

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 6

COMMITTEES OF THE FACULTY

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6.01. FACULTY COMMITTEES.

- A. The term "faculty committee" as used in this chapter applies only to committees established by the faculty or the Faculty Senate and does not apply to committees created by the chancellor, by deans, or by others. Faculty committees subject to the provisions of this section may be called committees, boards, or commissions.
- B. A faculty committee reports to the faculty through the University Committee and/or the Faculty Senate.
- C. A majority of the voting members of a faculty committee must be members of the university faculty who do not hold administrative appointments of one-half time or more beyond the level of a department or program.
- D. Actions taken by a faculty committee when the faculty members present do not constitute a majority must be approved either at the next meeting of the committee at which the faculty members constitute a majority or through other procedures established by the committee such as a mail ballot.
- E. Persons not members of the university faculty may serve on faculty committees when appropriate. In particular, provision may be made for representation from the academic staff, students, and administrative bodies.
- F. The faculty or Faculty Senate may provide for the selection of committee members; the scope of their authority; the rules and regulations for their proceedings; and the form in which the committee's work should be reported.
- G. *Ad hoc* faculty committees established by the faculty or Faculty Senate are subject to the general provisions of this chapter.

6.02. JOINT GOVERNANCE COMMITTEES.

- A. "Joint governance committees" are committees established in conjunction with academic staff and/or student government to address issues of common concern which are not the primary responsibility of the faculty.
- B. A joint governance committee reports to the faculty through the University Committee and/or the Faculty Senate and to other establishing authorities in accordance with their rules.
- C. The rules of the establishing authorities may provide for the selection of committee members; the scope of their authority; the rules and regulations for their proceedings; and the form in which the committee's work should be reported.

6.03. OTHER COMMITTEES ESTABLISHED BY THE FACULTY.

- A. The faculty or the Faculty Senate may establish committees that are not faculty committees as defined in 6.01 or joint governance committees as defined in 6.02. All committees established in this Chapter shall be referred to as Chapter 6 committees.
- B. When a committee established by the faculty or the Faculty Senate that is not subject to the provisions of 6.01 considers issues related to academic matters, decisions shall be restricted to a subcommittee consisting of the faculty members of the committee. Decisions of the faculty subcommittee about academic matters cannot be overturned by the full committee. Disputes about identifying issues as academic shall be resolved by the University Committee.

6.04. OTHER COMMITTEES CONCERNED WITH ACADEMIC AND EDUCATIONAL ACTIVITIES.

- A. Appropriate faculty bodies shall be consulted before other committees concerned with academic and educational activities are established. The appropriate body for campus level consultation is the University Committee and the appropriate bodies for school and college level consultation are the school or college academic planning councils.
- B. Faculty members serving on campus-level committees established under the provisions of 6.04.A should be selected in consultation with the Committee on Committees or the University Committee.
- C. Such committees should not normally be established if there is a faculty committee or a committee established by the faculty whose responsibilities cover the academic and educational matters of concern.

6.05. SELECTION OF MEMBERS FOR COMMITTEES.

- A. Unless other provision for selection is made, the Committee on Committees appoints faculty members of Chapter 6 committees, after such consultation with the chancellor or provost as may be appropriate.
- B. Representatives of the academic staff on Chapter 6 committees shall be selected according to procedures established by the academic staff governance system.
- C. Representatives of the students on Chapter 6 committees shall be selected according to procedures established by the recognized student governance organization.
- D. An ex officio member of a Chapter 6 committee is a full member of that committee, with the right to participate and vote, unless legislation specifies otherwise.
- E. The chancellor is an ex officio member of all Chapter 6 committees other than the Faculty Consultative Committee on Financial Emergency, the Commission on Faculty Compensation and Economic Benefits, the Committee on Faculty Rights and Responsibilities, and the University Committee. This ex officio membership shall be without vote unless other provision is made.

6.06. ELECTION OF FACULTY TO COMMITTEES.

- A. Faculty members on Chapter 6 committees to be chosen by election are elected by the university faculty.
- B. Persons who hold administrative appointments of one-half time or more beyond the level of a department or program are not eligible for election to faculty committees.
- C. Unless otherwise provided, nominations for Chapter 6 committee positions that are to be filled by faculty election are made by the Committee on Committees. In addition, any member of the university faculty may nominate an eligible candidate at the meeting of the senate in February at which the Committee on Committees reports.
- D. Primary elections are to be held for those committees for which there are more than twice as many nominees as vacant positions to be filled, in order to reduce the number of nominees to twice the number of positions to be filled. The primary elections are to be scheduled at the time of the regular senate meeting in March.
- E. Regular annual elections to faculty committees are to be scheduled at the time of the regular senate meeting in April. For annual elections, the ballot for each committee shall list twice as many eligible nominees as vacancies to be filled in the election.

- F. Election is by ballot distributed to all members of the faculty. Ballots are to be collected at the senate meeting at which the election is scheduled, or delivered to the secretary of the faculty within four days after the meeting.
- G. A vacancy in an elective committee position is to be reported by the chair of that committee to the secretary of the faculty.
- H. If circumstances warrant, and upon consultation with the committee concerned, the University Committee shall appoint, subject to confirmation by the senate, an appropriately qualified replacement to fill the vacancy until a faculty member is elected at the next annual election to complete the unexpired term.

6.07. TERMS OF OFFICE.

- A. Unless otherwise specified, elected faculty committee members serve one-year terms and assume their duties on June 1 following their election.
- B. Appointed faculty committee members serve from the date specified by the appointing authority until the appointing authority has designated a successor. If *Faculty Policies and Procedures* or faculty legislation establishing a committee specifies a term for an appointment, the appointing authority may extend the specified term for one year to avoid too great a turnover of committee members in a single year or to facilitate work in progress.
- C. Unless otherwise specified, committee members may serve at most two consecutive terms or five consecutive years, whichever is greater.
- D. Unless otherwise specified, terms of committee members shall be staggered to the extent possible.

6.08. COMMITTEE CHAIRS. Unless otherwise specified, chairs of all Chapter 6 committees shall be faculty members. The chairs of all elected faculty committees are chosen by the members of the respective committees unless other provision is made. The chairs of all appointed Chapter 6 committees shall be designated by the authority appointing the faculty members unless other provision is made. Committees that elect their own chair shall do so on the call of the outgoing chair.

6.09. COMMITTEE REPORTS, RECORDS, RECOMMENDATIONS, AND POLICIES.

- A. All Chapter 6 and ad hoc faculty committees shall report to the University Committee in writing at least annually. These reports shall be submitted to the Faculty Senate for its information. There shall be an opportunity for senators to ask questions regarding these reports. If a committee includes academic staff and/or student representatives, then the represented governance bodies shall also receive copies of the report.
- B. All Chapter 6 and ad hoc faculty committee records and reports are official university records, and they may not be destroyed or discarded without the consent of the university archivist. When chairs of faculty committees wish to be relieved of files, they shall transfer all material to the university archives under any appropriate or desirable restriction of use consistent with state and federal laws. When the chair of a faculty committee changes, the outgoing chair shall transfer active files and other appropriate information to the new chair.
- C. If a committee makes a recommendation or proposes a resolution for action by the Faculty Senate, the vote of the faculty members on the committee on the recommendation or proposed resolution shall be reported to the Faculty Senate along with the total committee vote.

- D. Chapter 6 committees shall maintain a written statement of policies and procedures. A committee shall report any proposed changes to these policies and procedures and any contemplated action that would be an exception to these policies and procedures to the University Committee and the chancellor.
 - E. If a matter has been reported to the University Committee under the provision of 6.09.D and if the University Committee so requests, the committee shall postpone action or implementation relating to the matter pending consideration and action by the University Committee and, if the University Committee so decides, by the Faculty Senate.
- 6.10. MEETINGS. A faculty committee meets at the call of its chair. A meeting shall be called at the request of any three members of the committee.
- 6.11. QUORUM RULE. For the purposes of this chapter, a quorum exists when a majority of the voting members of a committee is present.
- 6.12. APPEAL FROM AND REVIEW OF COMMITTEE DECISIONS.
- A. Except as otherwise specified, when these rules delegate authority to a faculty committee to take action without specific senate approval, the affected person or persons may appeal the committee action to the University Committee.
 - B. Except as provided in 6.12.D, whenever these rules authorize a committee to take action or recommend action to the administration without prior approval by the senate, if one-third or more of the faculty members of the committee believe that contemplated action is of sufficient importance that it merits consideration by the University Committee or the Faculty Senate, they, or the chair of the committee, shall report this to the University Committee, which shall consult with those faculty members, the committee chair and other appropriate persons. After such consultation, the University Committee may take such action as it considers proper, including submission of the matter to the Faculty Senate.
 - C. If a matter has been reported to the University Committee under the provisions of 6.12.B and if the University Committee so requests, all steps to adopt or implement the committee action in question shall be postponed pending consideration by the University Committee and, if the University Committee so decides, by the Faculty Senate.
 - D. The provisions of 6.12.A, 6.12.B and 6.12.C do not apply to actions taken by the following committees: Committee on Committees, Faculty Rights and Responsibilities, Consultative Committee on Financial Emergency, Honorary Degrees, Kemper Knapp Bequest, Lectures, Search and Screen, University Press.
- 6.22. ADVISORY COMMITTEE FOR THE OFFICE FOR EQUITY AND DIVERSITY.
- A. MEMBERSHIP. The Advisory Committee for the Office for Equity and Diversity shall consist of the following members:
 - 1. Seven faculty members appointed for terms of four years.
 - 2. Three academic staff members.
 - 3. Two students.
 - 4. One classified staff member.

B. FUNCTIONS.

1. Works with the director of the Office for Equity and Diversity, providing consultation and oversight and advises the university administration and governance organizations on policy issues related to affirmative action and compliance.
2. Reviews periodically the discrimination and harassment complaint procedures for effectiveness and appropriateness.
3. Reviews the functions of the Office for Equity and Diversity in carrying out the Office's mission.
4. Reviews campus committees pursuing discrimination goals regarding missions and coordination.
5. Reports annually in June to the Academic Staff Assembly and chancellor as well as to the Faculty Senate.

6.24. ARCHIVES COMMITTEE.

A. MEMBERSHIP. The Archives Committee consists of the following members:

1. Three faculty members.
2. One academic staff member.
3. Chair of the Library Committee.
4. Director of the university General Library System.
5. Director of the State Historical Society.
6. University archivist, ex officio nonvoting.
7. Secretary of the faculty, ex officio nonvoting.
8. Provost, ex officio nonvoting.
9. Secretary of the academic staff, ex officio nonvoting.

B. FUNCTIONS. Determines the policies governing the control and use of the university archives.

6.26. ATHLETIC BOARD.

A. MEMBERSHIP. The Athletic Board consists of the following members:

1. Twelve members of the university faculty, as defined in 1.02.A of *Faculty Policies and Procedures*, who shall have one vote each and shall be appointed by the University Committee after consultation with and approval of the chancellor.
2. Two members of the academic staff, who shall have one vote each and shall be appointed by the Academic Staff Executive Committee after consultation with and approval of the chancellor.
3. Four alumni each with one vote who shall be appointed by the Wisconsin Alumni Association after consultation with the chancellor and the Chair of the Athletic Board.

4. Three student memberships with one vote each. Two shall be held by students selected by the organization representing UW-Madison students; one shall be shared by two students elected by the organization representing UW-Madison student-athletes. Of the two student athletes, one shall be a member of a women's team and one a member of a men's team.
5. One non-voting representative of the Division of Recreational Sports.

B. TENURE OF APPOINTMENTS.

1. The academic staff and faculty members shall serve four-year terms, and may be reappointed for one additional four-year term. Faculty representatives to the NCAA, the Big Ten and Western Collegiate Hockey Association and other faculty members of the Athletic Board performing extraordinary responsibilities may be appointed on an annual basis beyond two four-year terms. The terms of faculty members shall be staggered. A faculty or academic staff member who takes a leave of one year or less during a four-year term may serve out the remainder of his or her term, if any, upon returning to university service. Temporary replacements of faculty members shall be appointed by the University Committee in consultation with and approval of the chancellor. Temporary replacements of the academic staff member shall be appointed by the Academic Staff Executive Committee in consultation with and approval of the chancellor.
2. Alumni members shall serve four-year terms and may not be reappointed. Their appointments shall be staggered.
3. Student members shall serve one-year terms and may be reappointed.

C. SELECTION OF THE CHAIR OF THE BOARD AND OF FACULTY REPRESENTATIVES TO INTERCOLLEGIATE ATHLETIC ORGANIZATIONS. The chair of the Athletic Board and the university's faculty representatives to the NCAA, the Big Ten and the Western Collegiate Hockey Association shall be faculty members of the Board and shall be selected by the chancellor in consultation with the University Committee.

D. FUNCTIONS. The Athletic Board exercises the authority of the faculty over intercollegiate athletics, subject to the review, direction and control of the Faculty Senate and of the faculty itself. The Athletic Board has the responsibility and authority to take all action appropriate to the supervision of the intercollegiate athletic program, including but not limited to the following:

1. establishing and implementing academic and other eligibility standards for recruitment of student athletes;
2. establishing and implementing academic standards, such as grade point and class attendance, and other requirements for participation in intercollegiate athletics;
3. overseeing the Division of Intercollegiate Athletics' systems for providing student athletes with academic services, and monitoring the academic progress of student athletes;
4. establishing and implementing policies on equity and nondiscrimination;
5. reviewing and approving schedules for athletic events, including participation in all postseason events;
6. participating actively in the search-and-screen process for head coaches and senior departmental administrators; approving the employment contracts of such persons. The Board initiates personnel recommendations, which are subject to the approval of the chancellor and the Board of Regents; if such recommendations are disapproved, the authority to make further recommendations reverts to the Athletic Board;

7. setting criteria to be applied in evaluating the performance of Division of Intercollegiate Athletics staff; reviewing and approving the evaluations of head coaches and senior departmental administrators and approving their contract renewals;
8. approving awards and prizes;
9. setting policy for and approval of uses of Division of Intercollegiate Athletics facilities;
10. participating actively in the development of fiscally responsible departmental budgets and approving them for recommendation to the chancellor;
11. approving prices and policies for tickets for Division of Intercollegiate Athletics events;
12. monitoring compliance with all rules and regulations of the NCAA, Big Ten and WCHA; reviewing and approving petitions to the NCAA, Big Ten, and WCHA; taking appropriate action on proposed legislation by the NCAA, Big Ten and WCHA; certifying to the NCAA, Big Ten and WCHA compliance with their eligibility requirements.

E. REPORTS TO THE FACULTY SENATE AND THE UNIVERSITY COMMITTEE.

1. The Board shall report annually to the Faculty Senate.
2. The Board shall report any proposed changes in Athletic Board Policies and Procedures and any contemplated action that would be an exception to Board Policies and Procedures to the University Committee and the chancellor.
3. If a matter has been reported to the University Committee as provided above, and if the University Committee so requests, the Board shall postpone action or implementation relating to the matter pending consideration and action by the University Committee and, if the University Committee so decides, by the Faculty Senate.

6.27. CAMPUS DIVERSITY AND CLIMATE COMMITTEE.

A. MEMBERSHIP. The Campus Diversity and Climate Committee shall consist of the following members:

1. The chancellor, or his/her designee, who shall co-chair the committee.
2. The committee shall select a co-chair from among its voting members.
3. Four faculty appointed by the Committee on Committees.
4. Four academic staff.
5. Four students.
6. Four classified staff, two represented and two nonrepresented, appointed by the chancellor after consultation with the Office of Classified Human Resources, the Council for Nonrepresented Classified Staff, and represented labor groups.
7. Two alumni appointed by the chancellor after consultation with the Wisconsin Alumni Association.
8. Two community representatives appointed by the chancellor.

9. The chancellor or provost may appoint ex-officio nonvoting members, or the committee may appoint consultants.
 10. Faculty, staff, alumni, and community representatives appointed under A.3., A.4., A.6., A.7., and A.8. shall serve three-year staggered terms, and may be reappointed to second consecutive three-year terms. Students selected under A.5. shall serve renewable one-year terms.
- B. FUNCTIONS. This shared governance body advises the administration, the faculty, the academic staff, the classified staff, and the recognized student governance organization on campus diversity and climate policy, which strives to create an environment where each individual feels respected, valued and supported, while respecting academic freedom and freedom of speech.
1. Provides for faculty, staff and student participation in long-range planning.
 2. Meets twice annually with the chancellor and provost to discuss policy and progress.
 3. Hears reports from groups, units, programs and administrators.
 4. Holds the annual campus-wide policy and progress forum.
 5. Assists the administration in the preparation of annual reports to the UW System, Faculty Senate, Academic Staff Assembly, the Council for Nonrepresented Classified Staff, represented labor groups and student governance body.
 6. Meets periodically with deans and directors to discuss policy and progress.
 7. Collaborates with other groups, programs and units on matters of diversity and climate.
 8. Makes policy recommendations.

6.28. CAMPUS PLANNING COMMITTEE.

- A. MEMBERSHIP. The Campus Planning Committee shall consist of the following members:
1. Four faculty members, one from each faculty division, appointed for terms of four years. Two members shall be appointed in each odd-numbered year. (See 6.32.B.6)
 2. Two faculty members, appointed by the University Committee for four-year terms, who shall also serve on the University Academic Planning Council. (See 6.52.A.10)
 3. One faculty member to represent environmental concerns, appointed by the University Committee with confirmation by the senate, to serve for a four-year term.
 4. One faculty member, appointed by the Arboretum Committee from among its current membership.
 5. The chancellor or designee of the chancellor, who shall chair the committee.
 6. Three deans appointed by the chancellor.
 7. One academic staff member.
 8. One student.

9. One non-voting member representing each of the following committees. The member shall be selected by each committee from among its current or recent past membership:
 - a. Campus Transportation Committee
 - b. Information Technology Committee
 - c. Library Committee
 - d. Recreational Sports Board
 - e. Committee on Women
 10. The associate vice chancellor for Facilities Planning and Management, ex officio, and a representative of the space and remodeling policies committee, both nonvoting.
- B. FUNCTIONS. The committee shall advise the chancellor on long-range development plans, building priorities site selection, and aesthetic criteria, regarding facilities for research, instruction, recreation, parking and transportation, and other university functions.
- C. PROCEDURES. The procedures followed by the committee shall include the following: If the committee is considering a site for new construction or significant change in use of an existing facility, all departments and programs located in close proximity to the site or facility shall be informed of this consideration in a timely fashion so that there will be a reasonable opportunity to address the committee.

6.30. CAMPUS TRANSPORTATION COMMITTEE.

- A. MEMBERSHIP. The Campus Transportation Committee shall consist of the following members:
1. Three faculty members appointed for terms of three years.
 2. Three academic staff members.
 3. Three students.
 4. One member appointed annually by the chancellor to represent the administration.
 5. Two members appointed annually by the chancellor to represent the classified civil service.
 6. Two nonvoting members, appointed annually by the chancellor to represent, respectively, the Transportation Services Office and the Division of Facilities Planning and Management.
- B. FUNCTIONS.
1. Provides advice and recommendations to the administration and all governance bodies on policies and budgetary matters, including rates, relating to all aspects of pedestrian and motorized and nonmotorized vehicular transportation and parking on the campus.
 2. Interprets policies related to transportation and parking adopted by governance bodies.
 3. Ensures appropriate consultation of governance bodies regarding proposed changes in any policies.
 4. Initiates and recommends projects for addressing campus transportation needs including projects to enhance pedestrian, bicycle, bus, and automobile access to the campus. Such recommendations are to be considered in detail by the Division of Facilities Planning and Management, or other appropriate divisions of the university, and the Campus Planning Committee.

5. Provides representation on all building committees for projects that include or affect transportation facilities.
6. Creates subcommittees to address issues related to particular aspects of the campus transportation system.

IMPLEMENTATION NOTE: The current Bicycle-Pedestrian Subcommittee of the Campus Planning Committee should become a subcommittee of the Campus Transportation Committee and be chaired by a member of the Campus Transportation Committee.

6.32. COMMITTEE ON COMMITTEES.

A. MEMBERSHIP.

1. The committee shall consist of ten members: four elected by the Faculty Senate from the current membership of the senate (one from each faculty division); two appointed by and from the University Committee; and one member from each Faculty Division appointed by the respective Divisional Executive Committees.
2. The members elected by the Faculty Senate shall serve four-year terms which may extend beyond their terms in the senate. At a senate meeting in March, the Committee on Committees shall announce two nominees for each position to be filled in that year. Additional nominations may be made from the floor at that meeting. Elections shall be by ballot at a senate meeting in April. If no nominee receives a majority of votes cast for the position, there shall be a single runoff election between the two nominees with the highest number of votes. Members from the Biological Sciences, Humanities, Physical Sciences and Social Studies divisions shall be elected in sequential years.
3. The members from the University Committee shall serve one-year terms and may be reappointed.
4. The members appointed by the Divisional Executive Committees shall serve four-year terms. Members from the Physical Sciences, Social Studies, Biological Sciences and Humanities Divisions shall be appointed in sequential years. Appointments for the following year shall be submitted by February 1.

B. FUNCTIONS.

1. In accordance with 6.02.A, appoints faculty members of Chapter 6 committees unless other provision for selection is made.
2. Appoints chairs of appointed Chapter 6 committees after such consultation with the chancellor or provost as may be appropriate.
3. In accordance with 6.06.C, nominates two faculty members for each place to be filled by faculty election on an elected Chapter 6 committee. Its nominees shall be announced at a meeting of the senate in February. Additional nominations may be made from the floor at that meeting. The election shall be held as specified in 6.06.
4. With the assistance of the secretary of the faculty, maintains a record of each faculty member's service in governance and other information relevant to the selection of faculty for committee service and other governance responsibilities.
5. The Committee on Committees members from the University Committee shall not participate in the selection of the nominees for the University Committee.

6. The two members from each faculty division shall meet with their respective Divisional Executive Committees at least once each year to discuss selection of faculty for governance service.

6.33. DISABILITIES ACCOMMODATION ADVISORY COMMITTEE.

A. MEMBERSHIP.

1. The chair of the Advisory Committee for the Office for Equity and Diversity or her/his designee, who will serve as chair of the committee.
2. Two faculty members designated by the University Committee.
3. The director of the Office of Human Resources.
4. The campus Americans with Disabilities Act (ADA) coordinator.
5. The Office for Equity and Diversity disability specialist.
6. In addition, the faculty member for whom an accommodation request is being considered may designate one or two faculty members from her/his executive committee (one may be the chair) as ad hoc members of the committee.

B. FUNCTIONS.

1. Assist departmental executive committees in the assessment of faculty disability accommodation requests.
2. For situations in which the faculty member does not wish to release medical records to the full executive committee, facilitate and coordinate communications among a faculty member seeking a disability accommodation and the Office for Equity and Diversity, appropriate health care providers, and the departmental executive committee(s).

6.34. FACULTY COMPENSATION AND ECONOMIC BENEFITS, COMMISSION ON.

A. MEMBERSHIP.

1. The Commission on Faculty Compensation and Economic Benefits shall consist of nine faculty members elected for terms of three years. Not more than three members shall be from a single faculty division. At least two members shall be nontenured faculty members at the time of their election. For purposes of coordination, the chair of the University Committee or his/her designated representative shall be an ex officio nonvoting member.
2. No elected member of the Commission may serve concurrently on the University Committee.

B. FUNCTIONS.

1. Concerns itself primarily with improving economic benefits for the faculty. Matters of governance, including decisions affecting individual faculty concerning recruitment, retention, promotion, merit increases, and workloads, are reserved to the department, school, and college faculties.
2. Prepares for the information of the faculty, studies of faculty economic needs and desires, including such comparative data from other universities and professional fields as it deems necessary.

3. Prepares for the Faculty Senate, recommendations concerning faculty compensation and economic benefits for transmission to the administration, the Board of Regents, the Governor, and the Legislature.
4. Represents the faculty in discussions, hearings, and other appropriate settings to present faculty policy recommendations and requests dealing with faculty compensation and economic benefits.
5. Coordinates its activities with those of the Academic Staff Committee to ensure concerted action on economic issues common to faculty and academic staff.

6.36. FACULTY CONSULTATIVE COMMITTEE ON FINANCIAL EMERGENCY.

- A. MEMBERSHIP. The Faculty Consultative Committee on Financial Emergency shall consist of the following members:
1. One member selected by and from the membership of each of the four divisional executive committees.
 2. Two members selected by and from the membership of the University Committee.
 3. One member selected by and from the membership of the Commission on Faculty Compensation and Economic Benefits.

The chair shall be appointed by the University Committee. The selection of the committee shall be completed during the autumn term of each year and shall be reported promptly to the faculty.

- B. FUNCTIONS. The committee shall function as specified in UWS 5.04 through 5.06, and Chapter 10 of these rules.

6.38. COMMITTEE ON FACULTY RIGHTS AND RESPONSIBILITIES.

- A. MEMBERSHIP. The Committee on Faculty Rights and Responsibilities shall consist of nine faculty members elected by the faculty at large. At least one and no more than three members shall be from a single division. Three members shall be elected each year to serve a three-year term.

B. FUNCTIONS.

1. Deals with allegations of faculty misconduct referred to it by the vice chancellor for academic affairs and provost and makes recommendations in accordance with the provisions of Chapter 9.
2. Serves as the review committee on nonrenewal decisions. It shall function in accordance with the provisions of Chapter 7 and UWS 3.08.
3. Serves as the hearing committee in cases of layoff due to financial emergency (as defined in UWS 5.02). It shall function in accordance with the provisions of UWS 5.12 and 5.13 and Chapter 10 of these rules.
4. Serves as the hearing committee in dismissal cases. It shall function in accordance with the provisions of Chapter 9.

C. DISQUALIFICATIONS.

1. In addition to the provisions in UWS 4.06, members of the committee may disqualify themselves from participation in any hearing because of a conflict of interest or because of unavailability for the duration of the case before it.

2. If any members of the committee disqualify themselves, or are disqualified, the University Committee shall select replacements for that particular hearing from among members of the university faculty, except when the disqualifications have occurred after the hearing has commenced. Any such disqualification does not create a vacancy on the committee, but the replacement member(s) shall sit on the committee until termination of the case.

6.41. COMMITTEE ON HONORARY DEGREES.

A. MEMBERSHIP. The Committee on Honorary Degrees consists of the following members.

1. The president of the University of Wisconsin System.
2. The chancellor, or his/her designee.
3. Ten members appointed by the chancellor for terms of one year each, either from the faculty, or from among the deans or other administrators of the several schools or colleges.
4. Sixteen faculty members, one appointed by each divisional executive committee each year for a term of four years.

The chair shall be appointed by the University Committee in consultation with the chancellor.

B. FUNCTIONS. Nominates candidates for honorary degrees from the university upon the recommendation of a department, school, or college.

1. When names of proposed candidates for honorary degrees are presented to the committee from sources other than a department, school, or college, such names are first referred by the chair of the committee to appropriate departments, schools, or colleges of the university for recommendation.
2. The committee shall give preference in its nominations to persons who are connected in some significant way with the state or with the university.

C. PROCEDURES.

1. At the executive session of the Faculty Senate meeting at which the Honorary Degrees Committee reports, a faculty member may nominate a candidate for an honorary degree only if that person's name has previously been submitted to the committee.
2. The presentation of the Honorary Degrees Committee shall be followed by discussion of the names presented. The ballots for honorary degrees shall not be distributed to the senate until the discussion has been completed.
3. A three-fourths affirmative vote of those present and voting on each candidate at the Faculty Senate meeting at which the names of candidates are acted on is required to approve the nomination of a candidate for an honorary degree.
4. Prior to approval by the Board of Regents and public announcement by the administration, all matters relating to honorary degrees are confidential.

6.42. INFORMATION TECHNOLOGY COMMITTEE.

A. MEMBERSHIP. The Information Technology Committee shall consist of the following members:

1. Eight faculty members, two from each faculty division, appointed for terms of four years.
2. Three academic staff members. No member of the Division of Information Technology staff may serve as a voting member of the committee.
3. Three students, at least one of whom shall be an undergraduate student and at least one a graduate student, to serve one-year terms.
4. Chief Information Officer, ex officio nonvoting.
5. One nonvoting member representing the director of the University General Library System, two nonvoting members representing the vice chancellor for administration, and two nonvoting members representing the provost. These members shall be appointed by the provost.

B. FUNCTIONS. The Information Technology Committee is the faculty advisory body for policy and planning for information technology throughout the university. In performing its functions, it shall consult with such groups and individuals as it feels may be able to provide valuable advice. It may request such reports on budgets, personnel policies, and other topics as are necessary for it to make informed judgments and recommendations. It shall establish such subcommittees as are necessary to carry out its functions.

1. Reviews and makes recommendations on strategic planning for the university's information technology resources.
2. Reviews the performance of information technology facilities and services in supporting and assisting scholarly activities.
3. Receives reports from and provides general direction to committees formed to address specific information technology issues.
4. Monitors technical developments.
5. Consults with and advises appropriate administrative officers on budget and resource allocation matters including charges and funding sources for information technology services.
6. Receives recommendations from departments, deans, and the Division of Information Technology regarding the establishment, abolition or merger of information technology services and facilities supported by university funds, and makes recommendations regarding these actions to the appropriate administrative officers.

6.43. KEMPER K. KNAPP BEQUEST COMMITTEE.

A. MEMBERSHIP. The Kemper K. Knapp Bequest Committee shall consist of the following members:

1. Four faculty members, one appointed by each divisional executive committee for a term of four years.
2. The chancellor or his/her designee.

The chair shall be appointed by the chancellor from among the faculty members.

B. FUNCTIONS. Carries out the provisions of the will of the late Kemper K. Knapp.

6.44. LECTURES COMMITTEE.

A. MEMBERSHIP. The Lectures Committee shall consist of the following members:

1. Four faculty members, one appointed by each divisional executive committee for a term of four years.
2. One academic staff member.
3. One student.
4. One academic dean, appointed by the provost.

The chair shall be appointed by the University Committee from among the faculty members.

B. FUNCTIONS.

1. Considers requests for lectures of general interest that are not primarily supplementary to or extensions of programs of instruction provided by colleges, schools, or departments. Application for lectures within the jurisdiction of the committee may be made by departments or other groups of faculty members.
2. Recommends annually to the chancellor a budget for its activities.
3. Exercises such control over the announcement of lectures as it deems necessary and desirable.

6.46. LIBRARY COMMITTEE.

A. MEMBERSHIP. The Library Committee shall consist of the following members:

1. Eight faculty members, two from each faculty division, to serve four-year terms; two of these shall be elected each year by the faculty at large.
2. Two members of the academic staff. No member of the library staff may serve as a voting member of the committee.
3. Three students, at least one of whom shall be an undergraduate student and at least one a graduate student, to serve one-year terms.
4. Four nonvoting library staff members: the director of the General Library System, ex officio; one other member of the chancellor's Library Coordinating Council, elected by the council to serve a two-year term which shall rotate among its members; two academic or faculty library staff members, elected by academic and faculty library staff members to serve two-year terms; one of these shall be elected each year.
5. One nonvoting member from the Office of Budget, Planning, and Analysis and one nonvoting member representing the provost. These members shall be appointed by the provost.

B. FUNCTIONS. The Library Committee is the faculty advisory body for policy and planning for libraries throughout the university including the General Library System. In performing its functions, it shall consult with such groups and individuals as it feels may be able to provide valuable advice. These groups may include but are not limited to the Library Coordinating Council, committees for Memorial Library and the branch libraries, and others concerned with libraries of record and special campus libraries. It may request such reports on library budgets, personnel policies, and other topics as are necessary for it to make informed judgments and recommendations. It shall establish such subcommittees as are necessary to carry out its functions.

1. Reviews and makes recommendations on long range planning for the university's library resources.
2. Reviews the performance of the libraries in supporting and assisting scholarly activities.
3. Monitors technical developments (such as automation or computerization) for the libraries.
4. Consults with and advises appropriate administrative officers on library budget matters.
5. Receives recommendations from departments and deans regarding the establishment, abolition or merger of libraries supported by university funds, and makes recommendations to the chancellor.
6. Gives advice on the allocation of resources among major library units and services.
7. Advises on the appointment of faculty members to search and screen committees for the senior administrative appointments in each major library unit.

6.47. OFFICER EDUCATION COMMITTEE.

A. MEMBERSHIP. The Officer Education Committee shall consist of the following members:

1. The provost.
2. Eight faculty members, one of whom shall serve as the director of Officer Education Programs.
3. The commandants of the Officer Education Programs, ex officio, nonvoting.

B. FUNCTIONS. Recommends policy relating to Officer Education Programs.

6.48. RECREATIONAL SPORTS BOARD.

A. MEMBERSHIP. The Recreational Sports Board shall consist of the following members:

1. Five faculty members.
2. Five academic staff members.
3. Five student members.
4. Director of the Division of Recreational Sports, ex officio nonvoting.
5. One nonvoting representative of the Division of Intercollegiate Athletics.

To avoid the appearance of conflicts of interest, voting membership on the Recreational Sports Board will not be open to faculty and academic staff members who are affiliated with units that are shared users of recreational facilities or that receive funding through student segregated fees.

B. FUNCTIONS.

1. Advises the administration concerning the development, programming, staffing, maintenance, and financing of recreational sports facilities for faculty, staff, and students.
2. Initiates actions in matters of budget and personnel for the chancellor.
3. When issues related to academic matters develop, decisions shall be restricted to a subcommittee consisting of the faculty members of the committee. Disputes about identifying issues as academic shall be resolved by the University Committee.

6.49. SEARCH AND SCREEN COMMITTEES.

- A. MEMBERSHIP. When a vacancy occurs or is anticipated in the position of academic vice chancellor/provost or college/school dean a search and screen committee shall be appointed by the chancellor and shall consist of:
 - 1. A faculty majority, as defined in 6.01.C., appointed after consultation with the University Committee.
 - 2. Administrators, academic staff, and students.
 - 3. A chair designated by the chancellor from among the faculty majority.
- B. FUNCTIONS. It is the function of the committee to determine and supply to the chancellor an unranked list of acceptable candidates for the vacant position. It is not necessary that the committee ascertain whether each candidate on the list would accept the position if it were offered. The committee shall also report to the chancellor and the University Committee on the manner in which it conducted its deliberations.
- C. FURTHER ACTIONS. If none of the slate of candidates recommended is acceptable to the chancellor and the Board of Regents, or if all acceptable candidates decline, the committee may be requested to submit a new list of acceptable candidates, or a new search and screen committee may be appointed.

[Procedures for the selection of the chancellor conform to Regent policy.]

6.50. COMMITTEE ON RETIREMENT ISSUES.

- A. MEMBERSHIP. The Committee on Retirement Issues shall include the following members:
 - 1. Five active faculty members appointed by the University Committee.
 - 2. Five active academic staff members.
 - 3. Ten retired members appointed by the UW-Madison Retirement Association.
- B. FUNCTIONS.
 - 1. Review and make recommendations on university services relating to retirees.
 - 2. Review and make recommendations on services relating to retirement planning.

6.51. UNDERGRADUATE RECRUITMENT, ADMISSIONS AND FINANCIAL AID, COMMITTEE ON.

- A. MEMBERSHIP. The Committee on Undergraduate Recruitment, Admissions, and Financial Aid shall consist of the following members:
 - 1. Eight faculty members.
 - 2. Two academic staff members.
 - 3. Four students.
 - 4. The director of Admissions, ex officio nonvoting.
 - 5. The director of Student Financial Services, ex officio nonvoting.

B. FUNCTIONS.

1. Represents the faculty in regard to all aspects of the recruitment and admission of students and in regard to all aspects of financial aid for students except those handled by the faculties of individual colleges, schools, or departments.
2. Makes recommendations to the faculty concerning the formulation of, or any substantive modification in, university policies on admission and financial aid.
3. Makes recommendations to the faculty and administration concerning programs directed at enhancing the quality and diversity of the undergraduate student body.
4. Advises the administration on and reviews the implementation and operation of these policies and programs.

6.52. UNIVERSITY ACADEMIC PLANNING COUNCIL.

A. MEMBERSHIP. The University Academic Planning Council shall consist of the following members:

1. The chancellor.
2. The provost, who shall chair the council.
3. The dean of the Graduate School.
4. One administrative member selected by the provost.
5. One faculty member appointed by the University Committee with the approval of the senate, who will chair the Budget Planning and Analysis Joint Subcommittee.
6. One member selected by the University Committee from among its current members.
7. One member selected by the Academic Staff Executive Committee from among its current members.
8. Four faculty members, one from each faculty division, selected by the Divisional Executive Committee from departmental nominees after consultation with the Committee on Committees.

For each division making an appointment, the executive committee of each department with membership in that division may nominate one faculty member or second the nomination of a faculty member nominated by another department.

9. Two faculty members selected by the University Committee from school and college nominees in even numbered years. For each vacancy to be filled by the University Committee, the academic planning council of each school or college may nominate one faculty member or second the nomination of a faculty member nominated by another school or college.
10. Two faculty members selected by the University Committee from school and college nominees in odd numbered years to serve jointly on the University Academic Planning Council and the Campus Planning Committee. For each vacancy to be filled by the University Committee, the academic planning council of each school or college may nominate one faculty member or second the nomination of a faculty member nominated by another school or college.
11. One student member, nonvoting.
12. The faculty members selected under A.8, A.9, and A.10 above shall serve four-year terms, which shall be staggered.

B. FUNCTIONS.

1. Advises the chancellor and provost on major program decisions, long term academic plans, and associated campus development and budgetary policies.
2. Addresses university academic issues and provides for faculty participation in long-range planning, and as such
 - a. Oversees the long-range planning process for the academic programs of the university.
 - b. Reviews progress on and initiates selective updates of the recommendations of major planning exercises and documents.
 - c. Identifies and initiates studies of academic issues crossing school and college lines.
3. Assures that appropriate review and consideration is given to requests for new programs; the implementation of proposals for new majors, degrees, degree name changes, departments, schools, or colleges; recommendations concerning the establishment or discontinuation of departments; and academic program evaluation. (See 5.01.A.) As part of this function it
 - a. Assumes responsibility for review and approval of programs as required by statute.
 - b. Following the appropriate college, school, or divisional actions, reviews and approves the titles of degrees.
 - c. Oversees and updates program review procedures, procedures for the evaluation and approval of new program proposals, and the university's overall assessment strategy.
 - d. Assigns the responsibility for reviews of existing programs and new program proposals to the appropriate school, college, or divisional academic planning council.
4. Advises the Campus Planning Committee on the impact of academic priorities on the campus physical development plans.

C. STRUCTURE. The council shall, within six months of its establishment in accord with Section A, inform the University Committee and senate of the structure and mechanisms it has established to provide for the functions specified in Section B. The council may create subcommittees as needed. Subcommittees must have a faculty majority and may include members who are not members of the council. The University Committee and senate shall be informed of any changes in the structure of the council or the mechanisms it establishes.

D. BUDGET PLANNING AND ANALYSIS JOINT SUBCOMMITTEE. The Budget Planning and Analysis Joint Subcommittee is a joint subcommittee of the University Academic Planning Committee and the University Committee.

1. MEMBERSHIP. The Budget Planning and Analysis Joint Subcommittee shall consist of
 - a. The subcommittee chair, appointed in accord with A.5.
 - b. Two faculty members appointed by the University Academic Planning Council from among its members under A.8 and A.9.
 - c. Two faculty members appointed by the University Committee.

- d. The Academic Staff Executive Committee member of the University Academic Planning Council under A.7.
- e. One academic staff member appointed by the Academic Staff Executive Committee.
- f. One faculty member appointed by and from the Commission on Faculty Compensation and Economic Benefits.
- g. The administrative member of the University Academic Planning Council appointed by the provost under A.4.
- h. The vice chancellor for administration, ex officio nonvoting.
- i. A member of the University Committee as in A.6.

2. FUNCTIONS.

- a. Establishes such subcommittees as are necessary to carry out its functions.
- b. Advises the chancellor, the provost and the University Academic Planning Council on issues of budgetary impact.
- c. Advises the University Committee on issues of budgetary impact and the public position to be taken by the faculty on budgetary issues.
- d. Advises relevant college and divisional committees on budgetary issues related to academic planning.
- e. Advises the chancellor, the provost and the vice chancellor for administration on issues related to budget planning and analysis including
 - * the objectives and procedures of studies and analyses carried out by the Office of Budget, Planning and Analysis including the cost analyses for proposed new programs and other initiatives
 - * the manner in which studies and analyses are reported to the faculty
 - * the impact of budget proposals on academic programs.

A subsection corresponding to D shall also be added to the FPP section relating to the University Committee. The provisions of D.1 and D.2 will be incorporated there by reference to this section.

6.54. THE UNIVERSITY COMMITTEE.

- A. MEMBERSHIP. The University Committee consists of six faculty members, two elected each year for three-year terms. No more than three members of the University Committee shall be from a single school or college, and at least one member shall be from each division.
- B. FUNCTIONS.
 - 1. Considers questions concerning the educational interests or policies of the university.
 - 2. On its own initiative, makes studies and recommendations to the faculty or administration concerning educational policy. The administration is encouraged to ask the University Committee for advice. The University Committee may give advice directly to the administration, or refer a matter to the faculty for discussion.

3. Advises on procedures that involve the faculty in making decisions on the organization or reorganization of interdepartmental or interdisciplinary programs of instruction, research, and service, or the creation of new colleges, schools, or institutes involving significant educational programs.
4. Examines any actions taken relating to the university by the Board of Regents, the Board of Visitors, the various faculties or faculty committees, or by other bodies or individuals related to the university.
5. Consults with appropriate administrative officers on budget matters and reports thereon to the faculty.
6. Prepares the agenda for committee-of-the-whole discussion or consideration of matters of general interest to the faculty.
7. Makes timely reports to the faculty on matters completed, pending, or projected.
8. Advises on the appointment of faculty members of search and screen committees and on the procedures used by these committees.
9. Appoints members of appointed faculty committees after consultation with the chancellor.
10. Serves as the faculty's grievance committee under 8.15. and UWS 6.02, except for matters within the jurisdiction of the Committee on Faculty Rights and Responsibilities.
11. Serves as the executive committee of the senate, unless the senate elects another executive committee. In preparing the agenda for senate meetings pursuant to 2.08, if an item has been added to the agenda by request of a senator or ten faculty members, and if the University Committee believes that there is substantial doubt on whether the item falls within the purview of faculty governance as defined in Chapter 1.20 of this document, the following statement shall be printed in the agenda immediately preceding the item itself: "Although the University Committee doubts whether the following agenda item falls within the purview of faculty governance, it has been placed on the agenda so that the senate may consider and decide that question." In such a case, the agenda item shall not be taken up unless the senate by a majority vote determines that it is appropriate for senate consideration.
12. Maintains liaison between faculty and other shared governance bodies.
13. Receives reports as specified by these rules.
14. Performs other functions assigned to it within these rules.

6.56. WOMEN IN THE UNIVERSITY, COMMITTEE ON.

A. MEMBERSHIP. The Committee on Women in the University consists of the following members:

1. Nine faculty members appointed for terms of three years.
2. Six academic staff members.
3. The Associate vice chancellor responsible for women's issues and the director of the Office for Equity and Diversity, ex officio, non-voting.

B. FUNCTIONS.

1. Evaluates and monitors the status of women faculty and academic staff at the university.
2. Recommends to the University Committee and Academic Staff Executive Committee for consideration and action proposals related to priorities, programs and policies directed toward improving the status of women at UW-Madison.
3. Makes suggestions to administrative officers about implementing priorities and policies designed to address issues of gender equity.

6.57. ADVISORY COMMITTEE TO THE OFFICE OF THE DEAN OF STUDENTS.

A. MEMBERSHIP. The Advisory Committee to the Office of the Dean of Students shall consist of the following members:

1. Four faculty members appointed for terms of three years.
2. Four students.
3. Two academic staff members.
4. The dean of students, ex officio nonvoting.
5. A nonvoting representative of the administration appointed by the provost.

B. FUNCTIONS. The Advisory Committee to the Office of the Dean of Students advises the dean of students, the Faculty Senate, and the administration on aspects of student life not part of the formal instructional program of the university. The committee:

1. Recommends, encourages and evaluates programs and policies that support a positive learning environment and student learning outside the formal instructional program.
2. Recommends, encourages and evaluates programs and policies regarding the student social environment including issues of conduct, health and safety, harassment, and substance abuse.
3. Studies and makes recommendations regarding student academic and nonacademic misconduct and related policies, rules, and procedures. The committee does not hear or consider whether an existing policy or rule ought to be applied in any individual case.
4. Advises the dean of students on organization and priorities for programs under her/his direction.