

CHAPTER 14

COMMITTEES OF THE UNIVERSITY

14.01. Academic Staff Committees

- A. The term "academic staff committee" as used in this chapter applies only to committees established by the Academic Staff Executive Committee or the Academic Staff Assembly and does not apply to committees created by the chancellor, by deans, by the faculty, or by others. Academic staff committees subject to the provisions of this section may be called committees, boards, or commissions.
- B. An academic staff committee reports to the academic staff through the Academic Staff Executive Committee and/or the Academic Staff Assembly.
- C. A majority of the voting members of an academic staff committee shall be members of the University academic staff.
- D. Actions taken by an academic staff committee when the academic staff members present do not constitute a majority must be approved either at the next meeting of the committee at which the academic staff members constitute a majority or through other procedures established by the committee such as a mail ballot.
- E. Persons not members of the academic staff may serve on academic staff committees when appropriate. In particular, provision may be made for representation from the faculty, students, and administrative bodies.
- F. The Academic Staff Executive Committee and the Academic Staff Assembly 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. New academic staff committees must be approved by the Assembly by majority votes in two consecutive Assembly meetings and shall become part of this chapter under 14.12.
- G. Ad hoc academic staff committees established by the Academic Staff Executive Committee or the Academic Staff Assembly are subject to the general provisions of this chapter. The chair will be designated by the appointing body. The charge, composition, and method of appointment or election to each ad hoc committee shall be a part of the proposal of its creation.

14.02. Joint Governance Committee

- A. A joint governance committee is:
 - 1. a committee established in conjunction with faculty and/or student government to address issue of common concern, or

2. a committee that has academic staff representation and is established for the purpose of making recommendations to the chancellor, provost, or designees concerning the governance of the institution.
- B. A joint governance committee reports to the academic staff through the Academic Staff Executive Committee and/or the Academic Staff Assembly 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.

14.03. Consultants

The ASEC or the Assembly, by majority vote, may appoint consultants to a committee it has established. Requests for consultants may come from the ASEC, Assembly representatives, or the committees themselves. Consultants shall be nonvoting committee members.

14.04. Appointments to Committees

- A. Unless other provision for selection is made, the Academic Staff Executive Committee appoints academic staff members of committees and designates their terms of office, after such consultation with the Nominating Committee, chancellor or provost as may be appropriate.
- B. Representatives of the academic staff serving on committees established by the faculty shall be selected according to procedures established by the academic staff governance system.
- C. Representatives of the faculty on committees established by the academic staff shall be selected according to procedures established by the faculty governance system.
- D. Representatives of the students on committees established by the academic staff shall be selected according to procedures established by the student governance system.
- E. An ex officio member of an academic staff committee is a full member of that committee, with the right to participate and vote, unless legislation specifies otherwise.

14.05. Election of Academic Staff to Committees

- A. Academic staff members are elected to committees in accord with procedures described in this chapter.
- B. Unless otherwise provided, nominations for committee positions that are to be filled by election are made by the Nominating Committee.

- C. A vacancy in an elective committee position is to be reported by the chair of that committee to the Secretary of the Academic Staff.
- D. If circumstances warrant, and upon consultation with the committee concerned, the Academic Staff Executive Committee shall appoint, subject to confirmation by the Academic Staff Assembly, an appropriately qualified replacement to fill the vacancy until an academic staff member is elected at the next annual election to complete the unexpired term.

14.06. Terms of Office

- A. Unless otherwise specified, elected academic staff committee members serve one-year terms and assume their duties on July 1 following their election.
- B. Appointed academic staff committee members serve from the date specified by the appointing authority until the appointing authority has designated a successor. If Academic Staff Policies and Procedures or assembly 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 be reappointed by the Academic Staff Executive Committee.
- D. Unless otherwise specified, terms of committee members shall be staggered to the extent possible.

14.07. Committee Chairs

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

14.08. Committee Reports, Records, Recommendations, and Policies

- A. All academic staff Chapter 14 committees and joint governance committees shall report to the Academic Staff Executive Committee in writing at least annually. The ASEC shall determine a schedule for each committee to make progress reports to the Assembly and a deadline for any final or annual reports. These reports shall be submitted to the Academic Staff Assembly for its information. There shall be an opportunity for representatives to ask questions regarding these reports. If a committee of the faculty has academic staff representation, the Secretary of the Academic Staff shall also receive a copy of all

recommendations and reports of the committee.

- B. All 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 academic staff committees wish to be relieved of files, they shall transfer all material to the Secretary of the Academic Staff Office for transmittal to the University Archives under any appropriate or desirable restriction of use consistent with state and federal laws. When the chair of an academic staff 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 Academic Staff Assembly, the vote of the committee on the recommendation or proposed resolution shall be reported to the Academic Staff Assembly.
- D. Academic staff 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 Academic Staff Executive Committee.
- E. If a matter has been reported to the Academic Staff Executive Committee under the provision of 14.08.D. and if the Academic Staff Executive Committee so requests, the committee shall postpone action or implementation relating to the matter pending consideration and action by the Academic Staff Executive Committee and, if the Academic Staff Executive Committee so decides, by the Academic Staff Assembly.

14.09. Meetings

Each academic staff committee meets at the call of its chair. A meeting shall be called at the request of any three members of the committee.

14.10. Quorum Rule

A quorum exists when a majority of the voting members of a committee is present.

14.11. Appeal From and Review of Committee Decisions

- A. Except as otherwise specified, when these rules delegate authority to an academic staff committee to take action without specific Assembly approval, the affected person or persons may appeal the committee action to the Academic Staff Executive Committee unless the committee's recommendation is made to the chancellor for a final decision under the provisions of Academic Staff Policies and Procedures, for example, the Academic Staff Appeals Committee.

- B. Except for the Nominating Committee, whenever these rules authorize a committee to take action or recommend action to the administration without prior approval by the Assembly, if one-third or more of the committee members believe that a committee action is sufficiently important or controversial that it merits consideration by the Academic Staff Executive Committee or the Academic Staff Assembly, they, or the chair of the committee, shall report this to the Academic Staff Executive Committee, which shall consult with the members, the committee chair and other appropriate persons. After such consultation, the Academic Staff Executive Committee may take such action as it considers proper, including submission of the matter to the Academic Staff Assembly.
- C. If a matter has been reported to the Academic Staff Executive Committee under the provisions of 14.11.B. and if the Academic Staff Executive Committee so requests, all steps to adopt or implement the committee action in question shall be postponed pending consideration by the Academic Staff Executive Committee and, if the Academic Staff Executive Committee so decides, by the Academic Staff Assembly.

14.12. Committees of the Academic Staff

A. Academic Staff Executive Committee.

1. *General Responsibilities.*

- a. *Administrative.* The Academic Staff Executive Committee (ASEC) is the administrative executive committee of the academic staff and the Academic Staff Assembly. It provides administrative support to the Academic Staff Assembly. This support includes, but is not limited to, providing the Assembly with necessary information, coordinating and initiating meetings and meeting agendas, transmitting recommendations and decisions of the Assembly to the appropriate office, and implementing the policies of the Assembly in ensuring the role of academic staff in governance as stated in s. 36.09(4m).
- b. *Day-to-Day.* The ASEC is empowered to carry on the day-to-day activities not otherwise delegated and as defined below as necessary to implement s. 36.09(4m).
- c. *Policy Referral.* The ASEC is responsible for referring to the Assembly issues of policy development or change.
- d. *Reporting.* The ASEC must report all its activities and actions to the Assembly in a timely manner, either at the next meeting of the Assembly or in writing. The ASEC's activities and actions are subject to review by the Assembly.

- e. *Communication with Academic Staff.* The ASEC may communicate directly with the academic staff in order to carry out its duties.
2. *Specific Responsibilities.*
- a. *Day-to-Day Activities.*
 - i. The ASEC and its chair are empowered to carry on the day-to-day activities which are necessary to implement s. 36.09(4m) and which are not otherwise delegated. Day-to-day activities include but are not limited to submitting names for appointment to campus committees, representing the position of the Assembly or the academic staff, handling matters of urgency by mail or telephone, and responding to requests for information by the UW-Madison administration.
 - ii. All of these activities must be reported to the Assembly.
 - b. *Assembly Meetings.* The ASEC and its chair have specific responsibilities in the preparation for and progress of Assembly meetings. These responsibilities are given in 13.02 and 13.03.
3. *Additional Responsibilities.* The ASEC may be given additional responsibilities by the Academic Staff Assembly.
4. *Committee Size.* The ASEC shall consist of nine members.
5. *Terms of Office.*
- a. The ASEC terms will run from July 1 to June 30. ASEC members will serve three-year terms with one-third of the committee elected annually.
 - b. Membership on the ASEC is limited to two consecutive three-year terms. Eligibility for election to the ASEC is reinstated one year after a member vacates her or his seat on the committee.
6. *Membership.*
- a. *Eligibility.* Any member of the academic staff holding a salaried appointment shall be eligible to serve on the ASEC providing s/he is not excluded under 14.12.A.6.b.

b. *Exclusions.*

- i. Not more than two of the nine members of the ASEC may be from the same Assembly district, and not more than three can be from the same college, school, or division.
- ii. ASEC members will be ex-officio voting members of the Assembly and may not concurrently serve as representatives of Assembly districts.
- iii. Members of the Nominating Committee may not also be candidates for the ASEC.

7. *Election Processes.*

a. *Election at Large.* The ASEC shall be elected by the academic staff, from the academic staff at large.

b. *Slate.*

- i. *Nominees.* The Nominating Committee shall prepare a slate of nominees for the ASEC to be reported to the Assembly not later than the December Assembly meeting each year, or the January Assembly meeting if the December meeting has been canceled. The total number of nominees shall be at least two more than the number of vacancies.
- ii. *Additional Nominees.* Additional nominees may be added by a petition signed by at least 10 Assembly representatives, or 50 members of the academic staff. The petition must be submitted to the Secretary of the Academic Staff within 10 working days after the Assembly meeting at which the initial slate is presented.

c. *Timing.* ASEC members will be elected not later than March 15 each year and prior to the call for nominations for Assembly districts.

d. *Elections.*

- i. Election shall be by secret ballot. Those candidates receiving the most votes from those submitting legal ballots shall be sufficient for election providing the provisions of 14.12.A.6.b. are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.

- ii. The Assembly, the provost (or designee) and the Secretary of the Academic Staff shall ensure fair and impartial elections; shall certify the validity of all ballots; and shall tabulate and announce election results not later than 96 hours after the deadline for the return of ballots.
8. *Chair and Vice-Chair.* ASEC members will select their chair and vice-chair by majority vote.
9. *Vacancies.*
 - a. The office of an ASEC member shall become vacant on incapacity, recall, resignation, or an absence without approval from the ASEC chair or vice-chair from four regular meetings of the ASEC annually.
 - b. To fill a vacated ASEC seat, the Nominating Committee will recommend one or two names to the Assembly. If one nominee, a majority vote is required; if two nominees, the one receiving more votes shall become the ASEC member. The seat will be up for election at the next ASEC election, regardless of whether that seat would normally be up for election that year. The person elected would then serve until the next regular election for that seat.
10. *Recall.* Recall proceedings against an ASEC member may be initiated by petition from 100 academic staff members. The petition will be submitted to the chancellor with a copy to the Secretary of the Academic Staff. Within four weeks from the date of receipt of the petition, a special election will be held to determine whether or not the academic staff at large wishes to recall the ASEC member. If a majority of the ballots cast vote for recall, that ASEC seat is vacant and shall be filled as in 14.12.A.9.b. If the next election is not the regular time for that ASEC seat, the person elected will serve until the next regular election for that seat.
11. *Rules of Order.* The most current edition of Robert's Rules of Order, Newly Revised will govern meetings of the ASEC in all cases to which they are applicable and in which they are not inconsistent with any bylaws or special rules of order the ASEC may adopt.

B. Committees of the Assembly

1. Communications

- a. *Responsibilities.* The Communications Committee is charged with working with other campus units, entities, and organizations to coordinate communication about and relevant to Academic Staff to both internal and external audiences. This coordination should include identifying strategies to address communication gaps.

- i. External communication responsibilities include: develop strategies to communicate the story of academic staff; monitor local media outlets for information that affects academic staff; and communicate this information to targeted communities within academic staff.
 - ii. Internal communication responsibilities include: oversee the development and ongoing maintenance of the academic staff governance website; oversee the Assembly e-mail list; coordinate oversight of the district distribution lists with DRC; develop guidelines for effective communication by other academic staff governance units; and monitor communication from or about Academic Staff Assembly and ASEC for clarity and relevance to academic staff.
 - iii. The Communications Committee shall make recommendations on these matters and report its activities to the Academic Staff Assembly.
- b. *Committee Size.* The Communications Committee shall consist of nine members.
- c. *Membership*
 - i. *Eligibility.* Members of the academic staff holding a paid appointment shall be eligible to serve on the Communications Committee providing they are not excluded under 14.12.B.1.c.ii.
 - ii. *Exclusions.* No more than two members may be from the same district or three members from the same school, college or division.
- d. *Terms of Office.* Communications Committee members shall serve for three-year terms, beginning July 1. There is no limit to the number of terms a member may serve. When a committee member requests a leave of absence, the committee shall determine whether to grant the leave. If a leave is granted, the committee chair shall notify the ASEC. When a leave of absence is granted, the committee shall determine whether a temporary replacement member should be appointed. If so, the committee chair shall notify the ASEC, and the ASEC shall appoint a replacement to serve for the duration of the leave of absence.
- e. *Election Processes*
 - i. One-third of the Communications Committee shall be elected each year.

- ii. The Nominating Committee shall prepare a slate of nominees that exceeds the number of vacant seats assuring broad representation of academic staff regarding professional interests, employing unit, and funding source.
- iii. Nominees may be added to the slate by motion from the floor or by petition by 10 academic staff members.
- iv. Election will be in the spring by ballot to Assembly representatives following the meeting at which the slate is presented. Those candidates receiving the most votes from all the valid ballots cast will fill the vacant positions providing the provisions of 14.12.B.1.c.i. are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.
- f. *Chair.* The chair will be elected by majority vote of the Committee at its first meeting each year. In the case of a tie vote, the ASEC chair will cast the deciding vote.
- g. *Vacancies.* Vacancies will be filled by appointment by the ASEC from a list of nominees supplied by the Nominating Committee. The appointed Committee member will serve until the next regular election for that seat.
- h. *Recall.* The Assembly may consider recalling a member of the Communications Committee on recommendation of a majority of the committee members. If there is a tie vote, the ASEC may appoint one or more members of the Assembly to consult with the Communications and report back to the ASEC. If a recommendation to recall a committee member is made by committee vote or after a recommendation from a consultant(s), the recall will require a majority vote by the Assembly. If a member of the Communications Committee is recalled, the procedures in 14.12.B.1.g. shall be followed to select a replacement.

2. Compensation and Economic Benefits

- a. *Responsibilities.* The Compensation and Economic Benefits Committee is charged with the continuing review of policies and procedures relating to academic staff compensation, fringe benefits and other economic benefits and with making recommendations to the Assembly on matters in these areas.
- b. *Committee Size.* The Compensation and Economics Benefits Committee shall consist of nine members.

c. *Membership.*

i. *Eligibility.* Members of the academic staff holding a salaried appointment shall be eligible to serve on the Compensation and Economics Benefits Committee providing they are not excluded under 14.12.B.2.c.ii.

ii. *Exclusions.* No more than two members may be from the same district or three members from the same school, college or division.

d. *Terms of Office.* The Compensation and Economics Benefits Committee members shall serve for three-year terms, beginning July 1. There is no limit to the number of terms a member may serve.

e. *Election Processes.*

i. One-third of the Compensation and Economics Benefits Committee shall be elected each year.

ii. The Nominating Committee shall prepare a slate of nominees that exceeds the number of vacant seats assuring broad representation of academic staff regarding professional interests, employing unit, funding source, and expertise in compensation matters. The slate should contain both Assembly representatives and academic staff at large.

iii. Nominees may be added to the slate by motion from the floor or by petition by ten academic staff members.

iv. Election will be in the spring by ballot to Assembly representatives following the meeting at which the slate is presented. Those candidates receiving the most votes from all the valid ballots cast will fill the vacant positions providing the provisions of 14.12.B.2.c.i. are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.

f. *Chair.* The chair will be elected by a majority vote of the Committee at its first meeting each year. In the case of a tie vote, the ASEC chair will cast the deciding vote.

g. *Vacancies.* Vacancies will be filled by appointment by ASEC from a list of nominees supplied by the Nominating Committee. The appointed Committee member will serve until the next regular election for that seat.

- h. *Recall.* The Assembly may consider recalling a member of the Compensation and Economics Benefits Committee on recommendation of a majority of the committee members. If there is a tie vote, the Academic Staff Executive Committee may appoint one or more members of the Assembly to consult with the Compensation and Economics Benefits Committee and report back to the ASEC. If a recommendation to recall a committee member is made by committee vote or after a recommendation from a consultant(s), the recall will require a majority vote by the Assembly. If a member of the Compensation and Economics Benefits Committee is recalled, the procedures in 14.12.B.2.g. shall be followed to select a replacement.

3. Districting and Representation Committee

a. *Responsibilities.*

- i. The Districting and Representation Committee is charged with reviewing election and districting processes and rules to ensure that the academic staff members may exercise their institutional governance rights in the most effective, equitable, and efficient manner.
- ii. The Districting and Representation Committee is charged with periodic review of each academic staff district. The purpose of this review is to ensure that each district meets the requirements of the Academic Staff Policies and Procedures (ASPP), as stated in 13.02.C, 13.02.D, and 13.06.A.1.
- iii. The Districting and Representation Committee is charged to hear appeals from individuals or groups presenting a reasonable basis for assignment to a different district or to a new district.
- iv. The Districting and Representation Committee is also charged to, when needed, review and recommend action to the Assembly on any of the following issues:
 - A. Substantial changes in the size or general composition of individual districts; substantial changes in the guidelines that address election and districting issues, which include 13.02.C., 13.02.D. and 13.06.A.1. of the ASPP; and
 - B. Substantial changes in the election process. These changes include, but are not limited to, changing the date of elections, changing the notification process for candidates, changing the notification process for voters, and changing the content of the ballot. Substantial changes do not include either changing the graphic format of the ballot or adding additional notifications of an

upcoming election.

- v. The Districting and Representation Committee is further charged to, when needed, review any of the following issues:
 - A. Changes in procedure to improve the equity or efficiency, or both, of the districting process; and
 - B. Changes in procedure to encourage academic staff members' participation in elections and academic staff governance activities in general.
- vi. The Districting and Representation Committee is charged to report to the Assembly before each election, as required in 13.02.C.4.
- b. *Committee Size.* The committee shall consist of six members.
- c. *Membership.*
 - i. *Eligibility.* Members of the academic staff holding a salaried appointment shall be eligible to serve on the Districting and Representation Committee providing they are not excluded under 14.12.B.3.c.ii.
 - ii. *Exclusions.* No more than two members may be from the same district or three members from the same school, college or division.
- d. *Terms of Office.* Districting and Representation Committee members shall serve for three-year terms, beginning July 1. There is no limit to the number of terms a member may serve.
- e. *Election Processes.*
 - i. One-third of the Districting and Representation Committee shall be elected each year.
 - ii. The Nominating Committee shall prepare a slate of nominees that exceeds the number of vacant seats assuring broad representation of academic staff regarding professional interests, employing unit, and funding source. The slate should contain both Assembly representatives and academic staff at large.
 - iii. Nominees may be added to the slate by motion from the floor or by petition by ten academic staff members.

- iv. Election will be in the spring by ballot to Assembly representatives following the meeting at which the slate is presented. Those candidates receiving the most votes from all the valid ballots cast will fill the vacant positions providing the provisions of 14.12.B.3.c.i are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.
- f. *Chair.* The chair will be elected by a majority vote of the committee at its first meeting each year. In the case of a tie vote, the ASEC chair will cast the deciding vote.
- g. *Vacancies.* Vacancies will be filled by appointment by ASEC from a list of nominees supplied by the Nominating Committee. The appointed committee member will serve until the next regular election for that seat.
- h. *Recall.* The Assembly may consider recalling a member of the Districting and Representation Committee on recommendation of a majority of the committee members. If there is a tie vote, the Academic Staff Executive Committee may appoint one or more members of the Assembly to consult with the Districting and Representation Committee and report back to the ASEC. If a recommendation to recall a committee member is made by committee vote or after a recommendation from a consultant(s), the recall will require a majority vote by the Assembly. If a member of the Districting and Representation Committee is recalled, the procedures in 14.12.B.3.g. shall be followed to select a replacement.

4. Mentoring Committee

- a. *Responsibilities.*
 - i. The Mentoring Committee Promotes professional and personal development among academic staff by:
 - A. Documenting and communicating campus mentoring programs, activities and resources for academic staff.
 - B. Working with current university resources to provide available mentors for incoming academic staff.
 - C. Developing and delivering campus presentations and workshops on mentoring.
 - D. Partnering with campus groups and committees, like CASIs, to develop mentoring opportunities for professions or title series.
- b. *Committee Size.* The Mentoring Committee shall consist of nine members.

c. *Membership.*

- i. *Eligibility.* Any member of the academic staff holding a salaried appointment shall be eligible to serve on the Mentoring Committee providing they are not excluded under 14.12.B.4.c.ii or three members from the same school, college or division.
- ii. *Exclusions.* No more than two members may be from the same Assembly district.

d. *Terms of Office.* Mentoring Committee members shall serve for three-year terms, beginning July 1. There is no limit to the number of terms a member may serve.

e. *Election Process.*

- i. One-third of the Mentoring Committee shall be elected each year.
- ii. The Nominating Committee shall prepare a slate of nominees that exceeds the number of vacant seats assuring broad representation of academic staff regarding professional interests, employing unit, and funding source.
- iii. Nominees may be added to the slate by motion from the floor or by ten academic staff members.
- iv. Election will be in the spring by ballot to Assembly representatives following the meeting at which the slate is presented. Those candidates receiving the most votes from all the valid ballots cast will fill the vacant positions providing the provisions of 14.12.B.4.c.ii are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.

f. *Chair(s).* The chair (or co-Chairs if the Mentoring Committee so elects) will be elected by majority vote of the Committee at its first meeting each year. In the case of a tie vote, the ASEC chair will cast the deciding vote.

g. *Vacancies.* Vacancies will be filled by appointment by ASEC from a list of nominees supplied by the Nominating Committee. The appointed committee member will serve until the next regular election for that seat.

- h. *Recall.* The Assembly may consider recalling a member of the Mentoring Committee on recommendation of a majority of the committee members. If there is a tie vote, the Academic Staff Executive Committee may appoint one or more members of the Assembly to consult with the Mentoring Committee and report back to the ASEC. If a recommendation to recall a committee member is made by committee vote or after a recommendation from a consultant(s), the recall will require a majority vote by the Assembly. If a member of the Mentoring Committee is recalled, the procedures in 14.12.B.4.g. shall be followed to select a replacement.”

5. Nominating Committee

a. *Responsibilities*

- i. The Nominating Committee is charged with nominating members of the academic staff for election to the Academic Staff Executive Committee and for election or appointment to appropriate UW-Madison committees.
- ii. The Nominating Committee will make recommendations to the ASEC when asked to recommend academic staff for university committee assignments. The ASEC will choose from the list submitted by the Nominating Committee and will notify the Chair of the Nominating Committee of the appointment by sending a copy of the letter being sent to the appointing body.
- iii. Responsibilities in the ASEC election process are outlined in 14.12.A.7.
- iv. The Nominating Committee shall respond to appointment requests in the most timely fashion possible within the time frame set by the appointing authority's request.

b. *Committee Size.* The Nominating Committee shall consist of nine members.

c. *Terms of Office.* Members of the Nominating Committee will serve for three years with one-third of the Committee being elected each year. Membership on the Nominating Committee is limited to two consecutive full terms. Eligibility for election is reinstated one year after a member vacates her or his seat on the Nominating Committee.

d. *Membership.*

- i. *Eligibility.* Any member of the academic staff holding a salaried appointment shall be eligible to serve on the Nominating Committee providing they are not excluded under 14.12.B.5.d.ii.

ii. *Exclusions.*

- A. No more than two members of the Nominating Committee may be from the same Assembly district or the same college, school or division.
- B. ASEC members may not stand for election to the Nominating Committee.

e. *Election Processes.*

- i. The ASEC will solicit nominations for election to the Nominating Committee from the academic staff at large and from the Academic Staff Assembly in March. The slate of nominees will be presented to the Assembly in April and may be amended by the addition of names proposed and seconded from the floor.
 - ii. Election will be in the spring by ballot to Assembly representatives following the meeting at which the slate is presented. The candidates receiving the most votes from all the valid ballots cast will fill the vacant positions providing the provisions of 14.12.B.5.d.i are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.
- f. *Chair.* After each election, Nominating Committee members shall select their chair by majority vote. In the case of a tie, the ASEC chair shall cast the deciding vote.
- g. *Vacancies.* When a member of the Nominating Committee becomes unable to serve and/or resigns, the ASEC will recommend one or two names to the Assembly for replacement for the remainder of that term of service. If only one nominee is recommended, a majority vote is required; if two nominees are recommended, the one receiving the most votes will fill the vacancy.
- h. *Recall.* The Assembly may consider recalling a member of the Nominating Committee on recommendation of a majority of the committee members. If there is a tie vote, the Assembly may appoint one or more members of the Assembly to consult with the Nominating Committee and report back to the Assembly. If a recommendation to recall a committee member is made by committee vote or after a recommendation from a consultant(s), the recall will require a majority vote by the Assembly. If a member of the Nominating Committee is recalled, the procedures in 14.12.B.5.g. shall be followed to select a replacement.

6. Personnel Policies and Procedures Committee

- a. *Responsibilities.* The Personnel Policies and Procedures Committee is charged with continuing review of personnel policies and procedures relating to academic staff and with making recommendations to the Assembly on matters in these areas.
- b. *Committee Size.* The Personnel Policies and Procedures Committee shall consist of nine members.
- c. *Membership.*
 - i. *Eligibility.* Members of the academic staff holding a salaried appointment shall be eligible to serve on the Personnel Policies and Procedures Committee providing they are not excluded under 14.12.B.6.c.ii.
 - ii. *Exclusions.* No more than two members may be from the same district or three members from the same school, college or division.
- d. *Terms of Office.* Personnel Policies and Procedures Committee members shall serve for three-year terms, beginning July 1. There is no limit to the number of terms a member may serve.
- e. *Election Processes.*
 - i. One-third of the Personnel Policies and Procedures Committee shall be elected each year.
 - ii. The Nominating Committee shall prepare a slate of nominees that exceeds the number of vacant seats assuring broad representation of academic staff regarding professional interests, employing unit, and funding source. The slate should contain both Assembly representatives and academic staff at large.
 - iii. Nominees may be added to the slate by motion from the floor or by petition by ten academic staff members.
 - iv. Election will be in the spring by ballot to Assembly representatives following the meeting at which the slate is presented. Those candidates receiving the most votes from all the valid ballots cast will fill the vacant positions providing the provisions of 14.12.B.6.c.i are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.

- f. *Chair.* The chair will be elected by majority vote of the Committee at its first meeting each year. In the case of a tie vote, the ASEC chair will cast the deciding vote.
- g. *Vacancies.* Vacancies will be filled by appointment by ASEC from a list of nominees supplied by the Nominating Committee. The appointed committee member will serve until the next regular election for that seat.
- h. *Recall.* The Assembly may consider recalling a member of the Personnel Policies and Procedures Committee on recommendation of a majority of the committee members. If there is a tie vote, the Academic Staff Executive Committee may appoint one or more members of the Assembly to consult with the Personnel Policies and Procedures Committee and report back to the ASEC. If a recommendation to recall a committee member is made by committee vote or after a recommendation from a consultant(s), the recall will require a majority vote by the Assembly. If a member of the Personnel Policies and Procedures Committee is recalled, the procedures in 14.12.B.6.g. shall be followed to select a replacement.

7. Professional Development and Recognition Committee

- a. *Responsibilities.* The Professional Development and Recognition Committee is charged with promoting the concept of professional development and recognition for UW-Madison academic staff; working with campus administration to explore and develop programs that will enhance the professional skills and abilities, and develop a recognition process for academic staff; making recommendations regarding the review of and changes to academic staff professional development guidelines; reviewing or establishing review mechanisms for UW-Madison proposals under the UW System Professional Development Program and any similar programs through the UW System or the UW-Madison; working with campus administration and faculty to locate or create funding resources for professional development and recognition for academic staff; developing a permanent Forum Series structure for the enrichment of UW-Madison academic staff; working with campus administration in selecting academic staff for professional recognition, awards and special training programs; and coordinating publicity efforts and public relations for the recognition of outstanding contributions made by academic staff to the campus and within their professions. The Professional Development and Recognition Committee shall make recommendations on these matters and report its activities to the Academic Staff Assembly.
- b. *Committee Size.* The Professional Development and Recognition Committee shall consist of twelve members.

- c. *Membership.*
 - i. *Eligibility.* Members of the academic staff holding a salaried appointment shall be eligible to serve on the Professional Development and Recognition Committee providing they are not excluded under 14.12.B.7.c.ii.
 - ii. *Exclusions.* No more than two members may be from the same district or four members from the same school, college or division.
- d. *Terms of Office.* Professional Development and Recognition Committee members shall serve for three-year terms, beginning July 1. There is no limit to the number of terms a member may serve.
- e. *Election Processes.*
 - i. One-third of the Professional Development and Recognition Committee shall be elected each year.
 - ii. The Nominating Committee shall prepare a slate of nominees that exceeds the number of vacant seats assuring broad representation of academic staff regarding professional interests, employing unit, and funding source. The slate should contain both Assembly representatives and academic staff at large.
 - iii. Nominees may be added to the slate by motion from the floor or by petition by ten academic staff members.
 - iv. Election will be in the spring by ballot to Assembly representatives following the meeting at which the slate is presented. Those candidates receiving the most votes from all the valid ballots cast will fill the vacant positions providing the provisions of 14.12.B.7.c.i are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.
- f. *Chair.* The chair will be elected by majority vote of the Committee at its first meeting each year. In the case of a tie vote, the ASEC chair will cast the deciding vote.
- g. *Vacancies.* Vacancies will be filled by appointment by ASEC from a list of nominees supplied by the Nominating Committee. The appointed Committee member will serve until the next regular election for that seat.

- h. *Recall.* The Assembly may consider recalling a member of the Professional Development and Recognition Committee on recommendation of a majority of the committee members. If there is a tie vote, the Academic Staff Executive Committee may appoint one or more members of the Assembly to consult with the Professional Development and Recognition Committee and report back to the ASEC. If a recommendation to recall a committee member is made by committee vote or after a recommendation from a consultant(s), the recall will require a majority vote by the Assembly. If a member of the Professional Development and Recognition Committee is recalled, the procedures in 14.12.B.7.g. shall be followed to select a replacement.

8. Other Committees.

- a. Area Review Committees. See ASPP 2.07.2.
- b. Academic Staff Appeals Committee. See ASPP 9.02.
- c. Distinguished Prefix Review Committee. See UW-Madison Unclassified Title Guideline, Distinguished Prefix Review Committee Policies and Procedures, Academic Staff Document 473.

14.13 Committees of the Faculty with Academic Staff Representation

The term "committees of the faculty" as used in this section applies only to committees designated as Chapter 6 committees in *Faculty Policies and Procedures*. Unless otherwise specified, the Academic Staff Executive Committee shall appoint members of the academic staff to faculty committees and designate their terms of office. Members of the academic staff appointed or elected to committees of the faculty are expected to represent the interests of the academic staff as participants in the shared governance of the university. If the Academic Staff Executive Committee determines that an appointed or elected academic staff member is not representing the interests of the academic staff or is not attending committee meetings, the Academic Staff Executive Committee may submit a recall resolution to the Academic Staff Assembly. If a recall resolution is approved by the Academic Staff Assembly, the academic staff member shall be removed from the committee and another member of the academic staff shall be appointed or elected in accord with the provisions of this chapter. Notwithstanding the faculty committee membership and function described in this section, whenever a conflict with *Faculty Policies and Procedures* exists, *Faculty Policies and Procedures* shall rule. Joint governance committees are listed in 14.14.

A. Academic Affairs of Minority/Disadvantaged Students, Committee On

- 1. *Membership.* The Committee on Academic Affairs of Minority/Disadvantaged Students shall consist of the following members:

- a. Six faculty members, including persons of minority/disadvantaged backgrounds, appointed for terms of four years.
- b. Two academic staff members having familiarity with minority/disadvantaged programs.
- c. Three students.

2. *Functions.*

- a. Reviews and makes recommendations regarding University policy and programs affecting educational opportunities for minority/disadvantaged students.
- b. Monitors academic progress of minority/disadvantaged students and the programs and services designed for them.
- c. Makes annual reports to the faculty and to the chancellor concerning the recruitment, admission, retention, progress, and graduation of undergraduate, professional, and graduate minority/disadvantaged students.

B. Archives Committee.

1. *Membership.* The Archives Committee consists of the following members:

- a. Three faculty members.
- b. One academic staff member.
- c. Chair of the Library Committee.
- d. Director of the University General Library System.
- e. Director of the State Historical Society.
- f. University archivist, ex officio nonvoting.
- g. Secretary of the Faculty, ex officio nonvoting.
- h. Provost, ex officio nonvoting.
- i. Secretary of the Academic Staff, ex officio nonvoting.

2. *Functions.* Determines the policies governing the control and use of the University Archives.

C. Athletic Board.

1. *Membership.* The Athletic Board consists of the following members:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. One nonvoting representative of the Division of Recreational Sports.
2. *Tenure of Appointments.*
 - a. 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.
 - b. Alumni members shall serve four-year terms and may not be reappointed. Their appointments shall be staggered.
 - c. Student members shall serve one-year terms and may be reappointed.

3. *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.

4. *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:

- a. establishing and implementing academic and other eligibility standards for recruitment of student athletes;
- b. establishing and implementing academic standards, such as grade point and class attendance, and other requirements for participation in intercollegiate athletics;
- c. overseeing the Athletic Department's systems for providing student athletes with academic services, and monitoring the academic progress of student athletes;
- d. establishing and implementing policies on equity and nondiscrimination;
- e. reviewing and approving schedules for athletic events, including participation in all post-season events;
- f. 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;
- g. setting criteria to be applied in evaluating the performance of Athletic Department staff; reviewing and approving the evaluations of head coaches and senior departmental administrators and approving their contract renewals;
- h. approving awards and prizes;
- i. setting policy for and approval of uses of Athletic Department facilities;

- j. participating actively in the development of fiscally responsible departmental budgets and approving them for recommendation to the chancellor;
- k. approving prices and policies for tickets for Athletic Department events;
- l. 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.

D. Campus Planning Committee

1. *Membership.* The Campus Planning Committee shall consist of the following members:
 - a. Four faculty members, one from each faculty division, appointed for terms of four years. Two members shall be appointed in each odd-numbered year.
 - b. Two faculty members, appointed by the University Committee for four-year terms, who shall also serve on the University Academic Planning Council.
 - c. One faculty member to represent environmental concerns, appointed by the University Committee with confirmation by the Senate, to serve for a four-year term.
 - d. One faculty member, appointed by the Arboretum Committee from among its current membership.
 - e. The chancellor or designee of the chancellor, who shall chair the committee.
 - f. Three deans appointed by the chancellor.
 - g. One academic staff member.
 - h. One student.
 - i. One nonvoting member representing each of the following committees. The member shall be selected by each committee from among its current or recent past membership:
 - i. Campus Transportation Committee
 - ii. Information Technology Committee

- iii. Library Committee
- iv. Recreational Sports Board
- v. Committee on Women in the University
- vi. The Assistant Vice Chancellor for Facilities Planning and Management, ex officio, and a representative of the space and remodeling policies committee, both nonvoting.

2. *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.
3. *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.

E. Campus Transportation Committee

1. *Membership.* The Campus Transportation Committee shall consist of the following members:
 - a. Three faculty members appointed for terms of three years.
 - b. Three academic staff members.
 - c. One student.
 - d. One member appointed annually by the chancellor to represent the administration.
 - e. Two members appointed annually by the chancellor to represent the classified civil service.
 - f. Two nonvoting members, appointed annually by the chancellor to represent, respectively, the Transportation Services Office and the Department of Facilities Planning and Management.

2. *Functions.*

- a. 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 non-motorized vehicular transportation and parking on the campus.
- b. Interprets policies related to transportation and parking adopted by governance bodies.
- c. Ensures appropriate consultation of governance bodies regarding proposed changes in any policies.
- d. 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 Department of Facilities Planning and Management, or other appropriate divisions of the University, and the Campus Planning Committee.
- e. Provides representation on all building committees for projects that include or affect transportation facilities.
- f. 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.

F. Equity and Diversity Resource Center, Advisory Committee for the

1. *Membership.* The Advisory Committee for the Equity and Diversity Resource Center shall consist of the following members:
 - a. Seven faculty members appointed for terms of four years.
 - b. Three academic staff members.
 - c. Two students.
 - d. One classified staff member.

2. *Functions.*

- a. Works with the Director of the Equity and Diversity Resource Center, providing consultation and oversight and advises the university administration and governance organizations on policy issues related to affirmative action and compliance.
- b. Reviews periodically the discrimination and harassment complaint procedures for effectiveness and appropriateness.
- c. Reviews the functions of the Equity and Diversity Resource Center in carrying out the Center's mission.
- d. Reviews campus committees pursuing discrimination goals regarding missions and coordination.
- e. Reports annually in June to the Academic Staff Assembly and chancellor as well as to the Faculty Senate.

G. Information Technology Committee

1. *Membership.* The Information Technology Committee shall consist of the following members:
 - a. Eight faculty members, two from each faculty division, appointed for terms of four years.
 - b. Three academic staff members. No member of the Division of Information Technology staff may serve as a voting member of the committee.
 - c. Three students, at least one of whom shall be an undergraduate student and at least one a graduate student, to serve one-year terms.
 - d. Director of the Division of Information Technology, ex officio nonvoting.
 - e. Director of the University General Library System, ex officio nonvoting.
 - f. One nonvoting member from the Office of the Vice Chancellor for Administration, one nonvoting member from the Office of Business Services, and one nonvoting member representing the provost. These members shall be appointed by the provost.

2. *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.
 - a. Reviews and makes recommendations on strategic planning for the University's information technology resources.
 - b. Reviews the performance of information technology facilities and services in supporting and assisting scholarly activities.
 - c. Receives reports from and provides general direction to committees formed to address specific information technology issues including the Committees on Distance Education and Video Strategic Planning.
 - d. Monitors technical developments.
 - e. Consults with and advises appropriate administrative officers on budget matters including charges and funding sources for information technology services.
 - f. 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.
 - g. Gives advice on the allocation of resources among major information technology services and facilities.

H. Lectures Committee.

1. *Membership.* The Lectures Committee shall consist of the following members:
 - a. Four faculty members, one appointed by each divisional executive committee for a term of four years.
 - b. One academic staff member.
 - c. One student.
 - d. One academic dean, appointed by the provost.

2. *Functions.*

- a. 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.
- b. Recommends annually to the chancellor a budget for its activities.
- c. Exercises such control over the announcement of lectures as it deems necessary and desirable.

I. Library Committee.

1. *Membership.* The Library Committee shall consist of the following members:

- a. 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.
- b. Two members of the academic staff. No member of the library staff may serve as a voting member of the committee.
- c. Three students, at least one of whom shall be an undergraduate student and at least one a graduate student, to serve one-year terms.
- d. 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.
- e. 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.

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

J. Recreational Sports Board

1. *Membership.* The Recreational Sports Board shall consist of the following members:
 - a. Five faculty members.
 - b. Five academic staff members.
 - c. Five student members.
 - d. Director of the Division of Recreational Sports, ex officio nonvoting.

- e. 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.

2. *Functions.*

- a. Advises the administration concerning the development, programming, staffing, maintenance, and financing of recreational sports facilities for faculty, staff, and students.
- b. Initiates actions in matters of budget and personnel for the chancellor.
- c. 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.

K. 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.

1. *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:
 - a. The dean shall be a member ex-officio.
 - b. 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.
 - c. 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.

- d. At least one member shall be academic staff elected by the school or college academic staff.
- e. 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. Procedures for nomination and election of academic staff members shall be transmitted to the Academic Staff Executive Committee. If requested, the Academic Staff Executive Committee shall assist schools and colleges to develop nomination and election procedures that recognize the special characteristics of each unit.

2. *Procedures.* Except as provided elsewhere for the Graduate School Academic Planning Council,

- a. 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.
- b. 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.
 - i. 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.
 - ii. 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 3.06. The self study report shall be submitted to the dean, the faculty of the school or college, and to the University Committee.

- c. 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.
- d. Academic Planning Councils shall afford the affected departments an opportunity to present their position during the course of the discussions.

L. Search and Screen Committees

1. *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:
 - a. A faculty majority, as defined in Faculty Policies and Procedures 6.01.C, appointed after consultation with the University Committee.
 - b. Administrators, academic staff, and students.
 - c. A chair designated by the chancellor from among the faculty majority.
2. *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.
3. *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.]

M. Student Policies and Non-Academic Program Committee

1. *Membership.* The Student Policies and Non-Academic Program Committee shall consist of the following members:
 - a. Four faculty members appointed for terms of three years,
 - b. Four students,
 - c. Two academic staff members,
 - d. The Dean of Students, ex officio nonvoting,
 - e. A nonvoting representative of the administration appointed by the provost.
2. *Functions.* The Student Policies and Non-Academic Program Committee advises the Dean of Student, the Faculty Senate, and the administration on aspects of student life not part of the formal instructional program of the University. The Committee:
 - a. Recommends, encourages and evaluates programs and policies that support a positive learning environment and student learning outside the formal instructional program, in cooperation with the Undergraduate Education Committee.
 - b. Recommends, encourages and evaluates programs and policies regarding the student social environment including issues of conduct, health and safety, harassment, and substance abuse.
 - c. 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.
 - d. Advises the Dean of Students on organization and priorities for programs under her/his direction.

N. Undergraduate Recruitment, Admissions and Financial Aid, Committee On

1. *Membership.* The Committee on Undergraduate Recruitment, Admissions, and Financial Aid shall consist of the following members:
 - a. Eight faculty members.
 - b. Two academic staff members.

- c. Four students.
- d. The Director of Admissions, ex officio nonvoting.
- e. The Director of Student Financial Services, ex officio nonvoting.

2. *Functions.*

- a. 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. Makes recommendations to the faculty concerning the formulation of, or any substantive modification in, University policies on admission and financial aid.
- b. Makes recommendations to the faculty and administration concerning programs directed at enhancing the quality and diversity of the undergraduate student body.
- c. Advises the administration on and reviews the implementation and operation of these policies and programs.

O. University Academic Planning Council

- 1. *Membership.* The University Academic Planning Council shall consist of the following members:
 - a. The chancellor.
 - b. The provost, who shall chair the council.
 - c. The dean of the Graduate School.
 - d. One administrative member selected by the provost.
 - e. One faculty member appointed by the University Committee with the approval of the Senate, who will chair the Budget Planning and Analysis Joint Subcommittee.
 - f. One member selected by the University Committee from among its current members.
 - g. One member selected by the Academic Staff Executive Committee from among its current members.

- h. Four faculty members, one from each faculty division, selected by the Divisional Executive Committee from departmental nominees after consultation with the Committee on Committees.
- i. 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.
- j. 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.
- k. 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.
- l. One student member, nonvoting.
- m. The faculty members selected under 14.13.O.1.h., i., and j. above shall serve four-year terms, which shall be staggered.

2. *Functions.*

- a. Advises the chancellor and provost on major program decisions, long term academic plans, and associated campus development and budgetary policies.
- b. Addresses university academic issues and provides for faculty participation in long-range planning, and as such
 - i. Oversees the long-range planning process for the academic programs of the university.
 - ii. Reviews progress on and initiates selective updates of the recommendations of major planning exercises and documents.
 - iii. Identifies and initiates studies of academic issues crossing school and college lines.

- c. Assures that appropriate review and consideration is given to requests for new programs; the implementation of proposals for new majors, degrees, departments, schools, or colleges; recommendations concerning the establishment or discontinuation of departments; and academic program evaluation. As part of this function it
 - i. Assumes responsibility for review and approval of programs as required by statute.
 - ii. Oversees and updates program review procedures, procedures for the evaluation and approval of new program proposals, and the university's overall assessment strategy.
 - iii. Assigns the responsibility for reviews of existing programs and new program proposals to the appropriate school, college, or divisional academic planning council.
 - d. Advises the Campus Planning Committee on the impact of academic priorities on the campus physical development plans.
- 3. *Structure.* The council shall, within six months of its establishment in accord with Section 1, inform the University Committee and Senate of the structure and mechanisms it has established to provide for the functions specified in Section 2. 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.
- 4. *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.
 - a. *Membership.* The Budget Planning and Analysis Joint Subcommittee shall consist of
 - i. the subcommittee chair, appointed in accord with 14.13.O.1.e.
 - ii. One faculty member appointed by the University Academic Planning Council from among its members under 14.13.O.1.h. and i.
 - iii. The Academic Staff Executive Committee member of the University Academic Planning Council under 14.13.O.1.g.
 - iv. One faculty member appointed by and from the Commission on Faculty Compensation and Economic Benefits.

- v. The administrative member of the University Academic Planning Council appointed by the provost under 14.13.O.1.d.
 - vi. The vice chancellor for administration, ex officio nonvoting.
 - vii. A member of the University Committee as in 14.13.O.1.f.
- b. *Functions.*
- i. Advises the chancellor, the provost and the University Academic Planning Council on issues of budgetary impact.
 - ii. Advises the University Committee on issues of budgetary impact and the public position to be taken by the faculty on budgetary issues.
 - iii. Advises relevant college and divisional committees on budgetary issues related to academic planning.
 - iv. Advises the chancellor, the provost and the vice chancellor for administration on issues related to budget planning and analysis including
 - A. 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
 - B. the manner in which studies and analyses are reported to the faculty
 - C. the impact of budget proposals on academic programs.

P. Women in the University, Committee On

1. *Membership.* The Committee on Women in the University consists of the following members:
 - a. Nine faculty members appointed for terms of three years.
 - b. Six academic staff members.
 - c. The Associate Vice Chancellor responsible for women's issues and the Director of the Equity and Diversity Resource Center, ex officio, nonvoting.

2. *Functions.*

- a. Evaluates and monitors the status of women faculty and academic staff at the University.
- b. 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.
- c. Makes suggestions to administrative officers about implementing priorities and policies designed to address issues of gender equity.

14.14 Joint Governance Committees

The term "joint governance committee" as used in this section applies to a committee established in conjunction with faculty or student government to address issues of common concern; or a committee that has academic staff representation and is established for the purpose of making recommendations to the chancellor, provost, or designees concerning the governance of the institution. Unless otherwise specified, the Academic Staff Executive Committee shall appoint members of the academic staff to joint governance committees and designate their terms of office. Members of the academic staff appointed or elected to joint governance committees are expected to represent the interests of the academic staff as participants in the shared governance of the university. If the Academic Staff Executive Committee determines that an appointed or elected academic staff member is not representing the interests of the academic staff or is not attending committee meetings, the Academic Staff Executive Committee may submit a recall resolution to the Academic Staff Assembly. If a recall resolution is approved by the Academic Staff Assembly, the academic staff member shall be removed from the committee and another member of the academic staff shall be appointed or elected in accord with the provisions of this chapter. Committees of the faculty are listed in 14.13.

A. Fraternities and Sororities, Commission On

1. *Membership.* Three faculty members, four academic staff members, and two students, one from off campus.
2. *Functions.* Oversee the relationship between the University and the Interfraternity Council, the Panhellenic Association, the Black Panhellenic Association, and their member organizations.

B. Gay, Lesbian and Bisexual Issues Committee

1. *Membership.* Five faculty members appointed by the University Committee, two academic staff members appointed by the Academic Staff Executive Committee, and two students appointed by the student governance system. In addition a representative from the Gay, Lesbian and Bisexual Issues Committee, which is advisory to the Dean of Students, attends meetings as a consultant.
2. *Functions.* Foster relevant teaching and research, facilitate interdisciplinary and interdepartmental communication, convene scholarly conferences, consider discrimination and career advancement concerns, and act as a resource on matters such as recognition and benefits for employee's domestic partners.

C. Health Care, Committee On

1. *Membership.* Faculty, academic staff and students.
2. *Functions.* Advises the Director of the University Health Service regarding its services, programs and annual budget.

D. Memorial Library Committee

1. *Membership.*
 - a. Six faculty members, three each from the humanities and social sciences and no more than one from any department, appointed to staggered three-year terms by the chancellor. Nominations are to be obtained from all deans of colleges and schools having faculty members in the humanities or social sciences. The dean's nominations shall be made in consultation with their academic planning councils. The chancellor's selections shall reflect the patterns of library use and shall be reviewed with the University Committee.
 - b. One faculty member appointed for a one-year renewable term by the chancellor with appropriate regard to divisional representation.
 - c. Two academic staff members appointed by the chancellor for one-year renewable terms after consultation with the Academic Staff Executive Committee.
 - d. One faculty member from the University Library Committee selected by the University Library Committee to serve for a one-year renewable term as liaison.
 - e. Two students, one graduate and one undergraduate, appointed to one-year renewable terms.

- f. Five non-voting members from the Memorial Library staff: the director, and representatives for collection development, circulation, reference, and rare books.

2. *Functions.*

- a. Reviews and advises the Memorial Library Administration on policies related to collection development, collection evaluation, and bibliographic activities, especially in the humanities, social sciences, and general reference.
- b. Advise the Memorial Library Administration on other major policy issues concerning, inter alia, staffing levels, and budget, automation, and user regulations. Significant gift collections, special fund-raising efforts, major building and space remodeling projects, and major appointments are some of the items upon which the Committee should be consulted.
- c. Responds to the concerns of faculty, staff and students who use the Memorial Library.
- d. Receives regular reports on Memorial Library operations.

E. Merit Awards Committee

- 1. *Membership.* Academic staff, classified staff and faculty.

2. *Functions.*

- a. Promote participation in the suggestion program among university employees by encouraging employees to submit suggestions and providing emphatic recognition of them.
- b. Investigate and evaluate each suggestion referred to them.
- c. Enlist the services of employees who have the expertise to judge impartially and evaluate a suggestion accurately.

F. Outside Activities, Institutional Advisory Committee On

1. *Membership.* The committee consists of twelve members appointed by the vice chancellor from names submitted by the University Committee and the Academic Staff Executive Committee. In selecting members of the committee, the value of having different perspectives represented on the committee shall be taken into account. A majority of those selected should be knowledgeable about, or have experience in, outside activities. Four members shall be selected each year to serve three-year terms.
2. *Functions.*
 - a. Provides to any member of the unclassified staff and to the administrative consultation and advice on the application of UWS Chapter 8.
 - b. Committee deliberations and actions upon requests for consultation or advice shall be in meetings not open to the public. Records obtained in connection with requests for consultation or advice shall be considered confidential university information.
 - c. Summaries of advice provided by the Committee, without disclosing the identities of persons requesting such advice, shall be made public in an annual report.
 - d. The Committee may form panels of at least three persons each. An order of rotation shall be established for the panels and requests for advice shall be assigned to the panels in sequence. When a request for advice is received the chairman shall decide whether the request should be heard by the full Committee or assigned to one of the panels.

G. Undergraduate Education, Committee On

1. *Membership.* Faculty, academic staff and students.
2. *Functions.* Encourage and support innovative teaching.

H. Union Council Committee

1. *Membership.*
 - a. One faculty member and one academic staff member appointed by the chancellor, one each year for two-year terms, limited to two successive terms.
 - b. Two alumni members, one appointed by the chancellor for two-year term (limited to one term), the other appointed in alternate years by the Alumni Association.

- c. Two Union staff members, ex officio.
 - d. Nine students (three ex officio - president and vice president of the Union Council and the president of ASM).
2. *Functions.* The Union Council is the governing board of The Wisconsin Union, responsible to the Board of Regents through the Chancellor of the University of Wisconsin-Madison. The Council determines the scope of Union programs through the approval of the free program goals and budgets. The Council sets overall building policies and provides guidance and counsel to the various operating departments.

I. University Bookstore Board of Trustees

- 1. *Membership.* Two faculty appointed by the chancellor after consultation with the University Committee; one member of the academic staff appointed by the chancellor after consultation with the Academic Staff Executive Committee; two alumni elected by Board after consultation with the Alumni Association; three students (one appointed by the chancellor, one appointed by the ASM, and one elected by Board members); the manager of the University Bookstore serves as ex officio.
- 2. *Functions.* The University Book Store Board of Trustees meets to manage the business of the University Book Store. The Board of Trustees ensures the Book Store is managed in a financially responsible manner and is fulfilling the duties, as written in the by-laws.

J. University Child Care Committee

- 1. *Membership.* Dean of Students representative; two classified staff members; associate vice chancellor for academic affairs, ex officio; two students (one in preschool education, School of Education; one in early childhood education, School of Human Ecology); three members of the academic staff; representative from the Teaching Assistants Association. (Note: Names are received from associate vice chancellor for academic affairs.)
- 2. *Functions.* Provides support and development of programs for childcare for students, staff and faculty.