

# THE UNIVERSITY OF WISCONSIN-MILWAUKEE

## Policies and Procedures – May 2024

### CHAPTER 2

#### THE FACULTIES OF THE COLLEGES AND SCHOOLS

2.01 College and School Faculties

2.02 Membership in College and School Faculties

2.03 Duties and Powers of College and School Faculties

2.04 Meetings of College and School Faculties

(Provisions of Chapter 2 apply equally to all schools, colleges, and equivalent academic units unless specifically accepted herein.)

#### **2.01 College and School Faculties**

- (1) UWM is organized into colleges each with its own Faculty. A college is defined as an academic unit with a Dean as its Chief Executive Officer. Schools may be organized inside a college. Such schools are led by an Associate Dean of the college, appointed by the Dean of the college. The Faculty of such schools will have a subset of the college Faculty, and membership in a school Faculty carries with it membership in the college Faculty.

As long as they are lead by a Dean, the School of Freshwater Sciences and the Graduate School shall be considered colleges.

(Document 3379, 02/17/22; UWM Administration approval, 03/16/22)  
(Editorially revised, 02/16/23)

- (2) A college shall be created, substantially restructured, or discontinued with the approval of the Faculty Senate and the Chancellor, and subject to the approval of the Board of Regents. A school shall be created, substantially restructured, or discontinued with the approval of the Faculty Senate and the Chancellor. Prior to submission to the Faculty Senate, all proposals to create, substantially restructure, or discontinue college(s) or school(s) shall be sent to the University Committee for referral to the appropriate committees for their review and recommendations.

Guidelines for creating, substantially restructuring, or discontinuing a college or school have been developed by the Academic Planning and Budget Committee. Proposals to create, substantially restructure, or discontinue college(s) may originate at any level of the institution. Proposals to create, substantially restructure, or discontinue a school must originate in the college housing the school. The template for submitting such proposals to the University Committee is available from the Secretary of the University.

(Document 2034, 4/18/96 and 5/9/96; UWM Administration approval, 7/2/96)

(Document 2417, 2/19/04; UWM Administration approval, 3/2/04)

(Document 3379, 02/17/22; UWM Administration approval, 03/16/22)

- (3) The Dean is the chief executive officer of a college and must have been granted tenure rank upon recommendation by appropriate Faculty bodies as a condition of appointment to this administrative position.
- (4) The Dean of a college may delegate specific areas of responsibilities to appropriate associate or Assistant Dean's. Associate Deans who hold responsibility for academic program and Faculty personnel policies must have been granted tenure rank upon recommendation of appropriate Faculty bodies as a condition of appointment to this administrative position.

(Document 1086, 4/20/78; UWM Administration approval, 12/8/78; System Administration approval, 2/22/80)

## **2.02 Membership in College and School Faculties**

- (1) The Faculty of each college consists of the Chancellor, the Dean, and all members of the Faculty as defined in 1.01(1) who hold appointments in the college. In addition, the Faculty of each college may designate Faculty members as defined in 1.01(1) who hold appointments in other colleges as voting members of its college. (The Faculty of the Graduate School is defined in 2.02(3).)

(Editorially revised, 5/31/13)

- (2) The Faculty of a school consists of the members of the Faculty of the college who are designated to hold appointments inside the school. In addition, the Faculty of each school may designate Faculty members as defined by 1.01(1) who hold appointments in other colleges or schools as voting members of its school.

(Document 3379, 02/17/22; UWM Administration approval, 03/16/22)

- (3) The Graduate School Faculty includes all voting members of the University Faculty as defined in 1.01(1)(a) who meet qualifications established by the Graduate Faculty Committee. The Graduate Faculty Committee shall obtain from each department a list with supporting evidence of its members who continue to meet these qualifications, by annual schedules established by the Graduate Faculty Committee. Nominations for additions or deletions from the list are submitted at the same time. Lists are submitted by Executive Committees which sponsor graduate work with copies to the Dean of the Graduate School, Dean of the appropriate college, and chairperson of the Graduate Faculty Committee. The Committee periodically reviews submitted lists of

members of the Faculty of the Graduate School and recommends to the Graduate Faculty Committee approval the names of individuals who meet the qualifications for categories of Graduate School Faculty membership.

(Document 3379, 02/17/22; UWM Administration approval, 03/16/22)

- (4) a. The Faculty of a college may designate members of its Academic Staff with training, experience and responsibility comparable to those in the Faculty ranks as voting members of its Faculty. If the college contains schools and/or departments, the Academic Staff must have been granted voting rights by the school or department prior to receiving voting rights in the college. If a school is departmentalized, the Academic Staff must have been granted voting rights in one of the departments of a school prior to receiving voting rights in the school.

(Document 3379, 02/17/22; UWM Administration approval, 03/16/22)  
(Document 3497, 03/14/24; UWM Administration approval, 03/19/24)

- b. The foregoing does not deny voting rights to any person holding same prior to enactment of this legislation. Such definition does not imply University Faculty status as defined in 1.01(l).

(Document 1306, 4/22/82; UWM Administration approval, 4/29/82  
(Document 1618, 5/10/88; UWM Administration approval, 5/20/88)  
(Document 2563, 3/15/07; UWM Administration approval, 5/11/07)  
(Document 2782, 4/21/11; UWM Administration approval, 7/21/11; Regent approval, 10/6/11)

### **2.03 Duties and Powers of College Faculties**

Subject to the general jurisdiction of the University Faculty over all educational matters which concern more than one college (1.02), college faculties have the following duties and powers:

- (1) To control matters involving scholarship, including the advancement of students, and dismissal for defective scholarship.
- (2) To recommend to the University Faculty requirements for admission, course of study, conditions of graduation, and the nature of the baccalaureate degrees conferred. In the case of graduate program matters to recommend to the Graduate School Faculty as provided in 1.02(8).

(Document 1071, 2/16/78; UWM Administration approval, 4/26/78)  
(Editorially revised, 10/12/21)

- (3) To administer the regulations for the admission of students, so far as this duty is committed to them by the University Faculty.
- (4) To recommend to the Board of Regents candidates for degrees in courses.
- (5) To recommend candidates for fellowships and scholarships.
- (6) To recommend honorary fellows and honorary scholars.
- (7) To establish research and field services and sponsor conferences, institutes, clinics, and short courses appropriate to the college.
- (8) To make appropriate citations with approval of the Board of Regents recognizing outstanding achievements by Wisconsin citizens and others who have been connected with the University or the State.
- (9) To review and to make recommendations to appropriate administrative officers concerning proposals affecting departmental or other academic sub-unit structure of the concerned college.
- (10) To establish by Faculty action and administrative approval by appropriate Deans liaison Faculty bodies between two (2) or more colleges. Recommendations may be made to the participating faculties on any educational matter normally within the jurisdiction of a single Faculty. Recommendations from such liaison bodies are subject to review and approval of each participating college.
- (11) To establish or designate an Academic Planning Committee as a standing Faculty committee of the college (except the Graduate School) and determine its composition, method of election, procedures, and criteria for action. This information shall be communicated by the Dean to the Secretary of the University. The functions of each Academic Planning Committee shall include, but not be limited to the following:
  - a) Make recommendations to the Dean regarding the development of long-range plans and goals for the college consistent with the preservation of high quality teaching, research and public service.
  - b) Review academic program plans and related budgetary proposals regarding positions prepared by the schools, departments or their functional equivalents.
  - c) Afford schools and departments or their functional equivalents ample opportunity to present information and position statements during programmatic and budgetary discussions.
  - d) Advise the Dean regarding criteria and priorities for budget adjustments.

- e) Advise a school or department (or its functional equivalent) and the Dean in the event department and Dean disagree over specific programmatic or budgetary decisions regarding open Faculty positions or positions occupied by probationary Faculty. (See 4.05)

(Document 1321 revised, 4/21/83; UWM Administration approval, 6/6/85)

- (12) The Faculty of each college whose units offer graduate work shall establish a Graduate Program Committee and determine its composition, size, and method of election and/or appointment of its members. Faculty members are elected or appointed from among the members of its Graduate School Faculty. Student members, if provided for in the composition of the Committee, are appointed by the Dean in consultation with the student organization(s) designated as appropriate by the Faculty. The functions of each Graduate Program Committee shall include, but not limited to the following:

- a) Oversees all continuing graduate programs within the college.
- b) Reviews all proposals for new graduate programs or modifications of existing graduate programs in the college. Proposals originating in schools, in departments, or in inter-departmental bodies and approved by the college committees shall be forwarded by the Dean of the college with recommendations to the Dean of the Graduate School for review and action by the Graduate Faculty Committee and by the Dean of the Graduate School.

(Document 1080, 3/21/78; UWM Administration approval, 4/26/78)  
(Document 2536, 3/15/07; UWM Administration approval, 5/11/07)

- (13) For colleges containing schools, any of these duties and power, except the creation of an Academic Planning Committee, may be delegated to the individual schools by the Faculty of the college. An individual school may create an Academic Planning Committee to advise on school matters.

(Document 3379, 02/17/22; UWM Administration approval, 03/16/22)

#### **2.04 Meetings of College Faculties**

- (1) Meetings of each Faculty are held at the call of the Dean or as the Faculty deems necessary.
- (2) Each Faculty shall make rules of procedure and provide for committees, consistent with principles of the rules governing the University Faculty. In the absence of such action, the rules governing the procedures of the University Faculty (Chapters 1 and 6) shall apply when appropriate.

- (3) It is the duty of Faculty members to attend meetings of the Faculty. All members of the Academic Staff (defined in UWS 1.01(1)) have a right to speak, but only members of the University Faculty, as defined in 1.01(1), may vote unless otherwise provided in 2.02(2).
- (4) The Dean is the executive officer of the college and is responsible directly to the Chancellor. The Dean has immediate supervision of the affairs of the college, in all of its schools and departments and is the presiding officer of each Faculty and ex-officio a member of all standing committees of the college.
- (5) Each Faculty appoints a secretary who keeps a record of its proceedings. A copy of the proceedings of each Faculty is furnished by its secretary to each member of the college Faculty.
- (6) The Dean of each Faculty transmits to the University Faculty, through its secretary, all actions which are within the concern of the University Faculty. College Faculty action which does not require consideration by the University Faculty is transmitted, in the same manner, to the Chancellor for transmission to the President of the University System and the Board of Regents as may be required.
- (7) If a college contains schools, the college Faculty may designate to a school Faculty the ability to conduct actions that affect only that particular school's functions. If a school is granted such authority, such actions do not need further approval by the college Faculty, and are transmitted by the Dean in the manner described in 2.04(6). If a schools is given such authority, the school shall appoint a secretary to keep a record of its proceedings.

(Document 3379, 02/17/22; UWM Administration approval, 03/16/22)

- (8) Except where expressly prescribed the activity of any representative Faculty body of any college Faculty must follow the procedures prescribed for the college Faculty.

(Document 1071, 2/16/78; UWM Administration approval, 4/26/78)

(Document 2543, 9/21/06: UWM Administration approval, 9/27/06)

(Document 3379, 02/17/22; UWM Administration approval, 03/16/22)

(Editorially revised to remove gender-specific words, 07/20/22)