an academic staff or faculty branch campus member holding at least 50% appointment at a branch campus to serve as the branch campus representative. Appointment of a branch campus representative is at the discretion of the branch campus steering committee chairs.
4. All members representing a curricular category in the General Education Program must meet the Higher Learning Commission qualifications for an instructor in the category they represent and have taught at least one General Education course in that category.
5. In order to ensure voting representation for all curricular categories, when a chair is elected from a curricular category, a new member shall be appointed to replace the chair's voting seat.
6. 2 students appointed by the SGA.
7. The University Assessment Coordinator (or, if the position is not filled, a member appointed by the Office of Academic Affairs) (non-voting).
8. 1 member appointed by the Vice Chancellor for Student Affairs (non-voting).
9. The Associate Dean, General Education and Honors (or, if the position is not filled, a member appointed by the Office of Academic Affairs) (non-voting).

Article 13. Graduate Council

13.1. Structure & Operations

- A. The Graduate Council shall be a standing committee of the Common Council.
- B. **Scope & Authority:** The committee shall be the representative body of the graduate faculty, shall act as its executive committee, and shall exercise all powers legally and/or traditionally exercised by the graduate faculty of the University of Wisconsin-Stevens Point. (See Article 2.6 Graduate Faculty.) These powers shall include:
 1. Responsibility for approving all policies relating to graduate programs and specifying the manner in which they are administered.
 2. Approval of graduate faculty, graduate programs, graduate courses, and other graduate offerings. On all curriculum matters, the council shall, before taking any action, consider budget implications.
 3. Establishment of admission, retention, and matriculation criteria of the graduate programs.
 4. Approval of candidates for graduate degrees.
 5. Review of the mission statement of the university and determination of the priorities to be assigned to graduate proposals.
 6. The council shall report their actions to the Common Council for review and for action at the request of any faculty member of the Common Council.
- C. **Chair:** The chair shall be nominated and elected by the graduate faculty. Graduate faculty are eligible to serve as chair.
- D. **Members:** There shall be at least 11 members:
 1. The chair.

2. At least 2 graduate faculty members from each college, appointed by the dean, for staggered two-year terms. The dean may appoint up to 1 member from each existing graduate program. There are no term limits for these members.
3. 1 graduate student appointed by the Student Government Association.
4. 1 academic dean or representative of the academic deans, as a non-voting member.

Article 14. Information Technology Council

14.1. Structure & Operations

- A. The Information Technology Council shall be a standing committee of the Common Council.
- B. **Scope & Authority:** The council shall have the authority to make recommendations on matters and policies including:
 1. The development, implementation, and use of technology across the university.
 2. Technology development, acquisition, and access.
 3. Personnel development in uses of technology.
 4. Student training in technology.
- C. **Chair:** The chair shall be nominated and elected at large by personnel. Personnel from academic staff, faculty, and university staff are eligible to serve as chair.
- D. **Members:** The other members shall be appointed by the chair in consultation with the Executive Committee of the Common Council, for staggered two-year terms. There shall be 14 members:
 1. The chair.
 2. 3 academic staff.
 3. 3 faculty.
 4. Among the previous members (excluding chair), the following additional diversification rules must be met. These rules can be changed by Academic Staff Council and Faculty Council, pending approval by Faculty Senate.
 - a. Among those members, there shall be no more than 1 member from each of the following constituencies:
 - i. College of Fine Arts and Communication.
 - ii. College of Letters and Science.
 - iii. College of Natural Resources.
 - iv. College of Professional Studies.
 - v. University College.
 - vi. Unassigned.
 5. 3 university staff
 6. Among the previous members, there shall be no more than one member from any one department or equivalent unit.
 7. The Chief Information Officer or 1 member designated by the Chief Information Officer.
 8. 1 member representing online education and distance education, appointed by the Provost.
 9. 2 students appointed by the Student Government Association.

Article 15. University Affairs Committee

15.1. Structure & Operations

- A. The University Affairs Committee shall be a standing committee of the Common Council.
- B. **Scope & Authority:** The committee shall have the authority to make recommendations on matters and policies including:
 - 1. University facilities, including physical planning for and operations of buildings, grounds and parking.
 - 2. Institutional planning.
 - 3. The community relations of the university, including community services, arts and lectures, public information, alumni, and Foundation.
 - 4. The student affairs of the university, including student recruitment, retention, welfare, financial aids, activities, and athletics.
 - 5. The wellness of the university community, including the wellness of the personnel and the students.
- C. **Chair:** The chair shall be nominated and elected at large by the personnel. Academic staff, faculty, and university staff are eligible to serve as chair.
- D. **Members:** The other members shall be appointed by the chair in consultation with the Executive Committee of the Common Council. There shall be 15 members:
 - 1. The chair.
 - 2. 3 academic staff.
 - 3. 3 faculty.
 - 4. Among the previous members (excluding chair), the following additional diversification rules must be met. These rules can be changed by Academic Staff Council and Faculty Council, pending approval by Faculty Senate.
 - a. Among those members, there shall be no more than 1 member from each of the following constituencies:
 - i. College of Fine Arts and Communication.
 - ii. College of Letters and Science.
 - iii. College of Natural Resources.
 - iv. College of Professional Studies.
 - v. University College.
 - vi. Student Affairs.
 - 5. 3 university staff, for which the following additional diversification rules can be changed by University Staff Council, pending approval by the university staff members of Common Council.
 - a. Among those members, there shall be no more than 1 member from each of the following constituencies:
 - i. Academic Affairs.
 - ii. Business Affairs.
 - iii. Student Affairs.
 - iv. At Large.
 - b. There may not be a sufficient number of members to appoint 1 member from every constituency. This is acceptable.
 - 6. Among the previous members, there shall be no more than one member from any one department or equivalent unit.
 - 7. The Dean of Students or a member appointed by the Dean of Students.
 - 8. 1 member appointed by the Chancellor

9. 3 students appointed by the Student Government Association.

- E. The committee shall collaborate with the Student Government Association on student affairs matters, including considering recommendations from SGA and ensuring that SGA is informed of the committee's business and actions. In the event that a subcommittee is necessary to analyze a student affairs matter, at least half of the members shall be students appointed by the Student Government Association.

15.2. Historic Preservation Subcommittee

- A. The Historic Preservation Subcommittee shall be a standing subcommittee of the University Affairs Committee.
- B. **Scope & Authority:** The subcommittee's authority and duties shall include:
1. The subcommittee shall identify state and local historic preservation ordinances pertinent to the university, and shall recommend policies to the University Affairs Committee that shall bring the university into legal compliance.
 2. The subcommittee shall identify university property, both artifacts and facilities, of historic significance as defined by state and national guidelines, and recommend policies to the University Affairs Committee for the preservation of such property.
 3. The subcommittee shall assist the University Affairs Committee in promoting the university's historic legacy and identity as integral to any recommendations to Common Council pertaining to university facilities, community relations, student affairs, and human relations.
- C. **Chair:** The chair shall be appointed by the chair of the University Affairs Committee and may be re-appointed. Personnel from academic staff, faculty, and university staff are eligible to serve as subcommittee chair.
- D. **Members:** There shall be at least 6 members:
1. The chair.
 2. The chair shall appoint at least 3 additional members, with at least 1 academic staff, 1 faculty, and 1 university staff, in consultation with the chair of the University Affairs Committee.
 3. 1 student appointed by the Student Government Association.
 4. The University Archivist.
 5. Neither the chair nor other members need to serve on the University Affairs Committee.

15.3. Nominations and Elections Subcommittee

- A. The Nominations and Elections Subcommittee shall be a standing subcommittee of the University Affairs Committee.
- B. **Scope & Authority:** The subcommittee shall have the authority, pursuant to this constitution, to establish rules for Common Council elections, to supervise such elections, and to have such other authority as this constitution delegates to it.
- C. **Chair:** The chair shall be appointed annually by the chair of the University Affairs Committee. Personnel from academic staff, faculty, and university staff are eligible to serve as chair.
- D. **Members:** The other members shall be appointed by the chair. There shall be 7 members:
1. The chair.

2. 2 academic staff.
3. 2 faculty.
4. Among the previous members, the following additional diversification rules must be met. These rules can be changed by Academic Staff Council and Faculty Council, pending approval by Faculty Senate.
 - a. Among those members, there shall be no more than 1 member from each of the following constituencies:
 - i. College of Fine Arts and Communication.
 - ii. College of Letters and Science.
 - iii. College of Natural Resources.
 - iv. College of Professional Studies.
 - v. University College or not assigned to a college.
 - b. There may not be a sufficient number of members to appoint 1 member from every constituency. This is acceptable.
5. 2 university staff, for which the following additional diversification rules must be met. These rules can be changed by University Staff Council, pending approval by the university staff members of Common Council.
 - a. Among those members, there shall be 2 of the following constituencies: Academic Affairs, Business Affairs, Student Affairs, At Large.
6. No member shall be the chancellor, vice chancellor, assistant/associate vice chancellor, a dean, or assistant/associate dean.
7. There shall be no more than one member from any one department or equivalent unit.
8. Neither the chair nor other members need to serve on the University Affairs Committee.

Article 16. University Personnel Development Committee

16.1. Structure & Operations

- A. The University Personnel Development Committee shall be a standing committee of the Common Council.
- B. **Scope & Authority:** The committee's authority and duties shall include:
 1. Policies and criteria necessary to maintain a viable program for the development of all personnel.
 2. UW System and UWSP grants, including research, personnel development grants, and undergraduate teaching improvement grants.
 3. Personnel retraining and renewal policies as funded through grants.
 4. Coordination of all system and local development programs.
 5. Whenever appropriate, shifting applications among the appropriate funding components in order to ensure the maximum benefits from available sources.
 6. Making recommendations to the chancellor and provost on matters including:
 - a. Funding to be made available for support of the development of university personnel.
 - b. Proposals which are to be funded by state or non-state funds.
 - c. The transfer of unallocated funds budgeted from one component to another, as the need arises.
- C. **Chair:** The chair shall be nominated and elected at large by university personnel. Personnel from academic staff, faculty, and university staff are eligible to serve as chair.
- D. **Members:** There shall be 16-17 members:

1. The chair.
2. 4 academic staff shall be elected for two-year terms with half of the members being elected each year.
3. 4 faculty shall be elected for two-year terms with half of the members being elected each year.
4. Among the academic staff and faculty members, the following additional diversification rules must be met. These rules can be changed by Academic Staff Council and Faculty Council, pending approval by Faculty Senate.
 - a. Among those members, there shall be at least 1 member from each of the following constituencies:
 - i. College of Fine Arts and Communication.
 - ii. College of Letters and Science (School of Biology, Chemistry, and Biochemistry or School of Mathematics, Computing, Physics, and Astronomy).
 - iii. College of Letters and Science (School of Behavioral and Social Sciences or School of Humanities and Global Studies).
 - iv. College of Natural Resources.
 - v. College of Professional Studies.
 - vi. University College.
 - vii. Unassigned.
5. 4 university staff shall be elected for two-year terms with half of the members being elected each year.
6. Among the previous members, there shall be no more than one member from any one department or equivalent unit.
7. If branch campuses are not represented in the elected membership, branch campus steering committee chairs may appoint a branch campus member holding at least 50% appointment at a branch campus to serve as the branch campus representative. Appointment of a branch campus representative is at the discretion of the branch campus steering committee chairs.
8. A representative from the Office of Research and Sponsored Programs, a non-voting member of the UPDC.
9. 1 member appointed by the provost.
10. A representative from the Controller's office shall serve as a non-voting member of the committee.

Article 17. University Staff Council

17.1. Structure & Operations

- A. The University Staff Council shall be a standing committee of the Common Council.
- B. **Scope & Authority:** The committee shall have the authority to make recommendations on matters and policies pertaining to the university staff. This includes:
 1. Work with university leadership to promote effective partnerships among all personnel categories in support of the university's mission and strategic plan.
 2. Advocate for university staff, including their ongoing professional development opportunities.
 3. Work with and make recommendations to any other academic staff, faculty, or administrative committee or agency that is concerned with university staff welfare.
- C. **Chair:** There shall be two co-chairs, serving staggered two-year terms. At the start of each academic year, the junior co-chair shall become the new senior co-chair. The committee shall then elect a new junior co-chair from among its members. Should a member with one-year remaining in their term be elected as co-chair, the term will be extended by one-year to accommodate the co-chair two-year term.

The co-chairs shall decide which of the two of them shall serve on both Common Council and Executive Committee. If the new junior co-chair serves on Common Council and Executive Committee, based on their constituency, this may violate the diversification rules for university staff councilors, and that is acceptable.

D. Members: There shall be 13-14 members:

1. 12 members nominated from and elected at large by the university staff, for staggered two-year terms, from the following constituencies. The senior co-chair continues as a member of their constituency.
 - a. 2 members from Academic Affairs.
 - b. 2 members from Business Affairs.
 - c. 2 members from Student Affairs.
 - d. 6 members at-large.
2. If branch campuses are not represented in the elected membership, branch campus steering committee chairs may appoint a university staff branch campus member holding at least 50% appointment at a branch campus to serve as the branch campus representative. Appointment of a branch campus representative is at the discretion of the branch campus steering committee chairs.
3. 1 student appointed by the Student Government Association.

17.2. University Staff Awards & Programming Subcommittee

- A. The University Staff Awards & Programming Subcommittee shall be a standing subcommittee of the University Staff Council.
- B. **Scope & Authority:** The subcommittee shall have the authority, according to the rules prescribed by the University Handbook and such additional rules as may be established by the subcommittee, to select university staff recipients of university awards.
- C. **Chair:** Each year, the subcommittee will be constituted by the University Staff Council by October 1. A co-chair of the University Staff Council shall convene the first meeting. The chair shall be nominated and elected from the subcommittee. University staff are eligible to serve as chair.
- D. **Members:** There shall be 5 members appointed by the co-chairs of the University Staff Council, chosen from among the university staff at large.

17.3. University Staff Grievance Subcommittee

- A. The University Staff Grievance Subcommittee shall be a standing subcommittee of the University Staff Council.
- B. **Scope & Authority:** The subcommittee shall have the authority, according to the rules prescribed in [UW System Administrative Policy 1233: Grievance Procedures](#) (formerly UPS Operational Policy–GEN 14), to be the grievance review committee to conduct hearings for university staff contesting layoff or disciplinary actions.

Subcommittee members with a conflict of interest will be replaced by one of the “replacement status” members.
- C. Procedures for hearings are in [UW System Administrative Policy 1233: Grievance Procedures](#) (formerly UPS Operational Policy–GEN 14).

- D. **Chair:** The chair shall be nominated from and elected by the subcommittee. University staff are eligible to serve as chair. The co-chair of the University Staff Council shall convene the first meeting no later than the second week of classes in the fall semester for this purpose.
- E. **Members:** Including the chair, there shall be 5 standing members and 3 replacement status members. Four standing members will be nominated from and elected by university staff, for staggered two-year terms, and 1 standing member will be appointed representing the Department of Human Resources. Members of the University Staff Council shall not serve as members of the subcommittee. Each of the following will be represented in the membership:
1. 1 member from Academic Affairs.
 2. 1 member from Business Affairs.
 3. 1 member from Student Affairs.
 4. 1 member at-large
 5. 1 member appointed from the Department of Human Resources.
 6. 3 replacement status members who will serve as a member of the grievance hearing committee in the event of an absence or conflict of interest of one of the standing members from:
 - a. 1 replacement member from Academic Affairs.
 - b. 1 replacement member from Business Affairs.
 - c. 1 replacement member from Student Affairs.

17.4. University Staff Salary Subcommittee

- A. The University Staff Salary Subcommittee shall be a standing subcommittee of the University Staff Council.
- B. **Scope & Authority:** The subcommittee shall have the authority to review all policies for the distribution of salary to the university staff, make recommendations on such to the University Staff Council, and to propose revisions or new plans for distribution of salary to the University Staff Council.
- C. **Chair:** The chair of the subcommittee shall be a member of the University Staff Council.
- D. **Members:** There shall be 5 members:
1. The chair.
 2. 4 other members appointed by the chair of the subcommittee in consultation with the co-chairs of the University Staff Council, with one representative from each of the divisions (i.e., Academic Affairs, Business Affairs, Student Affairs) and one at-large member.
 3. There shall be no more than one member from any one department or equivalent unit.

Article 18. Wausau Steering Committee

18.1. Structure & Operations

- A. The Wausau Steering Committee shall be a standing committee of the Common Council.
- B. **Scope & Authority:** The Wausau Steering Committee shall have the following duties and responsibilities:
1. Organize and represent the Wausau campus to address shared governance issues that are relevant to the branch campus.

2. Prepare the agenda for regular campus-wide meetings of the Wausau branch campus members and call any special meetings it deems appropriate. Branch campus members are those who hold at least a 50% appointment at the branch campus. Establish and appoint members to campus-based subcommittees.
 3. Investigate matters the Steering Committee deems relevant to the campus mission and, if appropriate, make recommendations to the branch campus, the Common Council, or the administration.
- C. **Chair:** There shall be two co-chairs, serving staggered two-year terms. At the start of each academic year, the junior co-chair shall become the new senior co-chair. One co-chair of the Steering Committee shall be elected by the Wausau branch campus membership in shared governance elections held each spring. The co-chairs shall decide which of the two of them shall serve on the Common Council and Executive Committee.
- D. **Members:** The Steering Committee shall consist of nine voting members. The faculty and staff shall be elected at large by the Wausau branch campus members for staggered two-year terms:
1. 5 faculty members
 2. 1 non-instructional academic staff member
 3. 1 instructional academic staff member
 4. 1 university staff member
 5. 1 branch campus student selected by the branch campus Student Government Association
 6. The campus administrator shall be an ex officio, non-voting member.

Article 19. Marshfield Steering Committee

19.1. Structure & Operations

- A. Marshfield Steering Committee shall be a standing committee of the Common Council.
- B. **Scope & Authority:** The Marshfield Steering Committee shall have the following duties and responsibilities:
1. Organize and represent the Marshfield campus to address shared governance issues that are relevant to the branch campus.
 2. Prepare the agenda for regular campus-wide meetings of the Marshfield branch campus members and call for any special meetings it deems appropriate. Branch campus members are defined as those who hold at least a 50% appointment at the branch campus.
 3. Establish and appoint members to campus-based subcommittees.
 4. Investigate matters the Steering Committee deems relevant to the campus mission and, if appropriate, make recommendations to the branch campus, the Common Council, or the administration.
- C. **Chair:** One member of the Steering Committee, as elected by the Marshfield branch campus membership in shared governance elections held each spring.
- D. **Members:** The Steering Committee shall consist of seven voting members elected at large by the Marshfield branch campus members from its membership:
1. 4 faculty members
 2. 1 academic staff
 3. 1 university staff

4. 1 branch campus student selected by the branch campus Student Government Association
5. The campus administrator shall be an ex officio, non-voting member.

CONSTITUTION
UNIVERSITY OF WISCONSIN - STEVENS POINT

Faculty Constitution adopted April 2, 1937

Amended November 14 and December 5, 1956; February 1 and December 6, 1962; November 5, 1964; October 7, 1965; December 11, 1969; October 1, 1970; February 24, 1972; January 24, 1974; February 13 and 27, March 13, April 3 and 24, and May 8, 1975; May 13, 1976; December 18, 1980; December 2, 1981; March 18, May 5, November 3, and April 6, 1982; May 18 and December 7, 1983; April 4 and November 7, 1984; November 5 and 20, December 4 and 11, 1985; February 4 and 18, March 4, April 1, and November 4, 1987; May 3, 1989; March 28, 1990 (see October 6, 1993); April 17 and November 6, 1991; February 5, May 6, and October 7, 1992; February 3, May 5, October 6 & 20, and November 3, 1993; April 27, 1994, and December 7, 1994; October 18, 1995; May 7, October 15, November 5 and November 19, 1997; March 3, April 1, April 15, and November 4, 1998; March 10, and December 15, 1999; February 16, and May 3, September 6, and December 6, 2000; December 5, 2001; February 6, May 1, and December 4, 2002; April 16, 2003; May 5, 2004; February 21, 2007, May 7, 2008; April 21, 2010; March 2, May 4, and November 2 and 16, 2011; February 6, March 6, September 18, and October 2, 2013; February 5, April 2, and October 15, 2014.

Faculty Senate Resolution 90-91-007: "All amendments shall be effective upon passage except that all amendments proposed during 1990-91 relating to definitions of faculty, nominations, elections, designation of membership, or constituencies shall become effective for the 1991-92 academic year and Faculty Senate."

Common Council Constitution

Adopted May 6, 2015 (Faculty Senate) and May 20, 2015 (Classified Staff Council)

Amended December 2, 2015; April 20, 2016; November 2 and November 16, 2016; February 1, March 1, May 3, September 20, October 18, and November 1, 2017, February 7, March 7, March 21, April 4, September 19, and November 7, 2018; February 6 and 20, April 3 and 17, May 1, and October 7, 2019; April 29, May 6, and December 2, 2020. February 17, and March 3, 2021