

## **Procedures and Criteria for Consideration of Academic Staff for School/College Voting Rights**

Section 2.02(3)a of UWM Policies and Procedures allows for Academic Staff to be granted voting rights at the school or college level; the Faculty Senate must approve requests for such Academic Staff voting rights. The following procedures will be used by the UWM Faculty to facilitate the Faculty Senate approval process.

1. Upon positive recommendation of the faculty of the school or college in accordance with section 2.02(3)a of UWM Policies and Procedures, requests for granting an Academic Staff member voting rights in school or college faculty meetings will be made by the dean of the school or college to the Secretary of the University.
2. The Secretary of the University will forward the request to the Faculty Senate Rules Committee for review. The purpose of the Faculty Senate Rules Committee review is to determine if the academic staff member has the “training, experience and responsibility comparable to those in the faculty ranks” that is expected of those being granted voting rights at the departmental level (UWM P&P 4.02).
3. The Faculty Senate Rules Committee’s consideration of the request will be done in closed session unless requested otherwise by the academic staff member. The Faculty Senate Rules Committee’s review will consider documents and other evidence presented by the school or college to demonstrate the academic staff member’s qualifications. Both the academic staff member and representatives of the school or college will be invited to meet with the Faculty Senate Rules Committee in order to verbally present the request and answer questions from the Faculty Senate Rules Committee.
4. To be considered by the Faculty Senate Rules Committee at its next scheduled meeting, the request and documentation should be received by the Secretary of the University at least 2 weeks prior to the meeting date. The Faculty Senate Rules Committee’s review should occur within 45 working days of receiving the request, and notice of the review meeting should be given to the academic staff and presenter at least 5 working days prior to the meeting. These notification periods may be changed with the academic staff member’s consent.
5. If the Faculty Senate Rules Committee finds that the academic staff member’s qualifications justify consideration by the Faculty Senate for being granted school or college voting rights, the Faculty Senate Rules Committee will place the item on the next Faculty Senate meeting agenda.
6. If the Faculty Senate Rules Committee does not find that the academic staff member’s qualifications justify school or college voting rights, the chair of the Faculty Senate Rules Committee will notify the appropriate dean, academic staff member, and the Secretary of the University. The chair will summarize the reasons for the decision. The dean may request a reconsideration of the decision by the Faculty Senate Rules Committee, and such a reconsideration should be done by the Faculty Senate Rules Committee at its next scheduled meeting.

7. School and college voting rights may only be requested for a particular academic staff member once in an academic year.
8. All requests for academic staff voting rights are to be considered by the Faculty Senate Rules Committee and the Faculty Senate on an individual basis.

When considering the credentials of an academic staff member, the Faculty Senate Rules Committee should consider the following criteria:

- a) Training: the academic staff member should ordinarily have the terminal degree in the discipline in which they were trained. Exceptions to the terminal degree expectation can be made in cases where that is the norm in the discipline, or where the accreditation standards of the profession do not require it.
- b) Experience: the academic staff member must have a substantial, sustained record of accomplishments. This can be demonstrated through various means, including but not limited to evidence of excellence in teaching/research/creative activity, scholarly independence demonstrated through creation/redesign of courses/curriculum, and by being a principal investigator or similar recognition in research projects. Examples of evidence that can be used to demonstrate excellence include student course evaluations, peer/departmental classroom observations, and professional research or creative contributions. Positive comparisons of accomplishments to faculty peers can also be used to demonstrate a strong record of accomplishments.
- c) Responsibilities: the academic staff member must have program/departmental responsibilities beyond teaching courses or being a member of a research team. Responsibilities may include, but are not limited to, academic program oversight/directorship, primary responsibility for program accreditation, and grant/project management.

Documentation addressing these areas should be provided to the Faculty Senate Rules Committee by the school or college making the request.