These policies and procedures are to be implemented January 18, 2009.

Chapter 1. Faculty of the School of Freshwater Sciences

Chapter 2. Organization of School of Freshwater Sciences

Chapter 3. Faculty Committees

Chapter 4. Additional School Policies
Chapter 1

The Faculty of the School of Freshwater Sciences

1.01 Faculty: Definition

The faculty of the School of Freshwater Sciences consists of individuals holding the rank of professor, associate professor, assistant professor and instructor who hold an appointment in the School, and Academic Staff members designated as being members of the faculty of the School by majority vote of the faculty. In addition, the above faculty may authorize faculty membership in the School of Freshwater Sciences by majority vote to faculty members who hold appointments in other schools and colleges. The School may also establish procedures for designating as members of the faculty those persons not already included in UWM P&P 1.01(1). Membership in the Graduate Faculty is governed by the Policies and Procedures of the Graduate School.

1.02 Duties and Powers of Faculty of School of Freshwater Sciences

The immediate governance of the School is vested in its faculty, which has jurisdiction over the interest of the School, with authority to determine questions of educational and administrative policy, other than those matters, which are vested in the School’s Executive Committee. The faculty shall be responsible for overseeing the School’s research, teaching and service activities including promoting the school. The members of the faculty will:

1. Review and evaluate the research, teaching and service functions of the School.
2. Review and make recommendations concerning proposals that affect structure and function of the School.
3. Study and make recommendations on matters that pertain to faculty welfare.
4. Plan educational and School activities that involve faculty, students, and others.
5. Recommend faculty, students, and others for honors and awards.
6. Elect members for School of Freshwater Sciences standing committees.
7. Recruit faculty, academic staff and graduate assistants consistent with the policies established by the Executive Committee.
8. Approve and recommend undergraduate and graduate courses and programs, non-credit offerings, and outreach activities that shall be offered by the School.
9. Recommend schedules, maximal enrollments, and course offerings.
10. Recommend use of facilities for course offerings and research activities.
11. Teach, review and evaluate courses offered by the School.
12. Recommend new courses and course changes to the Academic Policies and Curriculum Committee.
13. Establishes research and sponsored conferences, and institutes appropriate to the mission of the School.
14. Reports to the University of Wisconsin-Milwaukee faculty cases of faculty misconduct requiring investigation.

All business of this faculty must be transacted consistent with (1) the University of Wisconsin-Milwaukee Policies and Procedures, (2) UW System Board of Regents Regulations, and (3) Statutory Law. Rules can be amended at any meeting of the faculty of the School of Freshwater Sciences by a two-thirds vote, provided the amendment was submitted in writing at the previous faculty meeting. There shall be a minimum of four weeks between introduction and voting on proposed amendments. Recommendations for changes in rules requiring action by other University bodies can be adopted by the same procedures.

### 1.03 Duties and Powers of the Dean of the School of Freshwater Sciences

The dean is the executive officer of the School, serves at the discretion of the chancellor and is responsible directly to the chancellor. The dean has immediate supervision of all affairs of the School. The dean is the presiding officer of each faculty meeting and is an ex-officio member of all standing and special faculty committees of the School of Freshwater Sciences. If the dean is absent, he or she may designate any member of the School faculty, as defined in 1.01 of this document, to preside instead.

### 1.04 Meetings of the Faculty: Regular, Special, and Dean-Requested

1. It is the duty of faculty members to attend meetings of the faculty.

2. The faculty holds regular meetings at least twice per semester during the contractual academic year and may meet additionally at the request of the dean. Meetings called by the dean may be held at a time most convenient or essential for conducting the meeting business.

3. For regular meetings, the agenda is prepared by the Planning and
Governance Committee in consultation with the dean. The dean sets the agenda of a meeting that she or he calls.

4. On the petition of twenty-five percent of the faculty as defined in 1.01, a special meeting of the faculty must be called. The petition must include the proposed agenda and/or any motions to be proposed, together with supporting documentation, and is to be submitted to the Planning and Governance Committee at least five business days before the date requested for the meeting. New items may be raised for consideration and vote only with the approval of seventy-five percent of the members of the faculty present and voting.

5. A quorum of a regular or special faculty or faculty standing committee or a meeting called by the dean is the majority of faculty members of the committee, as defined in 1.01 of this document (not including those on leaves of absence and emeritus status).

1.05 Right to Attend Meetings and Vote

1. Members of the faculty, as defined in 1.01 of this document, may vote at meetings or in any mail ballot. The office of the dean publishes a list of the members of the faculty annually.

2. Full-time members of the teaching and non-teaching academic staff in the School of Freshwater Sciences who have not been designated members of the faculty have the right to participate in meetings of the faculty by voice but not by vote. In addition, students who are voting members of faculty committees in the School have the right to participate in meetings of the faculty by voice but not by vote.

1.06 Presiding Officer

The dean of the School of Freshwater Sciences is the presiding officer of the faculty of the School. He or she may designate any member of the faculty, as defined in 1.01 of this document, to preside instead.

1.07 Parliamentarian

1. The dean, in consultation with the School’s Planning and Governance Committee, appoints a qualified member of the faculty or academic staff to serve as parliamentarian for a full academic year.

2. Except as otherwise stated above, the most recent edition of *Robert’s Rules of Order* is binding on the proceedings at meetings of the faculty.

1.08 Secretary
1. The dean appoints a member of the faculty or academic staff to serve as secretary of the faculty of the School. The secretary records the minutes of meetings of the School’s faculty, makes appropriate distribution of the agenda and the minutes, and conducts elections for School faculty committees. He or she is also responsible for maintaining complete and accurate records of School of Freshwater Sciences faculty business, including committee activities.

2. The secretary of the faculty of the School provides a copy of the minutes of each faculty meeting to each faculty and academic staff member of the School of Freshwater Sciences and to the secretary of the University.

3. The dean or secretary of the School transmits to the University faculty, through its secretary, all actions that are within the concern of the University faculty. Faculty action that does not require consideration by the University faculty is transmitted in the same manner to the chancellor.

1.09 Question Period

1. The agenda of regular meetings of the faculty includes a question period, customarily not to exceed ten minutes, during which questions may be directed to the dean by those who have the right to speak at such meetings as defined in 1.03. This period may be extended by a majority vote of the faculty members present and voting.

2. Questions submitted in writing to the secretary of the school’s faculty will have precedence over questions raised from the floor.
Chapter 2

Faculty Governance of School of Freshwater Sciences

2.01 The School

An executive committee and additional committees govern the faculty of the School of Freshwater Sciences.

2.02 Executive Committee: Membership

1. The Executive Committee consists of all full-time faculty members who are tenured professors or tenured associate professors, as well as any person holding a part-time appointment as a tenured professor or tenured associate professor of at least twenty-five percent time to be determined as part of the Committee at the time of their appointment.

2. Members of the executive committee must be present in order to vote. Proxy votes are not allowed. Under extraordinary circumstances, and with the permission of the Executive Committee members, a member of the Executive Committee may participate in a meeting by video or audio teleconferencing assuming she or he has access to all materials placed before the committee. In all cases, voting rights and procedures as outlined in UW-Milwaukee Policies and Procedures must be followed including personnel discussions ensuring confidentiality of information and communication.

3. The Executive Committee shall on an annual basis elect a chair and a vice chair.

4. The Executive Committee may designate a member to serve as secretary, and determine the duties of the position.

5. No member of the Executive Committee shall take part in the discussion or vote on any matter on which that member will subsequently review or take action in his or her capacity as chancellor, vice chancellor, assistant chancellor, dean, associate dean, assistant dean, division-level director, or assistants to such administrative officers. This rule shall not preclude an Executive Committee deciding to consult with any administrative officer on any matter, nor shall it preclude an administrative officer attending any open
meeting of the School of Freshwater Sciences Executive Committee.

2.03 Executive Committee: Functions

1. Written criteria for decisions relating to renewal of appointments or recommendation of tenure shall be made in accordance with university policies and procedures requiring an evaluation of research, teaching and service. The relative importance of these functions to be used in the evaluation process shall be decided by the Executive Committee. A statement incorporating the written criteria and the relative importance of the indicated functions shall be distributed to all faculty members and the dean. The Executive Committee has authority to make recommendations concerning appointments, dismissals, promotions, salaries, and other budget matters, which are transmitted through the chair to the Dean. The Executive Committee may, by annual vote, delegate to a smaller committee or to the chair the authority to make recommendations with respect to any or all of the following matters:

   a. salaries
   b. appointment or promotion of classified personnel
   c. appointment of assistants

2. The Executive Committee may delegate to the tenured professors the authority to make recommendations for promotions to the rank of professor.

3. The Executive Committee shall meet at least once each semester. Minutes reflecting all formal actions taken shall be recorded.

2.04 Executive Committee Chair: Duties

The chair of the Executive Committee has the following duties:

1. Serves as the official channel of communications for all matters affecting the faculty as a whole among the School’s faculty, dean, provost, chancellor, and other University officials, schools, colleges or departments.

2. Calls meetings of the Executive Committee at his or her own initiative or at the request of any two members of the Executive Committee, presides over the meetings, transmits minutes of the Executive Committee meetings to the appropriate dean, to the Secretary of the University, to the Executive Committee members, and maintains such minutes in the committee files.

3. Has charge of all official correspondence of the Executive Committee.
4. Determines that all necessary records of meetings, research, teaching and public service are properly kept and are always accessible to the proper authorities.

5. Reports to the dean regarding the activities and needs of the faculty.

6. Takes action, in case of emergency, pending a meeting of the Executive Committee.
Chapter 3

Faculty Committees

3.01 General: Definitions
3.02 Rules for Faculty Standing Committees
3.03 Special Committees
3.04 Advisory and Administrative Committees

Standing Committees

3.05 Planning, Governance, and Research Committee
3.06 Academic Policies and Curriculum Committee

3.01 General: Definitions

1. A faculty committee, as the term is used in this chapter, is one authorized by the School faculty, reporting to the School faculty, and having a majority of members holding faculty status in the School.

2. Ex-officio members of faculty committees may participate by voice but not by vote and may hold committee office other than chair.

3. Faculty committees may be either standing committees or special committees. These standing committees are the Planning and Governance Committee, the Academic Policies and Curriculum Committee, and the Research Committee.

3.02 Rules for Standing Faculty Committees

1. A member of the executive committee of SFS must chair all School faculty committees.

2. The School faculty may create, modify, and dissolve standing committees and regulate their operation. Except as provided herein, the most recent edition of Robert's Rules of Order, is binding on standing committees.

3. All members of the Academic Staff of the School may serve as voting members on faculty committees. Administrative staff and their principal professional staff assistants may serve only as ex-officio members; students who are working toward a degree in the School may serve as voting members
on faculty committees that are designated as having student membership and may hold committee office other than chair.

4. Committees may designate non-voting consulting members from the academic or administrative staff of the School or faculty or staff members from other schools or colleges.

5. The Planning and Governance Committee presents a slate of nominees for elected committee positions and calls for additional nominations from the floor at a meeting of the faculty. The secretary of the School conducts the elections for such committee memberships by mail ballot.

6. The dean, in consultation with the Executive Committee, may appoint non-voting members for whom appointment procedures are not otherwise specified in these rules.

7. Appropriate sections of "UWM Chapter 6: UWM Committees" describe the organization and operations of School committees, except that it is understood that references to responsibilities of the "chancellor" will be interpreted as referring to "dean" and that the dean, with the advice of the Planning and Governance Committee, fills vacancies in elected positions when there is no available nominee (cf. UWM P&P 6.24(6)).

8. Copies of the minutes of meetings of standing committees are distributed to the dean, the Secretary of the University, and the faculty of the School.

9. Committees shall review their charters at least every three years, and make recommendations to the Planning, Governance, and Research Committee regarding possible modifications.

10. In order for decision to be made and voted on by any standing committee a quorum must be present.

11. Agendas for committee meetings be advertised to the full faculty one week prior to each standing meeting – which takes place at a specific standing time each month.

12. Any voting faculty in the SFS can attend a committee meeting if it is a topic of concern to them and vote on the issue.

3.03 Special Committees

1. On the recommendation of the Planning and Governance Committee, in consultation with the dean, the faculty of the School may authorize the creation of special committees. Special committees are created to perform specific tasks of limited nature and duration in areas that do not fall within the
charge of a standing committee.

2. The proposal to create a special committee is submitted to the faculty for approval and contains the following:

   a. number of members;

   b. how the members are to be selected, including student and \textit{ex-officio} members, if any;

   c. how the chair is to be selected;

   d. the charge to the special committee and the relationship of the committee to existing committees of similar function.

3. When a special committee has completed its charge, and its final report and/or recommendation(s) have received faculty action, the committee ceases to exist. If the committee continues its work beyond the end of the academic year, an interim report is submitted to the faculty to be distributed by the end of the spring semester.

3.04 Advisory and Administrative Committees

1. The dean may establish advisory and administrative committees to assist her/him in carrying out his or her duties. The dean determines the membership and functions of such committees.

2. The dean may establish advisory committees to assist directors of non-school agencies operating within the School, such as centers and institutes. The membership, method of selection, and functions of such committees shall be described in the charter of such agencies or in the document establishing the advisory committee. Where appropriate, an advisory committee may be consulted regarding the appointment and subsequent review of the director. These advisory committees submit a report annually to the faculty of the School.

Faculty Standing Committees

3.05 Planning, Governance, and Research Committee, Charter

1. Membership

   a. At least seven members representing the various foci of the School should be appointed to the committee. Four members of the committee shall be elected by the faculty of the School of Freshwater Sciences as defined in
1.01 of this document, for three-year terms on a staggered basis. Additionally, at least one student member will be appointed and will serve for one full year.

b. Each year the committee elects, from its voting membership, a chair and a co-chair. The chair is elected in spring for the following academic year; the co-chair is elected in the first meeting in the fall semester, to serve for the remainder of the academic year.

2. Vacancies

a. Vacancies in appointed positions shall be filled by appointment by the chair of the Executive Committee, for the remainder of the unexpired term.

b. If the position of chair becomes vacant, it shall be filled by the appointment of the co-chair of the Planning and Governance Committee for the remainder of the academic year. If no co-chair has been elected, the committee shall elect a new chair as the first order of business at the meeting at which the vacancy is announced.

3. Functions:

a. To make recommendations to the faculty and to advise the dean regarding:

i. academic and strategic planning, faculty development, and program and budget development;

ii. criteria and priorities to be used for program and budget adjustments;

iii. the identification of a minimal scope or core of academic programs, instructional depth, and faculty size that must be preserved to maintain the quality of instruction and research in the School;

iv. the development of new programs and new degree requirements in other academic units at UWM, and the determination of their possible effect on existing programs and requirements in the School of Freshwater Sciences;

v. procedures whereby individuals and research groups will assist the committee in the discharge of its long-range planning duties;

vi. other appropriate long-range planning activities as requested by the dean;

b. Reviews and makes recommendation to the dean regarding core
equipment, technology, physical and personnel infrastructure and other resources for research within the School of Freshwater Sciences;

c. Recommends policy to the faculty regarding equipment, technology, physical environment, and support services that comprise research resources for the School as a whole;

d. Recommends research awards for faculty and students

e. To conduct the following activities associated with preparing the calendar of faculty meetings:

i. prepare the agenda for meeting of the faculty in consultation with the dean;

ii. receive motions and recommendations from standing and special committees for submission to the faculty; consult with committees on the appropriate forms of motions and recommendations;

iii. receive motions from faculty members to be placed on the agenda; such motions are placed on the agenda of the next regular meeting of the faculty;

iv. establish guidelines for the preparation of documents for submission to faculty meetings;

v. receive petitions submitted under 1.04(4) for special meetings; determine validity of petitions; ensure that the meeting call and agenda are distributed;

vi. on its own initiative, in consultation with the dean, recommend the creation of a special committee, if necessary, to report to the faculty concerning matters of interest to the faculty that do not fall within the charge of an existing faculty committee;

f. To conduct the following activities associated with preparing a slate of nominees for faculty committees:

i. prepare a slate of candidates for all elected committee memberships after obtaining by appropriate means the preferences for committee membership from members of the faculty; additional nominations may be made via voice from the floor at the meeting at which the slates are presented; the person making such nomination must determine the willingness of the nominee to serve;

ii. prepare a slate of nominees for faculty appointive positions on
standing committees of the faculty based on indications of faculty preferences; the dean may request additional names, but she or he is not restricted to names submitted by the committee in making appointments;

iii. advise the dean on appointments to special committees; and respond to requests from the dean for nominees for other committee appointments;

g. To annually review the charters of each of the standing committees of the School of Freshwater Sciences and make recommendations to the faculty on possible modifications;

h. To report annually to the faculty regarding:

i. information and requests from the Dean relating to functions a through d above;

ii. Planning and Governance Committee recommendations to the Dean

iii. actions taken by the Dean concerning those recommendations; and

iv. any other business conducted by the committee during the academic year;

i. To meet at least once each semester and to record minutes reflecting all formal actions taken.

4. Subcommittees

The committee may establish ad-hoc or permanent subcommittees to consider special matters within the general functions of the committee. The membership and functions of the subcommittees are expressed in writing and approved by majority vote of the committee. Subcommittees may include as voting members faculty, academic staff, and student members not already members of the committee, provided that at least one of the voting members of the subcommittee is concurrently a voting member of the full committee. The full committee must approve recommendations of a subcommittee before being forwarded to the School faculty or dean for further action.

3.06 Academic Policies and Curriculum Committee, Charter

1. Membership

a. At least seven members representing the various foci of the School should be appointed to the committee. Four members of the committee shall be
elected by the faculty of the School of Freshwater Sciences as defined in 1.01 of this document, for three-year terms on a staggered basis. The dean will appoint one member in consultation with the Executive Committee. Additionally, at least one student member will be appointed and will serve for one full year.

b. Each year the committee elects, from its voting membership, a chair and a co-chair. The chair is elected in spring for the following academic year; the co-chair is elected in the first meeting in the fall semester, to serve for the remainder of the academic year.

2. Vacancies

a. Vacancies in appointed positions shall be filled by appointment by the chair of the Executive Committee, for the remainder of the unexpired term.

b. If the position of chair becomes vacant, it shall be filled by the appointment of the co-chair of the Academic Policies and Curriculum Committee for the remainder of the academic year. If no co-chair has been elected, the committee shall elect a new chair as the first order of business at the meeting at which the vacancy is announced.

3. Committee Functions:

a. Formulates procedures and criteria for consideration of academic program proposals from school and/or interschool/college programmatic units.

b. May consider questions concerning the general development and changes in degree requirements or in existing curricula; proposals for new majors, minors, concentrations, specializations, certificates, or other instructional programs; proposals for modifications in existing grading or other evaluation procedures. The committee forwards reviewed proposals with its recommendations to the dean of the School who, in turn, forwards them with recommendations to the Freshwater Sciences faculty, the UW Milwaukee Academic Program and Curriculum Committee, Graduate faculty Committee or the dean of the Graduate School, as appropriate.

c. May consider new course proposals; modifications in existing courses (change of title, change in credit hours, change in prerequisites, change in course content; review of interdisciplinary courses, periodic review of all course offerings to propose elimination of duplicated or nonessential courses); determination of courses offered by other UWM schools or colleges to be acceptable for credit in the School of Freshwater Sciences; review of proposals for innovative or experimental methods in teaching, whether in new or existing courses. The committee has the power to
determine which of these matters will be treated as automatic consent and which will be considered substantial modifications requiring review and formal action by the faculty of the School of Freshwater Sciences, the UW Milwaukee Academic Program and Curriculum Committee, Graduate faculty Committee or the dean of the Graduate School, as appropriate.

d. Reviews and make recommendations, without limitation by enumeration, policies concerning academic probation, removal from academic probation, dropped status, readmission, appeal procedures, and residence requirements.

e. Maintains, through its chair, continuing liaison with other School committees, the UWM Academic Program and Curriculum Committee for undergraduate courses and programs, the Graduate Faculty Committee for courses open to both graduate and undergraduate students and for graduate-only courses and programs, curriculum, program, and policy committees of other UWM schools and colleges, and system-wide committees.

f. Examines the relationships among the admissions and transfer policies and requirements of the School, other UWM schools and colleges, the UWM campus, and the UW System.

g. Reviews policies and makes recommendations to the dean and the faculty of the School of Freshwater Sciences concerning:

   (i) recruitment and admission of eligible student applicants to the graduate programs.

   (ii) student orientation and advisement activities.

   (iii) professional development programs for students.

   (iv) awarding of fellowships to incoming doctoral students.

   (v) student scholarships, graduate teaching assistantships, and other recognitions.

h. Appoints a Student Appeals and Grievances Committee which is charged with the responsibility of reviewing individual student appeals in accord with School of Freshwater Sciences and University of Wisconsin-Milwaukee policies and make recommendations to the dean.

i. Nominates representatives of the School of Freshwater Sciences to the University of Wisconsin Milwaukee Graduate Faculty Committee, Subcommittees, Research and Fellowship Committees and such other
committees of the Graduate School as the Graduate Faculty Committee may designate. The committee, at its discretion, may nominate one or more of its own members to serve on these committees.

j. Nominates members of the faculty of the School of Freshwater Sciences, who hold graduate faculty status, for election to the Graduate Faculty Committee. At least two faculty members must be nominated for each vacant position. Graduate faculty members of the Academic Policies and Curriculum Committee shall be eligible for nomination to positions on the Graduate Faculty Committee.

k. Holds elections of School of Freshwater Sciences representative to UWM Graduate Faculty Committee in accord with University of Wisconsin-Milwaukee. Policies and Procedures 2.06(2)(a).

l. Reviews School of Freshwater Sciences criteria for graduate faculty membership/status. Following the approval of the faculty of the School of Freshwater Sciences, forwards faculty names to the University of Wisconsin-Milwaukee Credentials Committee of the Graduate Faculty Committee.

m. Considers any matter within its general function on its own initiative or when referred to it by the dean, the School faculty, or the graduate faculty.

n. Shall meet at least once each semester. Minutes reflecting all formal actions taken shall be recorded.

o. Shall report annually to the School of Freshwater Sciences faculty.

4. Subcommittees. The committee may establish ad-hoc or permanent subcommittees to consider special matters within the general functions of the committee. The membership and functions of the subcommittees are expressed in writing and approved by majority vote of the committee. Subcommittees may include as voting members faculty, academic staff, and student members not already members of the Academic Policies and Curriculum Committee, provided that at least one of the voting members of the subcommittee is concurrently a voting member of the full committee. The full committee must approve recommendations of a subcommittee before being forwarded to the School faculty or Dean for further action.
Chapter 4

Additional School Policies

5.01 Procedures for Amending the School of Freshwater Sciences’ Policies and Procedures Governing the Faculty

(1) The School of Freshwater Sciences’ Policies and Procedures Governing the Faculty may be amended at any regular business meeting if:

(a) The proposed changes were submitted in writing at the previous regular business meeting, as well as circulated by mail to all voting faculty; and if

(b) Approved by a vote of two-thirds of the voting members present, a quorum being present.

5.02 Extramural Support Approval Process

All grant proposals need prior approval of the dean of the School of Freshwater Sciences and the associate dean for Graduate Studies & Research in that order. It is recommended that a minimum of seventy-two hours be allowed for review and signature approval for grants, and advanced notification be given of a forthcoming grant.

5.02 (1) Indirect Costs

Indirect costs need to be included on all extramural grants where allowable. Indirect cost rates are established by agreements between University of Wisconsin Milwaukee and the federal government; some granting agencies may cap them at a lower rate. The Graduate School and the School of Freshwater Sciences will expect to recover indirects on all grants including those where indirect costs are capped.

A share of the indirects are returned to the school and principle investigators. One-third of these funds will be provided for the direct use by the investigators.

5.02 (3) Buy-outs

Extramural grant proposals should include investigator buy-out provisions during the academic year, if allowed by the granting agency. Buyouts can consist of a faculty member’s research time or instructional workload time. A minimum of twelve-and-a-half percent effort is needed to buy-out one three-credit course (or equivalent) during the academic year. Salary savings from buy-outs are used to
support investigator, department and school-wide instruction and research efforts.

5.02 (4) Summer Support

Investigators are encouraged to use grant funding to support research efforts in the summer. Up to two ninths of summer salary can be requested. An investigator may receive a third month of summer support from an extramural grant only with approval from the Provost’s Office.