

THE UNIVERSITY OF WISCONSIN-MILWAUKEE  
Policies and Procedures – July 2018

**SUPPLEMENT TO CHAPTER 6  
FACULTY STANDING COMMITTEES  
Membership and Functions of Faculty Standing Committees**

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## **A1.05 Academic Planning and Budget Committee**

- (1) **Membership.** Seventeen members as follows: five faculty appointed by the University Committee, one from each of the four divisions including at least one of whom shall be a senator, and one member of the University Committee; one faculty elected by each of the four divisions; the chair of the Academic Program & Curriculum Committee; the chair of the Graduate Faculty Council; three members of the Academic Staff, two elected by the Academic Staff and one member of the Academic Staff Committee; one University Staff member appointed annually by the University Staff Council; and ex-officio, an academic dean and the Provost or designee.

(Document 2169, 12/17/98; UWM Administration, 12/30/98)

(Document 2277, 5/15/01; UWM Administration, 6/12/01)

(Editorially revised per Codification Committee, 4/26/02)

(Document 2377, 3/27/03; UWM Administration Approval, 04/12/03)

(Document 2377R1, 10/19/17, UWM Administration Approval, 11/3/17)

- (2) **Functions.** Makes recommendations to the faculty and to campus administration regarding (1) short range and long range academic plans for the campus that are consistent with the mission, and (2) budget implications for these plans.

- a) Reviews long range plans regarding academic interests that are consistent with the mission of the schools and colleges and the campus;
- b) Advises faculty on issues related to budget and its impact on academic program quality, student retention, and development;
- c) Reports to the Faculty Senate regarding both short and long range academic plans for the campus that are consistent with campus mission and budgetary implications of those plans;
- d) Recommends and evaluates planning for new programs that are not the province of a single academic unit;
- e) Represents the interests of the faculty to the Chancellor and Vice Chancellor and Provost regarding both short range and long range plans for the academic units and the budget implications of these plans;
- f) Examines those actions taken by the Board of Regents, campus administration, or individual units on campus that impact the overall short range or long range plans for other academic programs on campus and the budget for the academic units;
- g) Makes recommendations for faculty action;

- h) Reviews university policies that impact the academic programs of the academic units and long range plans for these units;

(Document 1977, 5/11/95; UWM Administration, 6/14/95)

(Document 2169, 12/17/98; UWM Administration approval, 12/30/98)

(Document 2187, 4/15/99; UWM Administration approval, 5/1/99)

### **A1.1 Academic Policy Committee**

- (1) Membership. Seventeen members as follows: eight elected faculty members; three students; one appointed academic advisor; the chairs, or their faculty designees, of the APCC and the GFC; the Registrar or their designee; and ex-officio: the Dean of one school or college appointed annually on a rotating basis by the Chancellor, and the Secretary of the University or their designee. The Academic Advisor is appointed by the Chancellor upon recommendation of the Academic Staff Committee. Student memberships include a student member on the Graduate Faculty Committee, an undergraduate student, and another student who is an officer of the Student Association. No more than two students or no more than three elected faculty members may be from the same school or college.

(Document 2169, 12/17/98; UWM Administration approval, 12/30/98)

(Document 2935, 12/19/13; UWM Administration approval, 1/9/14)

(Editorially revised, 5/20/14)

(Document 2984, 11/20/14; UWM Administration approval, 12/01/14)

(Document 2984R1, 2/16/17; UWM Administration approval, 2/28/17)

- (2) Functions

- a) On its own initiative and/or in cooperation with other faculty committees, represents student interests and concerns in problems of educational policy which are within the purview of the University Faculty. Educational policy includes but is not limited to, grading system, add/drop policy and the academic year calendar. (Matters of academic program and curriculum are within the jurisdiction of the Academic Program and Curriculum Committee.)
- b) Studies and makes recommendations to the Administration, the University Faculty or the Faculty Senate, or other appropriate faculty committees concerning academic policy. The committee may arrange for public forums and referenda among students on matters which the committee is studying.
- c) Maintains liaison with the Administration and the faculties of the several schools and colleges on matters of educational policy which are within the jurisdiction of these schools and colleges for the purpose of consulting with them on matters which have been brought to the attention of the committee and which it has studied; and for the further purpose of proposing possible uniform

standards in these matters. For the latter purpose the committee may consult with individual representatives of the schools or colleges.

- d) Consults with the several schools, colleges, and departments, their executives, and relevant committees, about problems of educational policy which have been brought to the attention of the committee. In these matters the committee shall maintain close liaison with the Academic Program and Curriculum Committee, the Graduate Faculty Council, and the University Committee.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)  
(Document 1308, 4/22/82; UWM Administration approval, 4/29/82)  
(Editorially revised, 9/9/83)

## **A1.2 Academic Program and Curriculum Committee**

### **(1) Membership**

- a) Twenty-two members as follows: Fifteen faculty members (except as additional membership may be required as determined by the Committee) elected as described below; three students; one member of the academic staff appointed annually by the Chancellor upon recommendation of the Academic Staff Committee from among academic advisors; one member of the Department of Enrollment Services, appointed annually by the Registrar; and ex-officio, a member of the Academic Deans Council (other than the Dean of the Graduate School) appointed annually on a rotating basis by the Chancellor, and a Representative from the Provost's Office to be appointed by the Provost.

(Document 2169, 12/17/98; UWM Administration approval, 12/30/98)  
(Document 2985, 11/20/14; UWM Administration approval, 12/01/14)

- b) Faculty members are elected to three-year terms by the faculty of each division in proportion to its share of the total faculty. The slate of nominees is prepared by the Nominations Committee.

### **(2) Chairperson**

In the spring semester the Committee shall elect a chairperson for the following year from among its continuing members. The decision shall be communicated to the Secretary of the University before the end of the spring semester. The duties of the chairperson will commence on the first contractual day of the fall semester, except that a new chairperson may

serve over the summer by agreement of the committee in the event that the incumbent chairperson is unable to serve.

(3) Functions

- a) Resolves questions of curricular responsibility where interests of two or more schools or colleges are affected.
- b) Reviews undergraduate courses and approves all new undergraduate courses as well as requests for changes or deletions of such courses offered in the UWM departments, schools, colleges, and divisions. When action by the Committee is decided on, the originating unit and its course and curriculum committee are notified of such action, with explanation of reason for it.
- c) Reviews recommendations concerning requirements and changes in requirements for admission to, continuation in, and graduation from undergraduate programs offered in the UWM schools, colleges and divisions.
- d) Reviews recommendations concerning policies and plans for further development of such programs.
- e) Evaluates and reviews undergraduate programs and recommends necessary program additions, revisions, terminations, or other modification of undergraduate programs.
- f) Evaluates the effect of administrative implementation on the attainment of university long-range undergraduate academic plans; coordinates undergraduate instructional programs with university research and public service.
- g) Represents the faculty in administrative councils or advisory bodies, regularly established or ad hoc, created for or having significant implications on undergraduate programs; in execution of its responsibilities, coordinates with the Graduate Faculty Council, the School of Continuing Education, and the University Committee.

(Editorially revised: Document 2328, 4/18/02; UWM Administration approval, 5/15/02; Regent approval, 6/6/02)

- h) Evaluates and makes recommendations to the Faculty Senate on all proposals for the establishment or termination of undergraduate degrees and majors.
- i) Evaluates and makes recommendations to the administration on all proposals for the establishment or termination of undergraduate sub majors.

- j) Establishes policy in the area of General Education Requirements, including the following responsibilities:
1. the approval or courses to be designated as fulfilling the requirements;
  2. the approval of all proficiency examinations and the setting of minimum scores;
  3. the establishment of policies pertaining to student appeals (Note: Student appeals will be handled in accordance with established department, school, and university procedures, but the APCC will monitor compliance by schools and colleges.);
  4. the exemption of one or more programs in individual schools or colleges from any part of the general education requirements;
  5. the general monitoring of the academic impact of the requirements;
  6. a periodic review, in conjunction with the Admissions and Records Policy Committee, of admissions standards in relation to general education requirements.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)

(Document 1308, 4/22/82; UWM Administration approval, 4/29/82)

(Editorially revised, 9/9/83)

(Editorially revised, 9/20/85)

(Document 1738, 1/24/91; UWM Administration approval, 3/28/91)

### **A1.2.1 Subcommittee on Undergraduate Program Reviews**

#### **(1) Membership**

Eighteen members as follows: Nine members of the UWM Faculty elected by the Faculty, nine members of the Academic Programs and Curriculum Committee (APCC) appointed by the Chair of the APCC, subject to approval by the Committee. Members of the subcommittee should reflect the range of disciplinary competencies in the University and represent the several schools and colleges insofar as the size of the Subcommittee allows. The Subcommittee on Undergraduate Program Reviews elects its own chair from among its membership. The Chair must be a faculty member of the APCC (6.27 (1)).

(2) Functions

- a) To supply two members for each program review team. The Chair of the Subcommittee appoints the review team members to include two members from the Subcommittee and one member from either (a) UWM Faculty or (b) UWM academic staff with training, experience and responsibility comparable to those in the faculty ranks.
- b) To meet with the review teams and to receive reports, conclusions and recommendations of the review team for presentation to the APCC together with a rationale for each conclusion and recommendation, as necessary.
- c) The Subcommittee makes appropriate recommendations on the frequency and nature of reviews of the various programs to the APCC.
- d) The Subcommittee makes an annual report to the APCC. Special reports may be made at the direction of the APCC or on the initiative of the subcommittee.

(3) Procedures

The Subcommittee on Undergraduate Program Reviews will adhere to the Audit and Review Procedures adopted by APCC.

(Document 3000, 04/16/15; UWM Administration approval, 04/30/15)

**A1.3 Admissions and Records Policy Committee**

- (1) Membership. Eighteen members as follows: seven faculty members, not more than one of whom will be from the same college or school, four to be elected, three to be appointed by the Chancellor from a list to be submitted by the Nominations Committee; two members of the academic staff from the Division of Academic Affairs elected by the Academic Staff; one member of the Academic Staff elected at large; two students, one of whom shall be a graduate student; and ex-officio, the Associate Vice Chancellor of Enrollment Management or his/her designee, Director of Undergraduate Admissions, Dean of the Graduate School or his/her designee, a representative of the Center for International Education, the Dean of Students, and the UWM Registrar or his/her designee.

(Document 2169, 12/17/98; UWM Administration approval, 12/30/98)

(Document 2598, 11/15/07; UWM Administration approval, 11/30/07)

(Editorially revised, 05/01/08)

(Document 2896, 02/21/13; UWM Administration approval, 03/01/13)

(Document 2945, 04/17/14; UWM Administration approval, 04/29/14)

(Editorially revised, 05/20/14)

(2) Functions

- a) Reviews regularly University policies regarding admission of students and the impact of these policies on the University as a whole.
- b) Recommends to the University Faculty or the Faculty Senate on matters of policy relating to students' admissions, registration and record keeping.
- c) Maintains a liaison with appropriate system-wide committees and the Graduate Faculty Council through its chairperson.
- d) Approves, on an annual basis, operational guidelines for the admission of new freshman during the next application year. This information shall be included in the Admissions and Records Policy Committee's annual report to the Faculty Senate.
- e) Receives on an annual basis from the Office of Undergraduate Admissions, a copy of the proposed language for publicizing UWM's admission requirements, including a profile of characteristics typical of students who are academically successful. This information shall be included in the Admissions and Records Policy Committee's annual report to the Faculty Senate.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)

(Document 1619, 5/10/88; UWM Administration approval, 9/22/88)

(Editorially revised, 6/6/80)

(Editorially revised, 12/29/95)

(Document 2552, 11/16/06; UWM Administration approval, info only)

(Document 2945, 04/17/14; UWM Administration approval, 04/29/14)

**A1.35 Affirmative Action in Faculty Employment Committee**

- (1) Membership. Seven members as follows: four faculty members elected; one member of the University Committee appointed by the University Committee; and ex-officio, the Provost and the Director of the UWM Offices of Equity and Diversity Services (EDS)

(Document 2831, 11/17/11; UWM Administrative approval, 11/28/11)

(2) Functions.

- a) Monitors programs and assesses the needs for changes in the recruitment and retention of women and minority faculty.
- b) Formulates appropriate recommendations/actions/policies to the University Committee or Faculty Senate to enhance affirmative action policy in faculty employment.



- c) Monitors campus administration progress in facilitating affirmative activities and progress in affirmative action in faculty employment at UWM.

(Document 1978, 5/11/95; UWM Administration approval, 6/7/95)

(Editorially revised, 7/1/96)

(Document 2179, 2/18/99; UWM Administration approval, 5/30/99)

(Editorially revised, 8/24/06)

#### **A1.4 Archives Committee**

Merged with Libraries Committee

(Document 2319, 12/20/01; UWM Administration approval, 12/28/01)

#### **A1.5 Athletic Board**

- (1) Membership. Seventeen members as follows: five elected faculty members; one faculty member appointed by the Chancellor to a one-year term; the Faculty Athletic Representative appointed by the Chancellor for a term not to exceed five years; one member of the UWM Alumni Association, appointed by the Chancellor from a list of candidates submitted by the President of the UWM Alumni Association; one elected member of the Academic Staff; four students appointed by the Student Association; and, ex-officio: UWM Director of Athletics or designee, UWM Vice Chancellor for Student Affairs or designee, President of the UWM Alumni Association or designee, Director of Recreational Sports & Facilities or designee.

- (2) Functions

- a) Develops and reviews university policies relative to intercollegiate athletics in conjunction with UWM faculty, administration, students, alumni, and controlling regulations, and oversees the implementation of such policies. Reviews the Athletic Department budget through the work of the Fiscal and Equity subcommittees, respectively.
- b) Recommends to the Athletic Director assignments of personnel to head coaching and all other senior athletic administrative positions, consistent with University and State of Wisconsin Personnel practices

The Athletic Board will constitute a minimum of 40% of the overall Athletic Director Search and Screen Committee.

- c) Monitors policies and practices pertaining to equity and nondiscrimination within the Athletic Department pursuant to NCAA and UWM expectations.

- d) Oversees Athletic Department systems for providing student-athletes with academic services and monitoring their academic progress. Rules upon questions of eligibility of students under institutional and conference regulations.
- e) Provides oversight and advice to ensure adherence to NCAA and UWM policies concerning athletic scholarships and tuition remissions.
- f) Recommends to the Chancellor candidates for the position of Faculty Athletics Representative.
- g) Reviews the annual performance review of the Faculty Athletics Representative, as conducted by the Chair of the Athletic Board and the Athletic Director, and communicates the results of this review to the Faculty Athletics Representative and the Chancellor.
- h) Maintains liaison with intercollegiate athletic organizations and conferences through the Faculty Athletics Representative.
- i) Recommends to the faculty changes in policies that relate to intercollegiate athletics and that appear to be in keeping with the long-term development of the University.

(Document 1137, 3/15/79; UWM Administration approval, 3/20/79)

(Document 1441, 5/7/85; UWM Administration approval, 6/5/85)

(Document 1808, 4/23/92; UWM Administration approval, 4/28/92)

(Editorially revised, 4/26/02)

(Editorially revised, 8/25/06)

(Document 2612, 05/15/08; UWM Administration approval, 05/22/08)

(Editorially revised, 06/13/08)

(Document 2848R1, 03/16/17; UWM Administration approval, 03/22/17)

## **A1.6 Awards and Recognition Committee**

- (1) Membership. Nine members as follows: four elected faculty members; three faculty members appointed by the University Committee; and two students.
- (2) Functions
  - a) Subject to administrative policies and guidelines and subject to the provisions of gifts, bequests, or other unbudgeted sources not administered directly by colleges, schools, or departments, recommends or selects candidates for awards or recognition for faculty members.

- b) Selects recipients for outstanding teacher recognition awards and service awards from candidates nominated by students, faculty, or departments.
- c) Recommends students for appropriate scholarship awards not under the jurisdiction of other faculty committees or other agencies.
- d) Maintains liaison with appropriate system-wide committees where these are pertinent to UWM.
- e) Acts as an information clearing house concerning sources of awards and recognition.

(Doc 1016, 3/17/77: UWM Administration approval, 3/30/77)  
 (Editorially revised, 7/1/10)

#### **A1.7 Codification Committee**

- (1) Membership. Seven members as follows: three elected faculty members, three faculty members appointed by the University Committee; and ex-officio, the Secretary of the University, who serves as the committee's secretary.
- (2) Functions
  - a) Reviews and makes recommendations concerning all proposed additions to and changes in existing university policies and procedures. The committee employs the criteria of clarity, internal consistency, and relation to other policies and procedures governing UWM. Such recommendations will accompany proposals for additions and alterations in policies and procedures when submitted for faculty action.
  - b) Undertakes and maintains a continuing review of faculty policies and procedures, and any supplement thereto.
  - c) Upon its own initiative, or by request of the University Committee, or at the direction of the University Faculty, recommends appropriate changes in faculty policies, procedures, and committee structure. Such recommendations are made only after consultation with the faculty committees concerned.
  - d) Assists and advises the Secretary of the University or other appropriate administrative officials in up-dating the UWM Policies and Procedures.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)

### **A1.8 Computer Policy Committee**

Merged with the Education Media Policy Committee to form the Information Technology Policy Committee.

(Document 2265, 11/16/00; UWM Administration, 12/1/00)

### **A1.9 Dismissal Hearing Committee**

Ref. Section 5.26, UWM Policies and Procedures

### **A2.0 Divisional Executive Committees**

Ref. Section 3.04 - 3.22 UWM Policies and Procedures

### **A2.1 Economic Benefits Committee**

- (1) Membership. Thirteen members as follows: six elected faculty members, at least one from each division, and at least two of whom shall be non-tenured faculty; four academic staff members elected by the academic staff; one voting university staff member appointed by the Chancellor upon recommendation of the University Staff Council appointed on a three year basis; and the director of the Department of Human Resources, ex-officio non-voting, appointed by the Chancellor; On request of the Economic Benefits Committee, one resource person is appointed yearly as ex-officio non-voting member by the Chancellor from recommendations submitted by the University Committee.

(Document 1525, 12/18/86)

(Document 2169, 12/17/98; UWM Administration approval, 12/30/98)

(Document 2426, 4/15/04; UWM Administration approval, 4/26/04)

(Editorially revised, 06/06/08)

- (2) Functions
  - a) Advises faculty, academic staff, and campus administration (in consultation with the University Committee and when appropriate the Academic Staff Committee and University Staff Council) on all matters of faculty, academic staff and university staff welfare, including, but not limited to, salary, sick leave, group insurance, and retirement.
  - b) Prepares and disseminates information on the economic status and needs of the faculty, academic staff, and university staff including comparative data from other universities and professional fields, as deemed necessary.
  - c) In consultation with the University Committee, and when appropriate the Academic Staff Committee, and University Staff

Council plans representation of faculty, academic staff, and university staff interests in discussions, hearings and other appropriate activities, including the exchange of information on faculty, academic staff, and university staff benefits with the administration, Board of Regents, Governor, and members of the Legislature.

- d) Formulates recommendations for faculty, academic staff, and university staff action.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)

(Document 2761A, 12/16/10; UWM Administration approval, 1/18/11)

(Document 3144, 04/19/18; UWM Administration approval, 5/18/18)

### **A2.15 Educational Media Policy Committee**

Merged with the Computer Policy Committee to form the Information Technology Policy Committee.

(Document 2265, 11/16/00; UWM Administration, 12/1/00)

### **A2.2 Extension Policy/Continuing Education Policy Committee**

Dissolve the Extension Policy Committee due to lack of business.

(Document 2689, 11/19/09; UWM Administration approval, 12/03/09)

### **A2.3 Faculty Appeals and Grievances Committee**

- (1) Membership. Seven tenured faculty members elected by the faculty. No more than two of the faculty shall be from a single faculty division. No more than three faculty members shall be from a single school, college or equivalent academic unit, and no more than one member shall be from a single department in a departmentalized school or college. Members who have been elected to and have served a full three-year term are not eligible for reelection until two years have elapsed. Members who are elected to a partial term are eligible for reelection.

- (2) Chairperson. In the spring semester, the committee shall elect a chairperson for the following year from among its continuing members. The decision shall be communicated to the Secretary of the University by April 15. The duties of the new chairperson will commence on the first day of the fall semester, except that the new chairperson may serve over the summer by agreement of the committee in the event that the incumbent chairperson is unable to serve.

(Document 1691, 12/21/89; UWM Administration approval, 2/8/90)

- (3) Functions. Upon referral by the University Committee, hears appeals in accordance with the provision of UWS s. 3.08, Wis. Adm. Code and s. 5.18, UWM Policies and Procedures; and serves as the grievance committee in cases not falling within the authority of any other faculty committee having jurisdiction over specific categories of grievances, pursuant to the provisions of UWS s. 6.02, Wis. Adm. Code. The Faculty Appeals and Grievances Committee shall retain jurisdiction during pendency of any reconsideration; the University Committee shall retain jurisdiction during a de novo consideration by an ad hoc review committee (ref. 5.181 - 5.186).

(Document 1057, 12/20/77; UWM Administration approval, 3/29/78; Regent approval, 7/14/78)

(Document 1089, 4/20/78; UWM Administration approval, 5/2/78)

(Document 1180, 12/20/79; UWM Administration approval, 12/31/79)

(Document 1519, 11/20/86; UWM Administration approval, 11/29/86; Regent approval, 4/10/87)

(Document 1648, 1/26/89; UWM Administration approval, 2/11/89; Regent approval, 7/7/89)

(Document 1791; 10/17/91; UWM Administration approval, 12/7/91)

(Document 1809 (Revised), 11/19/92; UWM Administration approval, 11/30/92; Regent approval, 2/5/93)

#### **A2.4 Faculty Consultative Committee for Financial Emergencies**

- (1) Membership
- a) Fourteen members. One faculty member from each of the following committees: Academic Program and Curriculum Committee, Graduate Faculty Council, Senate Budget Committee, University Committee (the representatives of these committees will be designated at the first meeting of the respective committees in each academic year); ten faculty members elected by and from the faculty of each division in proportion to its share of the total faculty. No more than seven members of the full committee shall be from a single school or college; no more than one member shall be from a single department in a departmentalized school or college.
- b) In the event that a declaration of financial emergency is contemplated, the Chancellor shall notify the Faculty Senate Rules Committee. The Rules Committee thereupon calls for nominations as the first order of business at the next meeting of the Senate or Faculty. Immediately thereafter, the members are elected by the faculty in a mail ballot in accordance with the provisions of 1.01. As soon as the full membership composed of designated and elected members has been constituted, the Chancellor shall activate the Committee for consultation and advice as provided in UWS 5.05.

(2) Functions

- a) Consults with the Chancellor if at any time a declaration of financial emergency is to be considered.
- b) Represents the UWM Faculty before the Board of Regents in the event that the Board is considering a declaration of a state of financial emergency for UWM under the provisions of UWS 5.05 and 5.06.
- c) In accordance with criteria established by the faculty, advises the Chancellor with respect to the following issues in the event that a state of emergency is declared:
  - 1. Consideration of identifiable alternative methods of budget reduction;
  - 2. Determination of whether reductions in faculty positions can be made with less detriment to the institution's ability to fulfill its mission than would follow from reasonable alternative courses of action;
  - 3. Determination from which colleges, schools, departments or programs faculty positions should be eliminated.
- d) Consults with faculties of colleges, schools, departments and programs potentially involved in actions recommended under provisions of a state of financial emergency.
- e) Reports its findings and recommendations to the Faculty Senate, Chancellor and the Board of Regents.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)

(Document 1334, revised, 4/21/83; UWM Administration approval, 5/3/83)

**A2.5 Faculty Ethics Advisory Committee**

- (1) Membership. The Committee shall be comprised of three elected faculty. To be eligible for election, a faculty member must have served on the Codification Committee, a Divisional Executive Committee, or the University Committee.
- (2) Functions
  - a) Recommends to the Faculty Senate those policies and procedures necessary to implement the Code of Ethics (UWS 8);

- b) Provides consultation and advice on the application of UWS 8 to any member of the faculty. In accordance with UWS 8.035, the committee's deliberations and actions upon request 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. However, summaries of advice provided by the committee, which do not disclose the identities of persons requesting such advice, shall be made public in an annual report.  
(Doc. 1526, 12/18/86; UWM Administration approval, 1/2/87)
- c) Serves on the UWM Graduate School Conflict of Interest Committee.  
(Doc. 2467, 2/17/05; UWM Administration approval, 3/3/05)

### **A2.6 Faculty Hearing Committee**

Ref. Section 5.62, UWM Policies and Procedures

### **A2.8 Faculty Rights and Responsibilities Committee**

Ref. Section 5.44-5.48, UWM Policies and Procedures

### **A2.9 Faculty Senate**

Ref. Section 1.05-1.08, UWM Policies and Procedures

### **A3.0 Faculty Senate Rules Committee**

- (1) Membership. Six members as follows: five members of the Senate elected annually by the Senate, at least one member shall be from each faculty division; and the Chancellor, ex-officio. The chairperson is elected from among the members of the committee by majority vote of the Senate and becomes President pro tem of the Senate, who also serves as a member of the University Committee. Any given school or college may not be represented in consecutive years in the chair of the Rules Committee; further, membership composition restrictions of the University Committee with respect to school/college and departmental affiliation of its members shall also be followed when electing the chairperson.
- (2) Functions
  - a) Sets the schedule and prepared calendars for Senate and University Faculty meetings.
  - b) Recommends procedures to ensure that individual Senators and Faculty members-at-large may initiate items for deliberation by the Senate and/or Faculty in conjunction with or independent of proposals from faculty standing committees or special committees.



- c) Resolves questions of committee jurisdiction.
  - d) Coordinates committee relationships with the Senate.
  - e) Designates Senators to serve in a liaison capacity with those faculty standing committees which do not have a Senator as a member.
- (3) Procedures. Any member of the University Faculty as defined in 1.01(1) may propose a matter for consideration by the UWM Faculty Senate by submitting it in proper form (1.04(4)(b) to the Faculty Senate Rules Committee through the Secretary of the University, according to the following procedures:
- a) Proposals are normally referred by the Rules Committee for review and recommendation to the appropriate faculty standing committee, which will make its recommendation within 4 weeks.  
  
(Document 2363, 11/21/02; UWM Administration approval, 11/27/02)
  - b) If a faculty member believes that consideration of a proposal is being unreasonably delayed by any faculty standing committee, he/she may appeal to the Faculty Senate Rules Committee for intervention and decision.
  - c) Emergency proposals, which should be considered by the Senate without delay, may be placed on the calendar of a Senate meeting by the Rules Committee without the customary referral to a faculty standing committee.
  - d) Proposals submitted by non-Senate members of the Faculty and which appear on calendars of Senate meetings are placed before the body on motion of the appropriate standing committee or the Faculty Senate Rules Committee, if that Committee has assumed original jurisdiction as in (c) above.  
  
(Document 1065, 2/2/78; UWM Administration approval, 2/7/78)  
(Document 1146, 5/3/79; UWM Administration approval, 5/8/79)  
(Document 1172, 11/15/79; UWM Administration approval, 11/23/79)  
(Document 1378, 9/15/83; UWM Administration approval, 9/27/83)  
(Document 2477, 3/17/05; UWM Administration Approval, 08/16/05)

### **A3.05 Graduate Faculty Committee**

The Graduate Faculty Committee has legislative authority over academic matters pertaining to graduate degree programs, recognizing that, in graduate programs, research and education are entwined.

#### (1) Membership

- a) The Graduate Faculty Committee is composed of members of the Graduate School Faculty, Academic Staff, and graduate students. Faculty members are elected by the Faculty of each school or college that offers graduate programs, in accordance with nomination and election procedures determined by the Nominations Committee.

Every member of the Graduate School Faculty is eligible for election. For each school or college, one (1) GFC member is elected for each fifty (50), or fraction thereof, members of its faculty; no department may have more than one member.

Faculty members serve staggered, three-year terms. Members are additionally expected to serve either in an executive role on the GFC or on one of the GFC's three subcommittees.

Three (3) graduate student members are appointed annually by the Student Association. Student members must be currently enrolled graduate students and no more than two can come from programs within any one School or College.

Two (2) members of academic staff are appointed annually by the Academic Staff Committee from among those whose work is pertinent to graduate education or research or the administration of graduate programs.

To facilitate coordination of graduate research and graduate education within university governance structures, the chair of the Research Policy Committee (RPC) or her/his delegate serves as an ex-officio member.

To facilitate communication among governance bodies, a member of the University Committee serves as an ex-officio member.

The Dean of the Graduate School, one of his/her associate deans, and a staff person from the Graduate School serve as ex-officio members.

- b) At its February meeting, the Graduate Faculty Committee elects from its faculty members a chair-elect from those having at least one additional year to serve. By May of that year, the chair-elect

designates a vice-chair elect. The chair-elect and the vice-chair elect assume their full, one-year duties on August 1.

A chair may not serve more than two (2) consecutive one-year terms.

- c) As needed to assist in formulating meeting agendas or in dealing with urgent issues before a scheduled GFC meeting, the chair of the GFC convenes a co-ordination committee that includes the vice-chair, the secretary, the chair-elect, the RPC representative, and the chair of each GFC subcommittee.

The chair (or vice-chair, chair-elect, or delegate drawn from the GFC membership) sits on the APBC, RPC, and PEC committees, in order to have the information necessary for chairing the GFC and to inform those committees of GFC actions. The chair communicates as needed with the Faculty Senate, the UC, the Secretary of the University, the graduate program representatives, and the various Deans and Associate Deans. The chair also chairs the Graduate School Research Committee.

- d) The Committee meets at least once a month during the academic year, and on request of the Dean of the Graduate School or of five (5) Committee members.

The agenda and minutes of all meetings are made available to the Graduate School Faculty on the Office of the Secretary of the University Web site.

- e) Graduate Faculty Committee attendance shall be published by the Secretary of the Graduate Faculty Committee in the minutes of the last Graduate Faculty Committee meeting of the academic year. The Graduate Faculty Committee has the authority to declare vacant the seat of those Committee members who fail to attend any three (3) regular meetings in a given academic year.

- f) If a faculty vacancy occurs in the Graduate Faculty Committee, the vacancy will be filled by the eligible candidate from the results of the faculty standing committee balloting who had the next highest number of votes. In the event of a tie for the next eligible candidate, the University Committee will use its discretion in filling the vacancy. The person designated shall serve until the first week 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. If there is not available candidate, the school or college concerned is responsible for conducting a special election.

(2) Functions

The Committee exercises the authority of the Graduate Faculty in the following:

- a) Advising the Dean of the Graduate School on administrative issues that pertain to graduate education, such as those listed below and including priorities for resource allocation.
- b) Formulating and reviewing policies concerning the graduate programs of the University of Wisconsin-Milwaukee.

To carry out this function, the Graduate Faculty Committee:

- Establishes procedures and criteria for the review and approval of graduate course proposals, including additions, modifications, and deletions. This work is vested in the Graduate Curriculum Committee subcommittee of the GFC.

Except when such authority may be shared with or delegated to other appropriate bodies, the GCC has final jurisdiction to review and approve proposals originated by departments, the Graduate School, or other academic units, concerning (1) courses which carry graduate credit only and (2) graduate credit aspects only of course proposals involving both graduate/undergraduate credit. Jurisdiction over all courses open to undergraduates, whether carrying graduate credit or not, is vested in the appropriate faculty bodies in schools and colleges, and subject to review by the Academic Program and Curriculum Committee.

See Course Action Request Manual for further information.

- May make policy recommendations concerning graduate education, on its own initiative or on request of the administration of the Graduate School.
- Reviews program modifications and new program requests.
- Undertakes and maintains annually, or as needed, a continuing review of Graduate School regulations and requirements with general application to student admission, continuation, and graduation, and the academic operation of UWM graduate programs. Based on this review, the Committee periodically recommends appropriate changes for dissemination such as the Graduate School Bulletin and/or the Graduate Student and Faculty Handbook.
- Advises the administration of the Graduate School concerning formulation of policies and procedures as related to academic

regulations and requirements.

- c) Reviewing existing graduate programs and periodically undertaking specific studies to make recommendations concerning continuance, modification, or discontinuance of existing programs and other matters of concern. This work is vested in the Graduate Program Review Subcommittee of the GFC.
- d) Formulating and implementing guidelines and procedures for allocation of the fellowship funds administered by the Graduate School and recommends fellowship awards for meritorious graduate students. This work is vested in the Graduate Fellowship Subcommittee of the GFC.
- e) Upholding the integrity of the graduate programs on campus. The GFC establishing criteria for membership in the Graduate Faculty of the university.

In order to carry out the functions listed above, the Graduate Faculty Committee may create and define duties of various subcommittees with specified responsibilities.

In order to carry out the functions listed above, the Graduate Faculty Committee will receive regular updates from the Research Policy Committee (A3.7); the Research Committee; and the Graduate Program Representatives from each department.

(3) Procedures

The Graduate Faculty Committee may delegate portions of its responsibilities to the Graduate Program Committees of the schools and colleges and to other committees.

With respect to Committees, the Graduate Faculty Committee will follow the provisions of Chapter 6 unless otherwise provided.

The Graduate Faculty Committee shall have three standing subcommittees with the following charges and membership:

(Document 2563, 3/15/07; UWM Administration approval, 5/11/07)  
(Document 2780, 4/21/11; UWM Administration approval, (5/2/11))

**A3.05.1 Subcommittee on Graduate Course and Curriculum**

(1) Membership

Nine members as follows: Four members of the Graduate Faculty Committee appointed by the Chair of the Graduate Faculty Committee, subject to approval by the Committee, three members of the UWM Graduate Faculty elected by the Graduate Faculty, one graduate

student appointed to a one-year term, and the Dean of the Graduate School, or designee to serve as an ex-officio member.

Members of the Committee should reflect the range of disciplinary competencies in the University and represent the several schools and colleges insofar as the size of the Committee allows. Two members will be appointed each year for three-year terms in order to maintain a staggered terms sequence. The Chair of the Subcommittee must be a member of the Graduate Faculty Committee and is appointed for a three-year term whenever possible to assure the continuity achieved by the staggered terms of the members of the subcommittee.

(2) Functions

The Graduate Course and Curriculum Subcommittee has the responsibility for reviewing and approving graduate credit course proposals initiated by department or other academic units, as delegated by the Graduate Faculty Committee. It also reviews and makes recommendations regarding new graduate program proposals and program modifications to the Graduate Faculty Committee, and has the authority to bring graduate course and curriculum policy decisions before the Graduate Faculty Committee for discussion and action. It has the authority to identify issues affecting graduate education to be brought to the Graduate Faculty Committee for resolution, action, or advisement. It also has authority over the Multidisciplinary Committee-Directed Ph.D. program.

The Graduate Course and Curriculum Subcommittee acts in an advisory capacity to the Graduate Faculty Committee, providing consultation and information on issues relating to Graduate course and curriculum issues. It has the authority to bring motions before the Graduate Faculty committee for discussion and action.

**In addition to the above, the Subcommittee:**

- a) subject to policy decisions by the Graduate Faculty Committee, exercises authority delegated by the Committee in the form of exclusive review and approval jurisdiction over graduate credit course proposals initiated by departments or other academic units.
- b) establishes procedures and criteria for the review and approval of graduate course proposals, including additions, modifications, and deletions. See Course Action Request Manual for further information.
- c) may make policy recommendations to the Graduate Faculty Committee concerning graduate education on its own initiative, at the direction of the Graduate Faculty Committee, or on request of the administration of the Graduate School.

- d) reviews program modifications and new program requests and makes recommendations to the Graduate Faculty Committee.
- e) reviews and makes recommendations to the Graduate Faculty Committee regarding applications for the Multidisciplinary Committee-Directed Ph.D. Programs. The subcommittee is to make the best judgment possible on the academic merit of the proposed multidisciplinary program. The subcommittee and the Dean must satisfy themselves that the proposed program cannot be carried out within an established doctoral program. The subcommittee must further approve the membership of the student's supervisory committee, guided by considerations of the committee member's expertise in proposed areas of study and their commitment to the student's program.
- f) at least biennially, prepares a detailed procedure manual. All procedures followed by the Subcommittee and approved by the Graduate Faculty Committee are included in this manual. A copy is available from the Graduate School (Mitchell 261).
- g) reviews and recommends to the Graduate Faculty Committee course proposals from departments not offering graduate degree programs: proposals from departments whose graduate course offerings will not total more than 14 credits will be referred directly to the Graduate Course and Curriculum Subcommittee. Proposals for courses in existing sequences of more than 14 credits must be accompanied by a justification explaining the need for extensive graduate course offerings in the absence of an approved graduate program. Proposals involving such sequences will be reviewed by the Graduate Faculty Committee, Campus Administration and the Regents.
- h) makes an annual report to the Graduate Faculty Committee. Special reports may be made at the direction of the Graduate Faculty Committee or on the initiative of the subcommittee.

(Document 2563, 3/15/07; UWM Administration approval, 5/11/07)

(Editorially revised, 6/30/08)

(Document 2780, 4/21/11; UWM Administration approval, (5/2/11)

### **A3.05.2 Subcommittee on Graduate Program Reviews**

#### **(1) Membership**

Thirteen members as follows: Six members of the UWM Graduate Faculty elected by the Graduate Faculty, seven members of the Graduate Faculty Committee appointed by the Chair of the Graduate Faculty Committee,

subject to approval by the Committee. Members of the subcommittee should reflect the range of disciplinary competencies in the University and represent the several schools and colleges insofar as the size of the Subcommittee allows. The Subcommittee on Graduate Program Reviews elects its own chair from among its membership. The Chair must be a member of the Graduate Faculty Committee.

(2) Functions

- a) To supply one member for each ad hoc review committee. The Chair of the Committee on Reviews appoints the ad hoc committee members to include one member from the Committee on Reviews and one member from the UWM Graduate Faculty.
- b) To meet with the ad hoc review committee and to receive reports of the outside consultants and the conclusions and recommendations of the ad hoc review committee for presentation to the Graduate Faculty Committee together with a rationale for each conclusion and recommendation, as necessary.
- c) The committee makes appropriate recommendations on the frequency and nature of reviews of the various programs to the Graduate Faculty Committee.
- d) The subcommittee makes an annual report to the Graduate Faculty Committee. Special reports may be made at the direction of the Graduate Faculty Committee or on the initiative of the subcommittee.

(3) Procedures

The Subcommittee on Graduate Program Reviews will adhere to the Procedures for Qualitative Reviews of Graduate Programs.

(Document 2563, 3/15/07; UWM Administration approval, 5/11/07)

(Editorially revised, 6/30/08)

Document 2780, 4/21/11; UWM Administration approval, 5/2/11)

**A3.05.3 Subcommittee on Graduate Fellowships**

(1) Membership

Twelve members as follows: Six members of the Graduate Faculty Committee appointed by the Chair of the Graduate Faculty Committee, subject to approval by the Committee, four members of the UWM Graduate Faculty elected by the Graduate Faculty, the Dean, or designee, and Fellowship Coordinator of the Graduate School serve as ex-officio members.



Members of the subcommittee should reflect the range of disciplinary competencies in the University and represent the several schools and colleges insofar as the size of the Committee allows. The Chair shall be elected by the Subcommittee membership at the first meeting of the subcommittee. The Chair must be a member of the Graduate Faculty Committee.

(2) Functions

- a) Within the provisions of University regulations and practices and subject to review by the Graduate Faculty Committee, the Subcommittee formulates and implements guidelines and procedures for allocation of available fellowship funds administered by the Graduate School.
- b) Following its designated application and selection procedures, the Subcommittee annually recommends fellowship awards for meritorious graduate students.
- c) On request of the administration of the Graduate School, the Subcommittee may assist in the assignment of other graduate student financial support awards.
- d) The subcommittee makes an annual report to the Graduate Faculty Committee. Special reports may be made at the direction of the Graduate Faculty Committee or on the initiative of the subcommittee.

(3) Procedures

With administrative support from the Office of Secretary of the University, the Subcommittee annually establishes deadlines, application nomination forms, review selection procedures, and award announcements.

(Document 2563, 3/15/07; UWM Administration approval, 5/11/07)

(Editorially revised, 6/30/08)

Document 2780, 4/21/11; UWM Administration approval, 5/2/11)

**A3.1 Honorary Degrees Committee**

- (1) Membership. Eighteen members as follows: Nine elected faculty members; three appointed Faculty members; two academic staff from the Division of Academic Affairs appointed by the Academic Staff Committee; one graduate student and one undergraduate student; two ex-officio members. Each of the four faculty divisions is represented by at least two elected members. Appointed Faculty members are selected by the University Committee. Ex-officio members are the President of the University System, and the Chancellor of the University of Wisconsin B

Milwaukee or his/her designee. The chairperson of the committee is designated by the Chancellor of the University of Wisconsin - Milwaukee.

(2) Functions

- a) Considers and recommends candidates for honorary degrees in accordance with the following procedure. During the spring semester, the Chairperson of the Honorary Degrees Committee shall transmit to the deans, directors and the chairpersons of the several divisions, centers, schools, colleges and departments, invitations for submission to the committee of names of persons to be considered for honorary degrees. A list of previous recipients is to be attached to the call for nominations. At least one-half of those presented as candidates for honorary degrees should have some connection with the University system, the City or the State. The Committee shall present its report and recommendation at a meeting of the University Faculty or Faculty Senate in accordance with the provisions of 1.04(8). A two-thirds affirmative vote of those present and voting at the Faculty meeting or Faculty Senate meeting shall be required to nominate a candidate for an Honorary Degree.
- b) Considers and recommends candidates to be honored on the Ernest Spaghts Plaza marker. During the fall semester, the Chairperson of the Honorary Degrees Committee shall issue to the UWM community a call for submission to the Committee the names of persons to be considered for nominations. The Committee shall meet in the spring semester to select candidates for recommendation to the Chancellor.
- c) Considers and recommends, in consultation with the University Committee, candidates for a citation for distinguished service or significant contributions to the University of Wisconsin B Milwaukee. The award is given by the Chancellor.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)

(Document 1079, 3/21/78; UWM Administration approval, 3/28/78)

(Document 1275, 5/14/81; UWM Administration approval, 5/21/81)

(Editorially revised by Codification Committee, 1/12/87, per Faculty Document 904)

(Document 1619, 5/10/88; UWM Administration approval, 9/22/88)

(Editorially revised, 5/13/92)

(Document 2082, 1/23/97; UWM Administration approval, 2/7/97)

(Doc. 2718amended, 05/13/10; UWM Administration approval, 6/2/10)

**A3.2 Information Technology Policy Committee**

- (1) Membership. Twenty members as follows: eight elected faculty; two from each division of the University, elected by division; four appointed

faculty, one from each division appointed by the Chancellor from nominations submitted by the University Committee; three elected members of the academic staff, with at least one representing full-time teaching staff; a university staff member appointed by the Chancellor; one student; and, the following ex-officio members, the Associate Vice Chancellor for Information Technology / Chief Information Officer, a representative of the Vice Chancellor for University Relations, and a representative of the Provost.

(Document 2902, 5/9/13; UWM Administration approval, 5/23/13)

(2) Functions

Makes recommendations to the faculty and campus administration regarding (a) policy on information technology and its use; (b) the coordination of service delivery by all campus information technology units, including monitoring, overlap, conflicts and inefficiencies; and (c) the planning and implementation of decisions pertaining to information technology and related services.

(Document 2265, 11/16/00; UWM Administration approval, 12/1/00)

(Editorially revised, 4/26/02)

(Document 2902, 5/9/13; UWM Administration approval, 05/23/13)

### **A3.25 International Committee**

The International Committee (hereinafter “the IC”) represents the interests and authority of UWM faculty, staff, and students in fostering campus internationalization through establishment of policy to guide the development and implementation of central international education functions, such as international institutional academic and research partnerships and education abroad programs.

(1) Membership

The IC is composed of 16 members, of whom 14 are voting members, as follows:

- a) 8 faculty members, as follows:
  - a. 6 elected faculty members, at least one from each division;
  - b. 2 faculty members appointed by the University Committee upon the recommendation of the Vice Provost for International Education.
- b) 3 members of the Academic Staff, elected by the Academic Staff as “at large” representatives
- c) 1 University Staff member appointed by the University Staff Council
- d) 1 Dean appointed by the Chancellor
- e) 1 student appointed by the Student Association
- f) 2 *ex officio* representatives of the Center for International Education who carry responsibilities for inter-institutional partnership agreements and study abroad, appointed by the University Committee upon the recommendation of the Vice Provost for International Education

Each member is elected or appointed to a three-year term. Terms of elected faculty and Academic Staff members shall be staggered.

(2) Chairperson

The IC shall elect a chair from among its voting faculty members. The chair serves for a period of one year. The IC chair plans the meeting schedule and agendas in consultation with the subcommittee chairs. The IC chair ensures that agendas and minutes are conveyed to the Secretary of the University. The chair oversees the IC's subcommittee member selection process.

(3) Functions

- a) Develops and approves policies and recommendations to guide campus internationalization.
- b) Reviews and recommends to the Chancellor university approval of international inter-institutional partnership agreements.
- c) Reviews and recommends to the Chancellor changes or university approval of arrangements for UWM-sponsored student travel to international destinations in high-risk locations.
- d) Advises UWM international education administrators regarding strategic program priorities and initiatives.
- e) Advises other shared governance committees when they encounter issues or legislation that have international elements.
- f) Represents campus stakeholders in strategic planning for internationalization.

(Document 2995, 03/12/15; UWM Administration approval, 03/24/15)

**A3.25.1 Subcommittee on Inter-institutional Partnerships**

(1) Membership

The Subcommittee on Inter-institutional Partnerships is composed of eight members as follows:

- a) 7 voting members of the IC, of whom at least four must be faculty
- b) 1 *ex officio* representative of the Center for International Education with responsibility for inter-institutional partnership agreements

Each voting member will be appointed to a three-year term and the terms will be staggered.

The Subcommittee meets a minimum of once per month to ensure timely consideration of inter-institutional partnership agreements.

- (2) Chairperson  
The Subcommittee shall elect a chair from among its voting faculty members. In consultation with the IC chair and the *ex officio* representative of the Center for International Education, the subcommittee chair shall be responsible for planning the meeting schedule and agendas. The subcommittee chair shall ensure that agendas and minutes are conveyed to the IC chair and the Secretary of the University.
- (3) Functions  
The Subcommittee on Inter-institutional Partnerships exercises the authority of the IC in reviewing and recommending university approval of international inter-institutional academic and research partnership agreements, and in recommending to the Chancellor policies governing the establishment of such partnerships with international institutions.

(Document 2995, 03/12/15; UWM Administration approval, 03/24/15)

### **A3.25.2 Subcommittee on International Travel Safety**

- (1) Membership  
The Subcommittee on International Travel Safety is composed of five voting members and five *ex officio* members as follows:
- a) 5 voting members of the IC, of whom at least three must be faculty
  - b) 1 *ex officio* member from each of the following offices, appointed by the University Committee upon the advice of the heads of each respective office:
    - a. Office of Legal Affairs
    - b. Office of Risk Management and Assurances
    - c. Dean of Students
    - d. Norris Health Center
  - c) 1 *ex officio* representative of the Center for International Education with responsibility for study abroad

Each voting member will be appointed to a three-year term and the terms will be staggered.

The Subcommittee meets as needed to ensure timely consideration of proposed UWM-sponsored international student travel to locations in which security risks have been identified by the Subcommittee, the IC chair, or the Center for International Education.

- (2) Chairperson  
The Subcommittee shall elect a chair from among its voting faculty members. In consultation with the IC chair and the *ex officio* representative of the Center for International Education, the subcommittee chair shall be responsible for planning the meeting schedule and agendas. The subcommittee chair shall ensure that agendas and minutes are conveyed to the IC chair and the Secretary of the University.

- (3) Functions  
The Subcommittee on International Travel Safety, subject to IC policy decisions, exercises authority delegated by the IC for reviewing and making recommendations to the Chancellor for UWM-sponsored credit- and non-credit-bearing student travel to international locations posing security concerns.

(Document 2995, 03/12/15; UWM Administration approval, 03/24/15)

### **A3.3 Lectures Committee**

Deleted

(Document 2331, 5/14/02; UWM Administration, 5/31/02)

### **A3.4 Libraries Committee**

- (1) Membership. Seventeen members as follows: eight elected faculty members, at least one from each division; two appointed academic staff members; three students, one of whom is a graduate student. The academic staff members are appointed by the Chancellor upon recommendation of the Academic Staff Committee. The Chancellor, the Director of the Libraries, the Graduate Dean, and a representative of the UWM Alumni Association are ex-officio members.

(Document 2169, 12/17/98; UWM Administration approval, 12/30/98)

(Document 2330, 5/14/02, UWM Administration approval, 5/31/02)

(Document 2364, 11/21/02, UWM Administration approval, 11/28/02)

- (2) Functions
- a) Represents the interest and authority of the university faculty in archives and library affairs and in the establishment of policy.
  - b) Makes recommendations for faculty action.
  - c) Advises the Director of the Libraries concerning administrative operation of the Archives and Libraries.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)

(Document 1308, 4/22/82; UWM Administration approval, 4/29/82)

(Document 2319, 12/20/01; UWM Administration approval, 12/28/01)

(Document 2364, 11/21/02; UWM Administration approval, 11/28/02)

(Document 3090, 03/16/17; UWM Administration approval, 03/22/17)

### **A3.5 Nominations Committee**

- (1) Membership. Eight members as follows: seven faculty members, no more than four of whom are from a single school or college, to be nominated

using the same nomination and election procedures that are used for other faculty standing committees. The Secretary of the University serves ex-officio. The elected members serve three-year staggered terms.

(Document 3146, 04/19/18; UWM Administration approval, 5/18/18)

(2) Functions

- a) Nominates candidates for all positions to be filled by faculty election.
- b) Advises the Chancellor on appointive faculty positions and on such other faculty appointive positions as the Chancellor may request.

(3) Procedures

- a) The Secretary of the University circulates a questionnaire to the faculty not later than the second regular faculty meeting, which shows the names of all faculty committees and all other elected and appointed positions, and requests the faculty members to indicate first, second and third choices of such positions in which they are willing to serve if elected or appointed. The committee is authorized to solicit appropriate biographical data as prescribed by the committee.
- b) The Committee then prepares a slate of nominees to be distributed with the calendar of the March Faculty Senate meeting, where it is the first item of business. The committee nominates at least two candidates for each vacancy. Additional nominations may be made viva voce from the floor of the meeting. Other nominations, sponsored by three faculty members, may be made, prior to the meeting, by submitting the names of the nominees to the Secretary of the University.
- c) Immediately following the meeting, the Secretary of the University prepares an electronic ballot to be distributed to all members of the faculty. Accompanying the ballot will be a brief biographical statement of the candidates.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)

(Document 1679, 9/21/89; UWM Administration approval, 10/6/89)

(Document 2510, 10/20/05; UWM Administration approval, 12/02/05)

### **A3.6 Physical Environment Committee**

- (1) Membership. Twenty-seven members as follows: Five elected faculty members, two faculty members appointed by the University Committee, two faculty members appointed by the Chancellor; one faculty member appointed by the Academic Planning and Budget Committee (APBC); two

students appointed by the Student Association; one academic dean, one administrative officer, and two members of the university staff appointed by the Chancellor; the chair or faculty designee of the Graduate Faculty Committee; four elected members of the academic staff; and ex-officio, the Chancellor, the Provost, the Vice Chancellor of Administrative Affairs, the Secretary of the University, and one member of the ADA Advisory Committee (ADAAC) appointed by the Chancellor upon recommendation of the ADAAC. A faculty member is elected chairperson by the committee.

(Document 2167, 11/19/98; UWM Administration approval, 11/98)  
(Document 2169, 12/17/98; UWM Administration approval, 12/30/98)  
(Editorially revised, 8/24/06)  
(Document 2686, 10/15/09; UWM Administration approval, 10/21/09)  
(Document 2781, 4/21/11; UWM Administration approval, 5/2/11)  
(Document 2895, 2/21/13; UWM Administration approval, 3/1/13)  
(Document 2930, 9/26/13; UWM Administration approval, 10/2/13)

(2) Functions. Makes recommendations for the development of the physical environment of all University-associated facilities, including built- to-suit leased facilities consistent with the mission and with the present and future academic programs of the University.

- a) Recommends a master plan for the development of the campus reflecting priorities in accordance with guidelines established by the committee.
- b) Recommends the location of new buildings, their inter-relationships and aesthetics and their functional and architectural features.
- c) Recommends remodeling needs and identifies desirable or undesirable features relevant to future construction.
- d) Recommends parking and transportation policies.
- e) Recommends appropriate names for buildings pursuant to established guidelines.
- f) Recommends other actions relevant to the physical environment.

(Document 1052, 10/20/77; UWM Administration approval, 11/16/77)  
(Document 1619, 5/10/88; UWM Administration approval (9/22/88)

(Document 2762, 12/16/10; UWM Administration approval, 1/18/11)  
(Document 2930R1, 05/10/18; UWM Administration approval, 6/18/18)



### **A3.6.1 Transportation Subcommittee**

#### **(1) Membership**

- a) Eleven members as follows: Seven members of the Physical Environment Committee as follows: four Faculty; one member of the Academic Staff; one member of the University Staff; and one student. In addition, one representative each from the Division of University Relations, Students Affairs, the Parking and Transit Office and the Department of Physical Planning and Construction are to serve as non-voting, ex-officio staff members to the Committee. The chair of the subcommittee will be a faculty member of the Physical Environment Committee.

(PEC Doc. No. 179, approved by the Physical Environment Committee, 11/17/82; amended 1/19/83; effective 1983—84.)

(PEC Doc. No. 214, approved by the Physical Environment Committee, 10/9/85 (name change and revision of charge.)

- b) The chair will serve for a period of one year. Each student member will be appointed on an annual basis. Each non-student member will be appointed to a two—year term and the terms will be staggered. Each non-student member will be limited to two consecutive two—year terms. A member is eligible for appointment again, after two years.

#### **(2) Functions**

- a) The Transportation Subcommittee is charged with the responsibility for oversight and advising the Physical Environment Committee on matters relating to program planning and on the utilization and maintenance of parking, transit, pedestrian, and other transportation facilities and services at the University of Wisconsin—Milwaukee. This responsibility shall include, but not be limited to, advising on policies affecting parking rates, permit fees, transit fares, bus routes and schedules, pedestrian ways and other functions of systems which contribute to the most efficient, economic, and equitable use of UWM transportation facilities and services.
- b) The chair of the Transportation Subcommittee or his/her designee shall provide a detailed report of the transportation budget to the Faculty Senate on a yearly basis.
- c) The committee will establish a yearly schedule of meetings and develop an attendance policy limiting unexcused absences. In addition, the Committee will make an oral report at a Faculty Senate meeting once a year.

VT/crs  
transcribed: 8/5/2007  
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(Document 2599, 11/15/2007; UWM Administration approval, 11/30/07)  
(Editorially revised, 6/30/08)

**A3.6.2 Campus Facility Naming Subcommittee**  
(formerly *Names of Buildings Subcommittee*)

(1) Membership

- a) The Committee shall consist of at least seven (7) members of the Physical Environment Committee as follows: 4 Faculty; 1 member of the Academic Staff; 1 member of the University Staff; and 1 student. In addition, one representative each from the Division of University Relations, Students Affairs, the Office University Architects/Planning & Transportation are to serve as non-voting, ex officio staff members to the Committee. The chair of the subcommittee will be a faculty member of the Physical Environment Committee. The chair will serve for a period of one year

(PEC Doc. No. 179, approved by the Physical Environment Committee, 11/17/82; amended 1/19/83; effective 1983-84.)

(PEC Doc. No. 214, approved by the Physical Environment Committee, 10/9/85 (name change and revision of charge.)

- b) Each student member will be appointed on an annual basis. Each non-student member will be appointed to a two—year term and the terms will be staggered. Each non-student member will be limited to two consecutive two—year terms. A member is eligible for appointment again, after two years.

(2) Functions

- a) The Campus Facility Naming Subcommittee is charged with advising the Physical Environment Committee on matters relating to naming buildings and parts of buildings and exterior amenities at the University of Wisconsin-Milwaukee. Buildings must necessarily be named prior to use. Memorial names honoring individuals for whom the University holds special respect or affection or obligation should command permanence. While it is harmless and inoffensive to change non-memorial names, it is very poor public policy to honor an individual by attaching his/her name to a facility only to change the naming later on. *The committee may solicit and accept written submissions and hold public hearings to determine campus community consensus.* The Subcommittee shall consider both monetary and non- monetary costs associated with and the benefits that would accrue to the University from the proposed

name. The chair of the Campus Facility Naming Subcommittee or his/her designee shall provide a detailed report of facility naming recommendations to the Physical Environment Committee as directed.

- b) The committee will organize at the request of the Chancellor. It will establish a yearly schedule of meetings and develop an attendance policy limiting unexcused absences. In addition, the Committee will make an oral report at a Faculty Senate meeting once a year.

(Document 2682, 09/17/2009; UWM Administration approval, 09/22/09)

### **A3.7 Research Policy and Advisory Committee**

- (1) Membership. Twelve members as follows: six elected faculty members, at least one from each division; a representative of the Graduate Faculty Committee; one elected member of the Academic Staff who is engaged in research activities; two faculty members and two members of the academic staff appointed by the Chancellor.

In addition, the administrative director of sponsored research, the university executive officer in charge of research (e.g. Vice Provost for Research), and the university executive officer in charge of graduate education (e.g. Dean of the Graduate School) serve as ex-officio members.

(Document 2169, 12/17/98; UWM Administration approval, 12/30/98)  
(Editorially revised: Document 2319, 12/20/01; UWM Administration approval, 12/28/01)

(Document 2561, 2/15/07; UWM Administration approval, 3/15/07)  
(Editorially revised, 5/16/07)

(Document 2941, 2/20/14; UWM Administration approval, 2/26/14)

- (2) Functions

- a) On its own initiative or in cooperation with other faculty committees, advises the Chancellor, the Provost, the Faculty Senate, and the university executive office in charge of research (e.g. Vice Provost for Research), and the university executive office in charge of graduate education (e.g. Dean of the Graduate School) on matters of research policy, procedures, and infrastructure to promote and advocate for growth of research, graduate education and scholarship at UWM.

(Document 2561, 2/15/07; UWM Administration approval, 3/15/07)

- b) Recommends overall allocation of resources for research at UWM, and reviews the operation of all university research units, in order to determine whether the programs and activities are both effective

and consistent with the mission and research goals of the University.

- c) Recommends and reviews overall University policy governing all mandated review boards within UWM (e.g., Institutional Review Board for the Protection of Human Subjects, Institutional Safety and Hazards Committee, Institutional Animal Care and Use Committee)
- d) Monitors activities of the Institutional Review Board (IRB) through annual review of the IRB's policies and procedures, workload, and actions on protocols submitted to the IRB.

(Document 1102, 5/11/78; UWM Administration approval, 5/17/78)  
(Document 1680, 9/21/89; UWM Administration approval, 10/6/89)  
(Document 1790, 10/17/91; UWM Administration approval, 10/31/91)  
(Editorially revised: 4/26/02)  
(Document 2561, 2/15/07; UWM Administration approval, 3/15/07)  
(Document 2941, 2/20/14; UWM Administration approval, 2/26/14)

### **A3.9 University Committee**

#### (1) Membership

- a) Seven tenured faculty members as follows: six elected faculty members and the President pro tem of the Senate. No more than three of the members shall be from a single school, college, or equivalent academic unit. No more than one member shall be from a single department in a departmentalized school or college. All UC members are automatically Faculty Senators.

For all regular elections of members to the University Committee, a primary election shall be held. The final election ballot will contain twice as many nominees as there are individuals to be elected, such nominees to be chosen in descending order from the one who received the greatest number of votes in the primary election. The provisions above concerning membership distribution shall be honored.

The Committee annually elects a chairperson-elect from those having at least one more year to serve as a Committee member. The chairperson-elect serves as chairperson the year following his/her election.

- b) Vacancies in the University Committee membership are to be filled as soon thereafter as possible. If the vacancy cannot be filled within the regular annual committee elections process as specified in 6.24(1&6), then a special election will be held through preparation of a special slate of nominees by the Nominations

Committee and permitting nominations from the university faculty followed by a mail ballot. If the special slate has more than two nominees for an available position, a final election will be conducted as specified in A3.9(1)(a). The membership that results from the filling of this vacancy will follow the membership composition restrictions of the University Committee with respect to school/college and departmental affiliation as cited in A3.9 (1) (a).

(Document 2477, 5/17/05; UWM Administration, 08/16/05)

(Document 2560, 2/15/07; UWM Administration, 2/21/07)

(Document 2659, 5/14/09; UWM Administration, 4/6/09)

(Document 2716, 4/15/10; UWM Administration, 4/20/10)

(2) Functions

- a) Serves as the Executive Committee of the Faculty Senate, and in that capacity performs those functions which may be delegated to it by the Senate. Takes action representing faculty interests and prerogatives within the jurisdiction of the Senate when the Senate is not in session. Such actions are reported to the Senate at its next regular meeting for ratification or other appropriate action.
- b) Examines any actions taken respecting the UWM campus by the Board of Regents, the various faculties or faculty committees, or by other bodies or individuals related to the university faculty, and makes recommendation as appropriate.
- c) On its own initiative, studies educational policy matters which are within the jurisdiction of the university faculty and makes recommendations to the Faculty thereon. To the extent feasible, the committee performs this function in consultation with other appropriate faculty committees.
- d) On its own initiative, or upon request, advises the Administration on the implementation of faculty action.
- e) Consults with appropriate administrative officers at campus level or above on budget matters and reports thereon to the faculty.
- f) In consultation with the Rules Committee prepares the agenda for committee of the whole discussions concerning matters of general interest to the university faculty.
- g) Makes an annual report at the Faculty Senate's first regular meeting of the academic year, and regularly submits to the Secretary of the University its minutes on all matters except those matters considered in closed session as permitted by 19.85, Wis. Stats.

- h) Advises the Chancellor on the membership on any campus search and screen committee which involves the faculty in making nominations for appointments to major university administrative positions as specified in 6.05, and represents the faculty on any system wide search and screen procedures.
- i) Advises the faculty and the administration on those questions concerning the operation of faculty governance which are within the jurisdiction of the university faculty.
- j) Receives grievances and complaints by or against members of the faculty and refers these grievances or complaints to the appropriate faculty standing committee.
- k) Receive notification within five working days from administrators when they, after conducting preliminary investigations, have grievances or complaints against faculty member(s) that may lead to discipline.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)

(Document 1076, 3/21/76; UWM Administration approval, 3/28/78)

(Editorially revised, 5/13/92)

(Document 2424, 4/15/04; UWM Administration approval, 4/26/04)

(Document 2477, 3/17/05; UWM Administration, 08/16/05)

#### **A4.0 University Relations Committee**

- (1) Membership. Sixteen members as follows: four elected faculty members; three faculty members to be appointed by the Chancellor from a list to be submitted by the Nominations Committee; three members of the Academic Staff to be appointed by the Chancellor from a list submitted by the Academic Staff Committee; one representative of the UWM Alumni Association to be appointed from nominations submitted by the Alumni Board of Directors; two students; three members ex-officio shall be the Vice Chancellor for University Relations, Community and Governmental Relations liaison, and the Secretary of the University. No more than one faculty member shall be from a single school, college or academic division.

(Document 2169, 12/17/98; UWM Administration approval, 12/30/98)  
(Editorial revision per Codification Committee, 4/26/02)

- (2) Functions

- a) Advises the administration on policy matters relating to University Relations including public events, development, public

information, alumni relations, government relations, and related areas of community relations.

- b) Reports to the Faculty Senate on any matters of concern in the areas of University Relations.
- c) Maintains liaison with the various schools, colleges and divisions to insure coordination of university relations programs and to provide a mechanism for enlisting the support and participation of the schools, colleges, and divisions in various university relations efforts.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)  
(Editorially revised, 8/21/95)