

MOTION:

The University Committee moves to amend *UWM Policies & Procedures* 4.07 as follows:

4.07 Departmental Chairperson: Duties

The chairperson of the department, or equivalent, has the following duties:

- (1) Serves as the official channel of communications for all matters affecting the department as a whole between the department and the President, the Chancellor, the dean, other University officials or departments.
- (2) Calls meetings of the departmental faculty and of the executive committee at his/her own initiative or at the request of any two (2) members of the respective bodies, presides over the meetings, transmits minutes of the departmental and executive committee meetings to the appropriate dean, to the Secretary of the University, and to the departmental or executive committee members and maintains such minutes in the departmental files.

(Document 984, 5/4/76; UWM Administration approval, 5/25/76; Regent approval, 7/76)

- (3) Has charge of all official correspondence of the department, and of all departmental announcements in the catalogue or other University publications.
- (4) Determines that all necessary records of meetings, teaching, research and public service of the department are properly kept and are always accessible to the proper authorities.

(Document 984, 5/4/76; UWM Administration approval, 5/25/76; Regent approval, 7/76)

- (5) Reports to the dean regarding the activities and needs of the department.
- (6) Has responsibility for all departmental supplies.
- (7) Submits new courses, major revisions of existing courses, and deletion of courses proposed by the department for action by the appropriate course committee and by the dean.

(Document 909, 2/27/75; UWM Administration approval, 3/29/75); Regent approval, 3/5/76)

- (8) Takes action, in case of emergency, pending a meeting of the Departmental Executive Committee.
- (9) In general, acts as the executive of the department, including the areas: *delete colon* of personnel, student issues, budget, curriculum and research in **conformity with established policies of the departmental faculty and its executive committee.**

RATIONALE:

Professor Van Horne's Rationale:

Having been active in shared governance over more than a generation as I have been, and having served two tenures as chair totaling twelve years, many, many have been the complaints that I have heard from colleagues who have voiced their displeasure with chairs that have end run decisions of their executive committees. Since the duties of the chair are being called out in 4.07, this is a good opportunity to make plain by policy that chairs have a DUTY to faithfully execute decisions of their executive committees, and not to contravene them either by commission or by omission.

Codification Committee's Rationale:

The language is consistent with the other duties enumerated in 4.07. We believe it is consistent with Professor Van Horne's intent. The addition of the reference to departmental faculty is appropriate given that this section refers to the chair as the executive of the department as a whole.

Proposal from Winston Van Horne, Senator

The attached amendments satisfy the Codification Committee's criteria for clarity, internal consistency, and relationship to other policies and procedures govern UWM.

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