2017 Department Chair Retreat

NEW CHAIR ORIENTATION
Topics

Review of UWM Policies and Procedures: Chapter 4
◦ Chair responsibilities
◦ Faculty functions and meetings
◦ Executive Committee functions and meetings
◦ Meetings procedures

Important Dates Calendar

Useful Campus Resources
Executive of the department

In general, the chair acts as the executive of the department for
  ◦ Personnel
  ◦ Student issues
  ◦ Budget
  ◦ Curriculum
  ◦ Research

Acts in accordance with established policies of the departmental faculty and its Executive Committee (EC).
[UWM P&P 4.07(9)]
Duties (UWM P&P 4.07)

Serve as official channel of communication for all departmental matters

Call meetings of faculty and of the EC, preside over the meetings and transmit minutes

Ensure that records of the department (meetings, teaching, research, public service) are properly kept and accessible

Report to the dean on activities and needs of the department

Responsible for all departmental supplies

Submit course/curricular forms for approval
Meetings

Per UWM P&P, faculty and EC shall meet at least once each semester (UWM P&P 4.03 and 4.05(6))

All meetings of the department faculty and of the EC are covered by the WI Open Meetings Law (WOML)

Meetings need to be noticed at least 24 hours prior to the start of the meeting under normal circumstances

Use of email for conducting business, taking votes, or discussing matters that come for vote is not allowed by law

More information at http://www4.uwm.edu/secu/faqs/generalfaq.cfm
EC meeting, or Faculty meeting?

Depends on the nature of business item

The EC makes recommendations to the Dean concerning personnel matters including (UWM P&P 4.05(1))

- appointments, dismissals, promotions, salaries, merit allocations, and other personnel and budget matters

The EC reviews faculty (UWM P&P 4.05(2)) including

- Annual review, contract renewal, tenure and promotion, and post-tenure review

All other business items are appropriate for faculty meetings including all curricular matters
Procedures for meetings

UWM committees/departments operate under Robert’s Rules of Order

Check out the link for Parliamentary Procedures at http://www4.uwm.edu/secu/resources/
Who can vote in faculty meetings?

All tenured and tenure-track faculty in the ranks of

- professor, associate professor, assistant professor, or instructor

Departmental academic staff members* with training, experience and responsibility comparable to those in the faculty ranks (UWM P&P 4.02)

* As determined by the EC and subject to Faculty Senate approval [UWM P&P 2.02(3)]
Who can vote in the EC?

Full-time members of the department who are tenured professors or tenured associate professors (UWM P&P 4.04(1))

As determined by the EC, tenured professors or tenured associate professors with part-time appointment in the department (UWM P&P 4.04(1))

Augmented members of the EC under UWM P&P 4.08
Who may not vote in the EC?

No member of the EC shall take part in the discussion or vote on any matter while serving as Chancellor, Provost, Vice Chancellor, Dean, Associate Dean, Assistant Dean, division-level Director, or Assistants to such administrative officers.

This rule shall not preclude an EC’s electing to confer or consult with any administrative officer on any matter, nor shall it preclude an administrative officer's attending any open meeting of any EC.  [UWM P&P 4.04(4)]
Important dates in 2017-18

The Academic Year Calendar can be found at http://www4.uwm.edu/secu/calendars/

The Registrar’s Calendar with dates can be found at http://uwm.edu/registrar/faculty-staff/

For agendas and deadlines for various campus committees, visit http://www4.uwm.edu/secu/faculty/standing/
Useful resources

Office of the Secretary of the University http://www4.uwm.edu/secu/

Academic Affairs Page for Faculty and Staff
http://uwm.edu/academicaffairs/facultystaff/

Office of Research http://uwm.edu/officeofresearch/

Center for Excellence in Teaching and Learning http://uwm.edu/cetl/

Office of Assessment and Institutional Research http://www4.uwm.edu/oair/
GOVERNANCE AT UWM

We manage and maintain UWM’s policies & procedures and provide the support that empowers our faculty & staff governance teams.

ABOUT US FAQ CALENDARS & SCHEDULES NEWS & EVENTS RESOURCES OPEN MEETINGS

University of Wisconsin–Milwaukee

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Open Meetings

- Wisconsin Department of Justice Open Meeting Compliance Guide
- UW-System General Counsel Overview of Wisconsin's Open Meeting Law
- Open Meeting Online Form
- Open Meeting Notices

Current interpretation of the "Open Meeting Law" is that standing faculty committees and standing academic staff committees are "govermental bodies" and are, therefore, subject to the provisions of the law. Some of the relevant provisions to be aware of are:

1. Committee meetings will be open unless the purpose of the meeting qualifies under one of the exceptions listed in 19.85(1)(a)-(h).
2. Note, in 19.85(1), the requirements for convening in closed session. A motion citing the purpose (by Section number) for closing the meeting must be made and seconded, and the vote must be by recorded roll call vote.
3. Note, in 19.84, the requirements for public notice. This means, in practice, that the date, time, place, and agenda for each committee meeting should be filed with UWM News Services (click on the link above for the Open Meeting Online Form). A notice must be filed whether or not the meeting is open or closed and the expectation of a closed session should be indicated as part of the agenda.