

# THE UNIVERSITY OF WISCONSIN-MILWAUKEE

## Policies and Procedures – July 2018

### **CHAPTER 6 UWM COMMITTEES**

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#### **DEFINITIONS**

##### **6.01 Faculty Standing Committees**

- (1) A faculty standing committee is created by the Faculty or Faculty Senate, performs delegated functions, reports to the faculty, exists for an indefinite duration, and has a majority of faculty in its voting membership except as is provided for in the charter of the Athletic Board.

(Document 1044, 5/12/77; UWM Administration approval, 6/16/77;  
Regent approval, 7/77)

(Document 1138, 3/15/79; UWM Administration approval, 3/20/79)

- (2) Ex-officio means that members of the committee so designated may participate by voice but not vote and may hold office other than chairperson. Ex-officio members may be represented by designees.

##### **6.02 Student/Faculty Advisory Committees**

Student/Faculty Advisory Committees may be created jointly by the Student Senate and the Faculty to consider matters pertaining to student affairs. If such committees are created, the faculty will receive reports of the activity of these committees.

##### **6.03 Special Committees**

A special committee is an ad hoc body of limited duration created by the Faculty to perform specific tasks. It has faculty representation among its membership.

##### **6.04 Administrative Committees**

Administrative Committees are those created at the discretion of the Chancellor or an administrative designee of the Chancellor to advise concerning specific administrative tasks and issues and to perform such administrative functions as are delegated by the appointing authority.

Upon formation of an administrative committee its membership and functions shall be reported to the Faculty Senate and included on the Calendar of Senate meetings under "Automatic Consent Business." Administrative committees report to the Chancellor or administrative designee of the Chancellor and may report to the University Faculty.

#### **6.05 Search and Screening Committees**

A search and screening committee is a committee of limited duration which makes nominations for an appointment to a major academic administrative position. Such committees are appointed by the Chancellor following an opportunity for the faculty bodies concerned to nominate members and after consultation with the University Committee. Each search and screening committee shall include faculty members among its membership.

### **GENERAL PROVISIONS**

#### **6.10 Compilation of UWM Committees**

The membership, composition and functions of faculty standing committees and student/faculty advisory committees are specified in a document which supplements the provisions of Chapter 6. The supplementary document is a compilation of approved faculty legislation which does not require action beyond campus administration. The document is compiled, maintained, and published by the Secretary of the University. A copy is distributed annually to each department, school, college and academic division.

#### **6.11 Minutes, Reports & Recommendations of UWM Committees**

- (1) Except as otherwise provided, each committee shall keep minutes of its meetings and file them with the Secretary of the University.
- (2) Each faculty committee shall report to the Faculty at least annually. Reports are filed with the Secretary of the University and may be included as "Automatic Consent Business" in a Faculty or Faculty Senate Calendar. Receipt of a report does not constitute approval of it or any recommendations therein.
- (3) Recommendations requiring action by the Faculty or Faculty Senate shall be listed separately on the report and such recommendations shall be submitted to the Faculty Senate Rules Committee to be placed on the Calendar of a meeting. Recommendations shall be accompanied by a written rationale. The Chairperson of the committee from which the recommendations originated or his/her designee shall be present at the Faculty or Faculty Senate Meeting to answer questions. The motion placing the recommendations before the body shall be made by the Chairperson of the Rules Committee or his/her designee. All reports and recommendations made by a faculty standing committee to an administrative office shall be submitted simultaneously to the University Committee.

(Document 1678, 9/21/89; UWM Administration approval, 10/6/80)

**6.12 Self-Survey by University Committees**

Each committee shall survey annually its composition and functions, and if desirable, make recommendations to the faculty or officer creating it concerning: the transfer of some or all of its functions to administrative officers or other committees; its size, membership, and method of selection.

**6.13 Committee Coordination**

Committees having parallel functions or purposes shall coordinate their functions and policies through conferences among chairpersons or otherwise.

**6.14** Except as otherwise provided by its appropriate jurisdictional authority, the latest edition of Robert's Rules of Order is binding on UWM committees.

**FACULTY STANDING COMMITTEES**  
**STANDARD PROVISIONS**

**6.20 Establishment and Regulation of Faculty Standing Committees**

As provided in 1.02(3), the University Faculty may create, modify, and dissolve standing committees and regulate the operation of such committees.

**6.21 Faculty Standing Committee Membership: Eligibility**

- (1) Any faculty member as defined in 1.01(1)(a), any member of the academic staff, and any student may serve as a voting member of committees. Individual committee charters may authorize additional categories of membership eligibility.
- (2) Administrative staff members, as defined by 4.04(4), may not serve as voting members on a faculty standing committee. Administrative staff members appointed to committee membership serve as ex-officio members unless the individual charter of the committee provides otherwise.

(Document 3002, 05/07/15; UWM Administration approval, 05/18/15)

- (3) Committees may invite individuals to serve as non-voting consultants.
- (4) The University Faculty, on recommendation of the University Committee, shall designate committees in which plural membership is prohibited.  
(see FD1087R2)  
(Document 10872R, 10/16/08; UWM Administration approval, 10/27/08)  
(Editorially revised, 09/09/14)

## **6.22 Faculty Standing Committee Officers**

The Chairperson's office shall be held only by a faculty member, as defined in 1.01(1)(a), who is a voting member of the committee; other committee offices may be held by faculty members, academic staff and student members.

## **6.23 Changes in Faculty Standing Committee Structure**

- (1) Proposals for the creation of additional standing committees or changes in established committees are editorially reviewed by the Codification Committee for clarity and consistency with faculty rules, prior to their inclusion in calendars of the University Faculty or Faculty Senate.
- (2) The Secretary of the University is authorized to make editorial revision of UWM Policies and Procedures, subject to Codification Committee review, consistent with changes as finally approved by appropriate authority.

## **6.24 Faculty Standing Committee Membership**

### **(1) Election of Faculty Members**

The Nominations Committee presents a slate of nominees for elective committee positions and calls for nominations from the floor of a University Faculty or Faculty Senate meeting. Only persons who have agreed to serve shall be slated as nominees. Following completion of the slate of nominees the Secretary of the University is authorized to prepare and distribute an electronic ballot to all faculty members eligible to vote as defined in 1.01. Elections are held annually in the second semester of each academic year. The University Faculty may provide for primary election procedures for certain committees.

### **(2) Student Membership on Faculty Standing Committees**

Student membership to those faculty standing committees on which student membership is prescribed in the charters will be appointed by the Student Association. Appointments will be for a one-year term. For the purpose of this section a student is a person registered for study at the University of Wisconsin-Milwaukee during the term of service on a committee.

### **(3) Appointments**

Following an election, unless otherwise specified, the Chancellor fills appointive positions on faculty standing committees from names submitted by the appropriate nominating committee. At least two (2) nominees must be submitted for each vacant position.

(Document 1363, 5/17/83; UWM Administration approval, 5/23/83)  
(Document 1712, 5/8/90; UWM Administration approval, 5/15/90)

(4) Terms of Office

Except as otherwise provided, the terms of office for all elective and appointive positions on standing committees are for three (3) years on a staggered basis. Except as otherwise provided, terms of office for elected and appointed committee members begin on the first contractual day of the next academic year.

(5) Election Results

The Secretary of the University is responsible for the tabulation, publication, and distribution of the results. Ties in elections are decided by lot, under supervision of the Secretary of the University.

(6) Vacancies

A vacancy in an elective committee position is filled by the eligible candidate who had the highest number of votes. The person so designated shall serve up to the first contractual day of the next academic year. If the term of office extends beyond the current academic year, an election for the unexpired term is held at the next regular election. A vacancy in an appointive committee position is filled by the person or group authorized to make the initial appointment. In the case of appointive faculty positions, the Chancellor will select appointees from names submitted by the University Committee. At least two (2) nominees must be submitted for each vacant position.

(Document 1363, 5/17/83; UWM Administration approval, 5/23/83)

- a) Faculty Members. If there is no eligible candidate, a vacancy in a faculty elected position is filled by an appointee of the University Committee.
- b) Academic Staff Members. If there is no eligible candidate, a vacancy in an academic staff elected position is filled by an appointee of the Academic Staff Committee.
- c) Student Members. A vacancy in a student position is filled by an appointee of the Student Association.

**6.25 Organization of Faculty Standing Committees**

- (1) When all faculty appointments to the committee have been made, the Secretary of the University shall designate a faculty member of the committee as the person responsible for calling an organizational meeting of the committee during the first four weeks of the academic year.

(Document 1424, 11/15/84, UWM Administration approval, 11/21/84)

- (2) Except as otherwise provided, each committee selects its own chairperson, secretary and such other officers as it deems appropriate at its organizational meeting.
- (3) Officers serve for a one-year term.
- (4) A quorum of one-half of the voting members is required for the transaction of business at meetings of faculty committees, except as otherwise may be provided in the UWM Policies and Procedures.

(Document 1124, 12/13/78; UWM Administration approval, 12/16/78)

- (5) For committees composed exclusively of appointed members, the person responsible for convening the organizational meeting is designated by the Chancellor.

#### **6.26 Faculty Standing Committee Functions**

- (1) University Faculty may delegate authority and responsibility to committees, other groups, or administrative officers as provided in 1.02(4).
- (2) Faculty Standing Committees may carry out the following functions:
  - a) Study referred problems or make studies in designated fields and make recommendations for action to the administration."
  - b) Study problems and make recommendations for University Faculty action.
  - c) Make rules within terms of authority granted by the University Faculty.
  - d) Make determination of issues of fact in individual cases where delegated authority has been granted by either faculty legislation or faculty regulations.
  - e) Establish subcommittees or other subordinate bodies of any membership composition deemed appropriate to a given task, to investigate and report back to the parent committee.
- (3) Action of any committee which is normally effective without approval by the University Faculty may be reviewed by the University Faculty on appeal of the affected party or parties.

## **6.27 Faculty Standing Subcommittee and Limited term Subcommittee Membership**

### **(1) Faculty Standing Subcommittee**

A faculty standing committee may establish a standing subcommittee to consider ongoing matters within the general functions of the committee. The membership and functions of the standing subcommittees are expressed in writing and approved by the faculty senate. Standing subcommittees may only include as voting members, faculty, academic staff, and student members who are already members of the committee or who are faculty who have been specifically elected to the standing subcommittee. The chair of the subcommittee and the majority of the standing subcommittee members must be faculty members serving on the committee. A quorum consists of a majority of the total voting faculty membership of the standing subcommittee. Recommendations of a subcommittee must be approved by the full committee before being forwarded to the Faculty Senate for further action.

All standing subcommittees must have approved charters and these charters must be on file with the Secretary of the University and be subject to review by the faculty.

### **(2) Faculty Limited Term Subcommittee**

A faculty standing committee may establish a limited term subcommittee to consider short term or special matters within the general functions of the committee. Permission must be granted by the University Committee to extend the activities of limited term or special subcommittees beyond one academic year. 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 the majority of the voting members of the subcommittee are concurrently voting members of the committee. The chair of the limited term subcommittee must be a faculty member serving on the committee. A quorum consists of a majority of the total voting faculty membership of the limited term subcommittee. Recommendations of a limited term subcommittee must be approved by the full standing committee before being forwarded to the Faculty Senate for further action.

(Document 2565, 3/15/07; UWM Administration, 3/27/07)

## **6.30 Establishment and Regulation of Student/Faculty Advisory Committees**

Student/Faculty advisory committees may be created, modified, or dissolved by joint agreement of the Student Senate and the University Faculty or Faculty Senate.

### **6.31 Reports and Recommendations**

Student/Faculty advisory committee reports and recommendations are to be submitted to the Student Senate and to the Faculty or Faculty Senate. Upon approval of the Student Senate and the Faculty or Faculty Senate, reports and recommendations of Student/Faculty committees are forwarded by the Secretary of the University to the Chancellor.

### **6.40 Establishment and Regulations of Special Committees**

- (1) Special committees may be created by the Faculty, Faculty Senate or the University Committee. When such a committee is appointed the action shall be included in the appropriate sections of either the Calendar or Minutes of the Faculty or Faculty Senate meeting next following such appointment. Such a report shall include:
  - a) The specified number of persons on the committee.
  - b) The method of establishing the committee.
  - c) The method of designating the chair.
  - d) The charge to the special committee and the relation of the committee to existing committees with similar functions.
- (2) A special committee continues in existence until it has completed its charge, and/or has been discharged by the appointing body.

(Document 961A, 4/6/76 and Document 1002, 10/21/76; UWM Administration approval, 11/2/76; amended by Document 1015, 2/17/77; UWM Administration approval, 2/25/77; Regent approval, 4/15/77)