

FACULTY POLICIES AND PROCEDURES

UNIVERSITY OF WISCONSIN-MADISON

**(As approved by the Faculty Senate on 15 May 1978,
with subsequent amendments as of 4 May 2009)**

CHAPTER 3

FACULTIES OF THE COLLEGES AND SCHOOLS

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3.01. COLLEGES AND SCHOOLS.

- A. For the purposes of these rules, the colleges and schools of the university are those faculty units headed by a dean.
- B. The dean is the chief executive officer of the college or school, and is appointed by the chancellor under search and screen procedures as set forth in 6.49. The dean must hold a tenured faculty rank as set forth in Chapter 7 of these rules.
- C. Other subunits of the university that include the term "school" in their titles are not considered schools for purposes of this chapter; they may be designated by the chancellor, in consultation with the University Committee, as equivalent to departments for any or all of the purposes described in Chapter 5.
- D. A school or college shall be created or discontinued, or the name of an existing school or college changed, by the chancellor after consultation with the University Committee, subject to the approval of the Board of Regents. Creation of a school or college with academic programs at the post-baccalaureate graduate or professional level is also subject to the approval of the legislature. Recommendations concerning these matters shall be reported to the faculties of the schools or colleges directly affected and to the senate for discussion.

3.02. MEMBERSHIP IN COLLEGE AND SCHOOL FACULTIES.

- A. The faculty of each college or school consists of the chancellor, the dean, and all members of the faculty as defined in 1.02. who hold faculty appointments in the college or school.
- B. The faculty of the School of Education also includes those members of departments of other undergraduate colleges and schools who offer upper division courses for teaching majors or other courses required in the School of Education.

3.03. DUTIES AND POWERS OF COLLEGE AND SCHOOL FACULTIES. College and school faculties have the following duties and powers:

- A. To control matters involving scholarship, including the advancement of students, and dismissal for defective scholarship.
- B. To recommend to the university faculty requirements for admission to the school, its courses of study, conditions of graduation, and the nature of the degrees to be conferred.
- C. To administer the regulations for the admission of students, so far as this duty is committed to them by the university faculty.
- D. To recommend to the Board of Regents candidates for earned degrees.
- E. To recommend candidates for fellowships and scholarships.
- F. To recommend honorary fellows and honorary scholars.
- G. To report to the university faculty matters requiring investigation by that body.
- H. To make appropriate citations, with approval of the Board of Regents, recognizing outstanding achievements by Wisconsin citizens and others who have been connected with the university or the state.

3.04. MEETINGS OF COLLEGE AND SCHOOL FACULTIES.

- A. Meetings of each faculty are held at the call of the dean, or as the faculty provides, and shall be consistent with the provisions of the state's Open Meetings Law. (See 8.02.B.)
- B. Each faculty shall make rules of procedure and provide for committees. Robert's Rules of Order Newly Revised, 10th edition, shall be the default parliamentary manual for all meetings of school/college faculties, but in case of conflict between Robert's and any rules adopted by those bodies, the latter shall take precedence.
- C. The dean is the presiding officer of the college or school faculty and ex officio member of all of its standing committees.
- D. Each faculty appoints a secretary who keeps a record of its proceedings. A copy of the proceedings of each faculty meeting is furnished by its secretary to the chancellor, to the secretary of the faculty, and to the secretary of the Board of Regents.
- E. The dean or secretary of each college or school faculty shall transmit to the university faculty for consideration all matters that are within its concern or that relate to more than one college or school.

- F. The dean or secretary of each faculty shall communicate to the chancellor, for transmission to the president and the Board of Regents, faculty action that does not require consideration by the university faculty but which requires consideration by the Board of Regents or which departs from the established routines and methods of the university.

3.05. THE GRADUATE SCHOOL.

- A. The faculty of the Graduate School includes all university faculty defined in 1.02 holding professional rank (professor, associate professor, assistant professor or instructor) in any department with graduate program authority, including those with zero-time appointments in such departments.
- B. University faculty in departments without graduate program authority may be granted graduate faculty status by the dean and Graduate Faculty Executive Committee upon recommendation of the executive committee of a department with graduate program authority.
- C. Members of the graduate faculty are automatically permitted to retain graduate faculty status for one year after their retirement or resignation. Annual extensions of graduate faculty status for a retired or resigned faculty may be granted by the dean or the dean's designee on the affirmative recommendation of a departmental executive committee and with the approval of the Graduate Faculty Executive Committee.
- D. Membership in the graduate faculty or graduate faculty status includes the right to participate in and vote at meetings of the graduate faculty, to vote in elections of committees of the graduate faculty, to serve as a major professor, and to serve on doctoral and master's examination committees.
- E. University faculty from departments without graduate program authority and non-faculty with appropriate qualifications may be permitted to serve on examining committees in accord with policies determined by the graduate faculty and dean.
- F. The authority of the graduate faculty is delegated to the Graduate Faculty Executive Committee in accord with section 3.07, below. Decisions of the Graduate Faculty Executive Committee are subject to review by the graduate faculty at a duly called meeting as provided in section 3.06, below.
- G. Upon the affirmative recommendation of the departmental executive committee, and approval by the dean of the Graduate School or other person or body designated by the graduate faculty, academic staff may advise graduate students and participate in graduate training programs on a basis similar to that of faculty members of the faculty of the Graduate School.

3.06. MEETINGS OF THE GRADUATE FACULTY.

- A. Meetings of the graduate faculty shall be held at the call of the dean; or at the request of the Graduate Faculty Executive Committee; or on the written petition to the dean of any 25 members of the graduate faculty.
- B. The agenda for a meeting of the graduate faculty is set by the Graduate Faculty Executive Committee in consultation with the dean. Any ten members of the graduate faculty may propose a matter for consideration at any meeting of the graduate faculty by submitting it to the dean. Matters submitted under this provision shall be examined by the dean and the Graduate Faculty Executive Committee and shall be included in the agenda if they are within the jurisdiction of the graduate faculty and in a form suitable for expeditious consideration.
- C. Except when there is an urgent need for immediate action, an announcement of a meeting of the graduate faculty and a copy of the agenda shall be distributed to all graduate faculty at least ten days prior to the meeting.

- D. A matter not on the agenda for a meeting of the graduate faculty meeting may not be considered at that meeting except by unanimous consent by the body.

3.07. GRADUATE FACULTY EXECUTIVE COMMITTEE.

- A. **MEMBERSHIP AND SELECTION OF MEMBERS.** The Graduate Faculty Executive Committee consists of sixteen members of the graduate faculty, elected as specified below, the dean, and not more than four associate deans appointed by the dean.

1. One member of the graduate faculty shall be elected from each faculty division each year for a four year term. No more than one member may be elected from any department or graduate program.
2. Each divisional executive committee shall solicit suggestions from departments and graduate programs each year and shall nominate two candidates for the Graduate Faculty Executive Committee. Additional nominations may be made by at least five members of the graduate faculty. In the case of faculty having affiliation with more than one department or graduate program, the nominator shall specify which program or department the nominee is to be considered as from, for the purposes of the membership restriction in 3.07.A.1, above.
3. In each division, ballots shall be distributed to all members of the graduate faculty in that division. If no candidate receives a majority of the votes cast, then a run-off election shall be held to choose between the two candidates receiving the largest number of votes in the initial election.

- B. **FUNCTIONS.**

1. The Graduate Faculty Executive Committee exercises the powers of the graduate faculty in accord with 3.05. This includes but is not limited to the establishing or modifying of graduate degree programs, reviewing graduate programs, setting standards for admission of graduate students and degree requirements, and excusing minor deficiencies of graduate students.
2. The Graduate Faculty Executive Committee selects a subcommittee of five faculty from among its elected members to serve, together with the dean, as the academic planning council of the Graduate School. One of the elected members shall be chosen from each faculty division and the fifth elected member shall be chosen at-large. The dean may invite associate deans or others to attend meetings of the academic planning council as advisors. The academic planning council advises the dean on policy and budgetary planning and presents faculty views and opinions to the dean. It also has the responsibility of assisting the graduate faculty in understanding budget and policy decisions and constraints.

Subjects on which the dean shall share information and consult with the academic planning council include, but are not limited to:

- a. Program review and the future development or contraction of graduate programs.
- b. Allocation of flexible resources to various uses, such as fellowships, support of individual investigators, matching funds for facilities grants, funding for new faculty, and awards.
- c. Policies and budget decisions for service facilities operated by the Graduate School.
- d. Policies and budget decisions relating to research centers administered by the Graduate School.
- e. Appointments of committees of the Graduate School. The council shall report regularly to the Graduate Faculty Executive Committee, and distribute a written report to the graduate faculty at least once each year.

C. PROCEDURES.

1. The Graduate Faculty Executive Committee meets at the call of the dean, or on petition of any five or more members. Meetings are chaired by the dean or his/her designee.
2. The Graduate Faculty Executive Committee may establish rules for its operation, including establishing the agenda for meetings, conduct of business, and the creation of subcommittees.
3. Whenever possible, policy questions to be discussed shall be identified in advance and information distributed to graduate departments and programs for comment. Comments received shall be reported by the dean to the committee before action is taken.
4. Meetings of the academic planning council shall be held regularly, not less than once per semester. The council shall be chaired by the dean or his/her designee. The agenda for each meeting is prepared by the dean but a matter shall be added to the agenda at the request of any three members.

3.08. SCHOOL AND COLLEGE ACADEMIC PLANNING COUNCILS. The faculty of each school or college shall establish an academic planning council with which the dean shall consult on school or college programs and budgetary planning. The council shall advise the dean on such matters and present departmental, school, or college views and opinions.

A. MEMBERSHIP. Since considerable variance exists in the size and method of administration of each school or college, the size of each council, the term of membership, and the selection process may vary. Each school or college shall, however, adhere to the following provisions:

1. The dean shall be a member ex-officio.
2. All elected and appointed members of each academic planning council shall be faculty or academic staff whose primary responsibilities are instruction, outreach/extension, and/or research or be academic associate deans.
3. Except as provided elsewhere for the Graduate School Academic Planning Council, at least two-thirds of the membership shall be university faculty elected by the school or college faculty and shall hold no substantial administrative appointment beyond the departmental level.
4. Except as provided elsewhere for the Graduate School Academic Planning Council, at least one member shall be academic staff from the school or college.
5. The process of selection should foster representation of the major divisions of study within a school or college.

Changes in procedures for nomination or election of faculty members shall be approved by the school or college faculty, and transmitted to the University Committee.

B. PROCEDURES. Except as provided elsewhere for the Graduate School Academic Planning Council,

1. Each council shall be chaired by the dean or his/her designee. At least three times per semester, the council shall meet and the dean shall consult with it on such matters as program review and future development or contraction of academic programs within the school or college. The dean shall schedule an academic planning council meeting within a reasonable time if requested to do so by at least one third of council faculty members.

2. Each dean shall consult with the academic planning council and the academic planning council shall advise the dean in developing strategic plans and long-range planning for the school or college. In addition, the council may consider any other factors relevant to the capacity of the school or college to fulfill its mission.
 - a. Each school and college council shall adopt rules governing advance circulation of council agendas, how items may be added to agendas by a council member, how appropriate summaries of council meetings shall be made available to the faculty of the school or college and how the faculty of the school or college shall be notified of the council membership. These rules and any subsequent modifications shall be filed with the University Committee.
 - b. At intervals which shall not exceed five years, the elected faculty members of each council shall review its structure and functions to assess its effectiveness as a faculty voice and its compliance with *Faculty Policies and Procedures* 3.08. The self study report shall be submitted to the dean, the faculty of the school or college, and to the University Committee.
3.
 - a. Each dean shall consult with the academic planning council and the academic planning council shall advise the dean on program decisions likely to affect promotions to tenure or nonrenewal of probationary faculty appointments. When advising the dean the council shall give appropriate weight to:
 - (i). the anticipated responsibilities of the department and of the school or college for teaching, research, and public service of high quality;
 - (ii). existing and potential budgetary commitments in relation to present and anticipated resources of the school or college;
 - (iii). the effect of the proposed program decision in strengthening the capacity of the school or college to carry out its mission;
 - (iv). the goals of the university's affirmative action programs.
 - b. Academic planning councils shall afford the affected departments an opportunity to present their position during the course of the discussions.