

THE UNIVERSITY OF WISCONSIN-MILWAUKEE
Policies and Procedures – May 2024

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

COMMITTEES PAGE

A1.05	Academic Planning and Budget Committee	91
A1.1	Academic Policy Committee	92
A1.2	Academic Program and Curriculum Committee.....	93
A1.2.1	Subcommittee on Undergraduate Program Reviews	95
A1.3	Admissions and Records Policy Committee.....	96
A1.35	Affirmative Action in Faculty Employment Committee.....	97
A1.4	Archives Committee	98
A1.5	Athletic Board.....	98
A1.6	Awards and Recognition Committee	100
A1.7	Codification Committee.....	100
A1.8	Computer Policy Committee.....	101
A1.9	Dismissal/Discipline Hearing Committee.....	101
A2.0	Divisional Executive Committees.....	101
A2.3	Faculty Appeals and Grievances Committee	101
A2.4	Faculty Consultative Committee for Financial Emergencies	102
A2.5	Faculty Ethics Advisory Committee	103
A2.6	Faculty Hearing Committee	104
A2.8	Faculty Rights and Responsibilities Committee	104
A2.9	Faculty Senate	104
A3.0	Faculty Senate Rules Committee	104
A3.05	Graduate Faculty Committee	106
A3.05.1	Graduate Curriculum Committee.....	103
A3.05.2	Graduate Program Review Committee.....	104
A3.05.3	Graduate Student Fellowship Committee.....	106
A3.1	Honorary Degrees Committee	113
A3.2	Information Technology Policy Committee	114
A3.25	International Committee	114
A3.25.1	Subcommittee on Inter-institutional Partnerships	116
A3.25.2	Subcommittee on International Travel Safety	116
A3.4	Libraries Committee	117
A3.5	Nominations Committee	118
A3.6	Physical Environment Committee	119
A3.6.1	Transportation Subcommittee.....	120
A3.6.2	Campus Facility Naming Subcommittee.....	121
A3.7	Research Policy and Advisory Committee	122
A3.9	University Committee.....	123
A4.0	University Relations Committee.....	125

A1.05 Academic Planning and Budget Committee

- (1) **Membership.** Nineteen members as follows: six Faculty appointed by the University Committee, one from each of the five 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 five Divisions; the Chair of the Academic Program & Curriculum Committee; the Chair of the Graduate Faculty Committee; 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 Committee; 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, 04/12/03)

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

(Document 2377R2, 9/20/18, UWM Administration, 10/12/18)

(Editorially revised, 8/10/23)

- (2) **Functions.** Makes recommendations to the Faculty and to UWM Administration regarding (1) short range and long range academic plans for the University 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 colleges and the University;

b) Consults with administration of the University and of the colleges over the budget model allocations;

(Document 2377R2, 9/20/18, UWM Administration, 10/12/18)

c) Advises Faculty on issues related to budget and its impact on academic program quality, student retention, and development;

d) Reports to the Faculty Senate regarding both short and long range academic plans for the University that are consistent with the University mission and budgetary implications of those plans;

e) Recommends and evaluates planning for new programs that are not the province of a single academic unit;

f) 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;

- g) Examines those actions taken by the Board of Regents, UWM 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;
- h) Makes recommendations for Faculty action;
- i) 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 Academic Program and Curriculum Committee and the Graduate Faculty Committee; the Registrar or their designee; and ex-officio: the Dean of one 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 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)

(Editorially revised, 8/10/23)

- (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 UWM 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 UWM Administration and the faculties of the colleges on matters of educational policy which are within the jurisdiction of these 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 colleges.
- d) Consults with the colleges, schools, 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 Committee, 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 for a three-year term 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)

(Document 2985R1, 09/19/19; UWM Administration approval, 09/23/19)

- 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) Chair. In the spring semester the Committee shall elect a Chair 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 Chair will commence on the first contractual day of the fall semester, except that a new Chair may serve over the summer by agreement of the committee in the event that the incumbent Chair is unable to serve.

(3) Functions

- a) Resolves questions of curricular responsibility where interests of two or more 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 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 Committee, 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 UWM 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, college, and University procedures, but the Academic Program and Curriculum Committee will monitor compliance by colleges.);

(Editorially revised, 8/10/23)
 - 4. the exemption of one or more programs in individual 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 Program and Curriculum Committee appointed by the Chair of the Academic Program and Curriculum 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 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 Academic Program and Curriculum Committee (Section 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) Faculty or (b) 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 Academic Program and Curriculum Committee 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 Academic Program and Curriculum Committee.
- d) The Subcommittee makes an annual report to the Academic Program and Curriculum Committee. Special reports may be made at the direction of the Academic Program and Curriculum Committee 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 Academic Program and Curriculum Committee.

(Document 3000, 04/16/15; UWM Administration approval, 04/30/15)
(Editorially revised, 8/10/23)

A1.3 Admissions and Records Policy Committee

- (1) Membership. Eighteen members as follows: seven Faculty members, not more than two of whom will be from the same college, 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 Chief Enrollment Officer or designee, Director of Undergraduate Admissions, Dean of the Graduate School or designee, a representative of the Center for International Education, the Dean of Students, and the UWM Registrar or 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) (Editorially revised, 09/19/19)

(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 Committee through its Chair.
- 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 Administration approval, 11/28/11)

- (2) Functions.
- a) To review data provided by the Office of Equity/Diversity Services on faculty recruitment, promotion, and termination annually as it relates to compliance with Affirmative Action.
 - b) Informed by the reviewed data, to create an annual report of appropriate recommendations/actions/policies where relevant.
 - c) To submit and present the annual report to the University Committee, Faculty Senate, and Office of Equity/Diversity Services.
 - d) Informed by the reviewed data, to conduct reviews into various UWM Faculty employment related processes, including hiring, promotion, mentoring, grievance, and retention when appropriate.

(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)

(Document 2179R1, 3/14/24; UWM Administration approval, 3/19/24)

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 Chief Student Affairs Officer or designee, President of the UWM Alumni Association or designee, Director of Recreational Sports & Facilities or designee.

(Editorially revised, 9/19/2019)

- (2) Functions
- a) Develops and reviews University policies relative to intercollegiate athletics in conjunction with University Faculty, UWM 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/Discipline 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

A2.3 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 college, and no more than one member shall be from a single department in a departmentalized 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) Chair. In the spring semester, the committee shall elect a Chair 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 Chair will commence on the first day of the fall semester, except that the new Chair may serve over the summer by agreement of the committee in the event that the incumbent Chair 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 Section 5.18 and UWS 3.08, Wis. Admin. Code; 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 6.02, Wis. Admin. 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 Committee, 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 college; no more than one member shall be from a single department in a departmentalized 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 Faculty Senate or University Faculty. Immediately thereafter, the members are elected by the Faculty in a 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.

(Editorially revised, 8/10/23)

- (2) Functions
- a) Consults with the Chancellor if at any time a declaration of financial emergency is to be considered.
 - b) Represents the Faculty before the Board of Regents in the event that the Board of Regents 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.

(Document 1526, 12/18/86; UWM Administration approval, 1/2/87)

- c) Serves on the UWM Graduate School Conflict of Interest Committee.

(Document 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. Seven members as follows: six members of the Faculty Senate elected annually by the Faculty Senate, at least one member shall be from each Faculty Division; and the Chancellor, ex-officio. The Chair is elected from among the members of the committee by majority vote of the Faculty Senate and becomes President pro tem of the Faculty Senate, who also serves as a member of the University Committee. Any given 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 college and departmental affiliation of its members shall also be followed when electing the Chair.

(Document 3215, 11/15/18; UWM Administration approval, 11/21/18)

- (2) Functions

- a) Sets the schedule and prepares calendars for Faculty 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

Faculty Senate and/or University 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 Faculty 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 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, they may appeal to the Faculty Senate Rules Committee for intervention and decision.
 - c) Emergency proposals, which should be considered by the Faculty Senate without delay, may be placed on the calendar of a Faculty Senate meeting by the Rules Committee without the customary referral to a Faculty standing committee.
 - d) Proposals submitted by non-Faculty Senate members of the Faculty and which appear on calendars of Faculty 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 is UWM's main policy making body for graduate education. As such it oversees academic and administrative matters across graduate programs and acts as an advocate for graduate students and graduate programs within the University.

(1) Membership

Twenty-two (22) members as follows:

- (a) Twelve (12) Faculty elected from among the Graduate Faculty from the Divisions of Arts and Humanities, Natural Sciences, Professions, and Social Sciences. At least two Faculty members must serve from each of these four Divisions, and no more than one member may serve from any one department or non-departmentalized school or college. Faculty members are elected to staggered, three-year terms, and no member may serve more than two (2) consecutive terms or portions thereof. Elected members of the committee should reflect the range of disciplinary competencies in the University and represent the colleges insofar as the size of the committee allows.
- (b) The three (3) Faculty Chairs of the Graduate Curriculum Committee, the Graduate Program Review Committee, and the Graduate Student Fellowships Committee.
- (c) Two (2) graduate student members appointed annually by the Student Association. Student members must be currently enrolled graduate students and both members must not come from the same college.
- (d) Two (2) members of Academic Staff appointed annually by the Academic Staff Committee from among those whose work is pertinent to graduate education or research or to administration of graduate programs.
- (e) Ex-officio members shall include the Dean, one Associate Dean, and a staff person from the Graduate School.

(Document 3384, 03/17/22; UWM Administration approval, 03/24/22)

- (f) The Committee elects its Chair for the following year from among its Faculty membership at its March meeting. 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.

- (g) The Chair or the Chair's representative sits on the APBC, RPAC, and PEC committees, in order to have the information necessary for Chairing the Committee and to inform those committees of Graduate Faculty Committee actions. The Chair communicates as needed with the Faculty Senate, the University Committee, the Secretary of the University, graduate program representatives, and the various Deans and Associate Deans.
 - (h) 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) Graduate Faculty Committee members.
 - (i) The Committee has the authority to declare vacant the seat of those committee members who fail to attend three (3) regular meetings in an academic year
- (2) Functions
- (a) Advises the Dean of the Graduate School on all academic and administrative issues that pertain to graduate education.
 - (b) Formulates and reviews policies concerning UWM graduate programs.
 - (c) Considers general policy recommendations from Graduate Curriculum Committee, Graduate Program Review Committee, and Graduate Student Fellowships Committee pertaining to their areas of governance. The Graduate Faculty Committee reviews and approves all general policies that apply across graduate programs.
 - (d) Establishes criteria for membership in the Graduate Faculty of the University.
 - (e) Reviews 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 recommends appropriate changes for dissemination through sources such as the Graduate School website, the Graduate School Bulletin and the Graduate Student and Faculty Handbook.
 - (f) Reviews policies and procedures affecting graduate student assistantships, fellowships, awards and any other sources of funding, and advocates for fair and competitive levels of graduate student compensation and workload.
 - (g) Reviews policies and procedures at all levels of the University that impact graduate student success, such as those related to health and wellbeing, funding for graduate study, diversity, professional

development, retention and completion, and campus safety. The Committee will make recommendations to governance committees, administrative offices, or academic units as appropriate.

- (h) Undertakes investigations into larger and more complex issues pertaining to graduate study recommended by its own members, by Graduate Curriculum Committee, Graduate Program Review Committee, or Graduate Student Fellowships Committee, or by Graduate School Administration.
- (i) Designates two members who will serve, if needed, on a Graduate Assistant Appeals Panel for Step Three grievance proceedings, as described in the Graduate Assistant Employment Grievance Procedure.

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

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

(Document 2780R1, 9/20/18; UWM Administration approval, 10/12/18)

(Editorially revised, 8/10/23)

A3.05.1 Graduate Curriculum Committee

The Graduate Curriculum Committee reviews and approves proposals for new courses and programs, and for changes to existing courses and programs. It also oversees the multidisciplinary PhD and recommends general policy changes related to courses and curriculum to the Graduate Faculty Committee.

(1) Membership

Nine (9) members as follows:

- (a) Seven (7) members elected from among the Graduate Faculty from the Divisions of Arts and Humanities, Natural Sciences, Professions, and Social Sciences. At least one elected member must come from each of these four Divisions, and no more than one member may serve from any one department or non-departmentalized school or college. Faculty members are elected to staggered, three-year terms, and no member may serve more than two (2) consecutive terms or portions thereof. Elected members of the committee should reflect the range of disciplinary competencies in the University and represent the colleges insofar as the size of the committee allows.
- (b) One (1) graduate student member appointed annually by the Student Association. The student member must be a currently enrolled graduate student.

- (c) The Dean of the Graduate School or designee serves as an ex-officio member.
 - (d) The Chair of the Graduate Curriculum Committee also serves on the Graduate Faculty Committee.
 - (e) The Graduate Curriculum Committee elects its Chair for the following year from among its Faculty membership at its March meeting.
 - (f) The Graduate Curriculum Committee has the authority to declare vacant the seat of those committee members who fail to attend three (3) regular meetings in an academic year.
- (2) Functions
- (a) Review and approve proposals for new graduate credit courses and for modifications to existing courses.
 - (b) Review and approve proposals for new graduate programs and for modifications to existing graduate programs.
 - (c) Within the provisions of the University's regulations and practices, establish procedures for reviewing courses and programs, and communicate those procedures clearly through the Graduate School's website.
 - (d) Make recommendations to Graduate Faculty Committee for general policy changes related to courses and curriculum that would affect all programs. The committee may make such recommendations on its own initiative, at the request of the Graduate Faculty Committee, or at the request of UWM Administration of the Graduate School.
 - (e) Oversee the Multidisciplinary Committee-Directed Ph.D. program. The Graduate Curriculum Committee reviews and approves applications for the Multidisciplinary Committee-Directed Ph.D. programs, using its best judgment on the academic merit of the proposed multidisciplinary program. The committee and the Dean of the Graduate School must satisfy themselves that the proposed program cannot be carried out within an established doctoral program. The committee must further approve the membership of the student's supervisory committee, guided by considerations of the committee members' expertise in proposed areas of study and their commitment to the student's program.

(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)

(Document 3179, 9/20/18; UWM Administration approval, 10/12/18)

A3.05.2 Graduate Program Review Committee

The Graduate Program Review Committee reviews existing graduate programs and makes recommendations to programs via a report submitted to the provost, the Dean of the Graduate School, and the relevant college.

(1) Membership

Thirteen (13) members as follows:

- (a) Twelve (12) members elected from among the Graduate Faculty from the Divisions of Arts and Humanities, Natural Sciences, Professions, and Social Sciences. At least two members must come from each of these four Divisions, and no more than one member may serve from any one department or non-departmentalized school or college. Faculty members are elected to staggered, three-year terms, and no member may serve more than two (2) consecutive terms or portions thereof. Elected members of the committee should reflect the range of disciplinary competencies in the University and represent the colleges insofar as the size of the committee allows.
- (b) The Dean of the Graduate School or designee serves as an ex-officio member.
- (c) The Graduate Program Review Committee elects its Chair for the following year from among its Faculty membership at its March meeting.
- (d) The Chair of the Graduate Program Review Committee also serves on the Graduate Faculty Committee.
- (e) The Graduate Program Review Committee has the authority to declare vacant the seat of those committee members who fail to attend three (3) regular meetings in an academic year.
- (f) Because the workload of the Graduate Program Review Committee can vary considerably from year to year, the Chair of the committee may request that the University Committee appoint up to three additional members for terms not longer than one-year each year as needed. These temporary appointments should reflect the range of disciplinary competencies in the University and represent the colleges insofar as the size of the committee allows. In making such appointments, the University Committee should give preference to Faculty with previous experience reviewing graduate programs.

(2) Functions

- (a) Review graduate programs and certificates in accordance with existing University regulations, including the Procedures for Qualitative Reviews of Graduate Programs (Fac. Doc. No. 3197R1).
- (b) Appoint two members to serve as internal reviewers of each program or certificate review. Internal reviewer assignments will be determined by the Chair of the Graduate Program Review Committee.
- (c) Meet with the external reviewers of the program or certificate and receive reports of their recommendations and conclusions for each program reviewed, as specified in the Procedures for Qualitative Reviews of Graduate Programs (Fac. Doc. No. 3197R1).
- (d) Provide additional recommendations or commentary from the internal reviewers in the reports for each program reviewed.
- (e) Make appropriate recommendations on the frequency and nature of reviews of the various programs to the Graduate Faculty Committee. Any policy changes affecting general practices or impacting all programs (such as revisions to Fac. Doc. No. 3197R1) must be recommended to the Graduate Faculty Committee for consideration and approval.

(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)
(Document 3178, 9/20/18; UWM Administration approval, 10/12/18)
(Editorially revised, 9/13/24)
(Editorially revised, 11/12/24)

A3.05.3 Graduate Student Fellowships Committee

The Graduate Student Fellowships Committee determines and manages the application and selection process for graduate students applying for internal fellowships such as the Distinguished Dissertation Fellowship and the Distinguished Graduate Student Fellowship. The committee also recommends general policy changes related to fellowships to the Graduate Faculty Committee.

(1) Membership

Fifteen (15) members as follows:

- (a) Twelve (12) Faculty elected from among the Graduate Faculty from the Divisions of Arts and Humanities, Natural Sciences, Professions, and Social Sciences. Three members must be elected from each of these four Divisions, and no more than one member may serve from any one department or non-departmentalized school or college. Faculty members are elected to staggered, three-

year terms, and no member may serve more than two (2) consecutive terms or portions thereof. Elected members of the committee should reflect the range of disciplinary competencies in the University and represent the colleges insofar as the size of the committee allows.

- (b) One (1) graduate student member appointed annually by the Student Association. Student members must be currently enrolled graduate students. Student members will not review fellowship applications or participate in closed meetings where applications are discussed.
- (c) The Dean of the Graduate School, or designee, and fellowships coordinator of the Graduate School serve as ex-officio members.
- (d) The Chair of the Graduate Student Fellowships Committee also serves on the Graduate Faculty Committee.
- (e) The Graduate Student Fellowships Committee will elect a Chair from among its membership at its first meeting of each academic year.
- (f) The Graduate Student Fellowships Committee has the authority to declare vacant the seat of those committee members who fail to attend three (3) regular meetings in an academic year.

(2) Functions

- (a) Within the provisions of UWM regulations and practices, the committee formulates and implements procedures for allocation of available fellowship funds administered by the Graduate School. To this end, the committee annually establishes regular procedures that include but are not limited to application deadlines, nomination forms, review and selection procedures, and award announcements.
- (b) Following its designated application and selection procedures, the committee annually reviews applications and recommends fellowship awards for meritorious graduate students.
- (c) The committee makes recommendations to the Graduate Faculty Committee for general policy changes that relate to graduate fellowships across all programs. The committee may make such recommendations on its own initiative, at the request of the Graduate Faculty Committee, or at the request of UWM Administration of the Graduate School.
- (d) On request of UWM Administration of the Graduate School, the committee may assist in the assignment of other graduate student financial support awards.

(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)

(Document 3180, 9/20/18; UWM Administration approval, 10/12/18)

A3.1 Honorary Degrees Committee

- (1) Membership. Nineteen members as follows: Ten 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 five 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 or designee. The Chair of the committee is designated by the Chancellor.

(Document 3214, 11/15/18; UWM Administration approval, 11/21/18)

(2) Functions

- a) Considers and recommends candidates for honorary degrees in accordance with the following procedure. During the spring semester, the Chair of the Honorary Degrees Committee shall transmit to the Deans, Directors and the Chairs of the Divisions, centers, 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 Spaight's Plaza marker. During the fall semester, the Chair 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 UWM. 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. 2718 amended, 05/13/10; UWM Administration approval, 6/2/10)

A3.2 Information Technology Policy Committee

- (1) Membership. Twenty-three members as follows: ten elected Faculty; two from each Division of the University, elected by Division; five 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 Chief Marketing Officer, and a representative of the Provost.

(Document 2902, 5/9/13; UWM Administration approval, 5/23/13)
(Document 2902R1, 11/15/18; UWM Administration approval, 11/21/18)
(Editorially revised, 12/2/22)

- (2) Functions
Makes recommendations to the Faculty and UWM Administration regarding (a) policy on information technology and its use; (b) the coordination of service delivery by all university 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 Faculty, Academic Staff, University Staff, and students in fostering university 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.

(Editorially revised, 8/10/23)

(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) Chair

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 University 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 University 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) Chair

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. Student Health and Wellness Center
- c) 1 *ex officio* representative of the Center for International Education with responsibility for study abroad

(Editorially revised, 8/10/23)

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) Chair

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)

A3.4 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 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 or designee, the Provost or designee, the Vice Chancellor of Finance and Administrative Affairs or designee, a representative from Campus Planning and Management, the Secretary of the University or designee, and one member of the ADA Advisory Committee (ADAAC) appointed by the Chancellor upon recommendation of the ADAAC. A Faculty member is elected Chair 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)

(Document 2930R2, 12/13/18; UWM Administration approval, 1/6/19)

- (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 including: 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 Students Affairs, Transportation Services, the Office of External Relations, and the Department of Campus Planning & Management are to serve as non-voting, ex-officio staff members to the subcommittee. The Chair of the subcommittee will be a Faculty member of the Physical Environment Committee.

(Editorially revised, 01/06/23)

- 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 unless otherwise approved by the PEC. A member is eligible for appointment again, after two years have elapsed.

(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 UWM. 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.

(Document 2599, 11/15/2007; UWM Administration approval, 11/30/07)
(Editorially revised, 6/30/08)

(Document 2599R1, 12/13/19; UWM Administration approval, 1/6/19)

A3.6.2 Campus Facility Naming Subcommittee

(1) Membership

Ten members as follows:

- a) four Faculty members of the Physical Environment Committee.
- b) one Academic Staff member of the Physical Environment Committee
- c) one University Staff member of the Physical Environment Committee
- d) one student member of the Physical Environment Committee
- e) ex-officio:
 - a. a representative from the Division of Marketing & Communications
 - b. a representative from the Division of Student Affairs.
 - c. a representative from Campus Planning and Management.

The Chair of the subcommittee will be a Faculty member of the Physical Environment Committee. The Chair will be elected to serve a one-year term. The Chair's term is renewable. The student member will be appointed on an annual basis. All other members will be appointed to two-year staggered terms.

(Editorially revised, 01/06/23)

(2) Functions

- a) The Campus Facility Naming Subcommittee is charged with advising the Physical Environment Committee on matters relating to naming buildings, parts of buildings, and exterior amenities at UWM. Buildings may not necessarily be named prior to use. Memorial names honoring individuals for whom the University holds special respect, 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 their 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.

- b) The Chair of the Subcommittee, or designee, shall provide a detailed report of the facility naming recommendations to the Physical Environment Committee at a regularly scheduled meeting.

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

(Document 2682R1, 2/21/19; UWM Administration approval, 3/25/19)

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 Faculty Senate. No more than three of the members shall be from a single college. 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 Chair-elect from those having at least one more year to serve as a Committee member. The Chair-elect serves as Chair the year following the 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 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 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)

(Editorially revised, 8/10/23)

(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 Faculty Senate. Takes action representing Faculty interests and prerogatives within the jurisdiction of the Faculty Senate when the Faculty Senate is not in session. Such actions are reported to the Faculty Senate at its next regular meeting for ratification or other appropriate action.
- b) Examines any actions taken respecting the university 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 UWM Administration on the implementation of Faculty action.
- e) Consults with appropriate administrative officers at University level or above on budget matters and reports thereon to the Faculty.
- f) Consults with appropriate administrative officers at University level on pay plan distributions.

(Document 3480, 12/14/23; UWM Administration approval, 12/18/23)

- g) In consultation with the Rules Committee prepares the agenda for committee of the whole discussions concerning matters of general interest to the University Faculty.
- h) 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.

- i) Advises the Chancellor on the membership on any 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.
- j) Advises the Faculty and UWM Administration on those questions concerning the operation of Faculty governance which are within the jurisdiction of the University Faculty.
- k) Receives grievances and complaints by or against members of the Faculty and refers these grievances or complaints to the appropriate Faculty standing committee.
- l) 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 member of the University Staff appointed by the Chancellor from a list submitted by the University Staff Committee; two students; three members ex-officio shall be Vice Chancellor of Marketing & Communication or their designee, the Vice Chancellor of University Advancement or their designee, and the Secretary of the University or their designee. No more than one Faculty member shall be from a single college or academic Division.

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

(Editorial revision per Codification Committee, 4/26/02)

(Editorially revised, 12/2/22)

(2) Functions

- a) Advises UWM 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) Promotes support and participation of the colleges, and Divisions in various University Relations efforts.

(Document 1016, 03/17/77; UWM Administration approval, 3/30/77)
(Editorially revised, 8/21/95)

(Document 3501, 04/18/24; UWM Administration approval, 04/23/24)

(Document 3384, 03/17/22; UWM Administration approval, 03/24/22)
(Editorially revised to remove gender-specific words, 07/20/22)