

Revisions to Academic Staff Committee and AS Standing Committees Bylaws – School/College References and Term of Office

Rationale: The Academic Staff Committee (ASC) reviewed references to schools, colleges, and division and term of office in its bylaws and in the bylaws of all standing committees. AS Codification reviewed the revisions and approved in November 2023. The revisions to each set of bylaws are tracked in the sections impacted.

- [Awards Committee](#)

ARTICLE II MEMBERSHIP

Section 1 Structure

The Committee consists of five elected academic staff members. No more than one member may be from any one ~~school/college/division~~ college or division at the time of their election to the committee. There must be at least one teaching instructional and one non-~~teaching instructional~~ academic staff member. All members must have at least a 50% appointment at UWM. (AS DOC 71, 2/12 revision)

Section 2 Nomination/Election Procedures

Members are nominated and elected in accordance with Standard Academic Staff Operating Guidelines Rules.

Section 3 Term of Office

The term of office begins on the first day of the fall semester contractual period as it appears in the academic year calendar published on the Secretary of the University's website and ends the day before the next fall contractual period begins. All members serve three-year terms. No member may serve consecutive three-year terms. ~~The committee year is September 1 through the following August 31.~~

ARTICLE III ORGANIZATION

Section I Officers

The officers are the Chair and Secretary. Other officers are appointed by the Committee as necessary.

A. Responsibilities: The Chair presides at meetings of the Committee, prepares, and distributes the agenda, distributes the call for nominations, collects nominations, and reports nominees for awards to the Chancellor. They are the liaison with the Academic Staff Committee. At the end of each committee year, the Chair prepares a written report of Committee activities.

C. Election, Term of Office, Vacancies:

Officers are elected at the last meeting of the committee year for one-year terms ~~beginning September 1~~. Officers may not serve more than two consecutive terms. If a vacancy occurs, the Committee elects a new officer at the next regular meeting to complete the unexpired term.

- [Codification Committee](#)

ARTICLE II MEMBERSHIP

Section 1 Structure

The Committee consists of seven members: three elected academic staff members; three academic staff members appointed by the Academic Staff Committee; and the Secretary of the University or a designee who is an ex-officio, non-voting member of the Committee and who serves as its secretary. At least two of the voting members must be a past or current member of the Academic Staff Committee or a past member of the Codification Committee. At least four members must have probationary or indefinite status. No more than two members may be from any one ~~school/college/division~~ college or division at the time of their election to the committee.

(AS Doc 68, 9/11)

(AS Doc 81, 8/13)

Section 2 Nomination/Election/Appointment Procedures

Members are nominated and elected in accordance with Standard Academic Staff Operating Rules. Appointed members are named after the annual academic staff elections.

Section 3 Term of Office

The term of office begins on the first day of the fall semester contractual period as it appears in the academic year calendar published on the Secretary of the University's website and ends the day before the next fall contractual period begins. All members serve three-year terms. No member may serve consecutive three-year terms. ~~The committee year is September 1 through the following August 31.~~

ARTICLE III ORGANIZATION

Section 1 Officers

C. Election, Term of Office, Vacancies

The Chair is elected within one month of the annual election for a one-year term ~~beginning September 1~~ and may not serve more than two consecutive terms. Other officers are elected as

necessary. If a vacancy occurs, the Committee elects a new officer at the next regular meeting to complete the unexpired term.

- [Hearing and Appeals Committee](#)

ARTICLE II MEMBERSHIP

Section 1 Structure

The Committee consists of seven elected academic staff members. No more than two members may be from the same ~~school/college/division~~ college or division at the time of their election to the committee.

There must be at least one member from each functional area (~~teaching instructional~~ and non-~~teaching instructional~~) and at least one member representing each type of appointment (fixed term, indefinite, probationary). All members must have at least a 50% appointment at UWM. (AS Doc 71, 2/12 revision)

Section 2 Nomination/Election Procedures

Members are nominated and elected in accordance with Standard Academic Staff Operating ~~Guidelines~~ Rules.

Section 3 Terms of Office

~~The term of office begins on the first day of the fall semester contractual period as it appears in the academic year calendar published on the Secretary of the University's website and ends the day before the next fall contractual period begins.~~ All members serve three-year terms. No member may serve consecutive three-year terms. ~~The committee year is September 1 through the following August 31.~~

ARTICLE III ORGANIZATION

Section 1 Officers

C. Election, Terms of Office, Vacancies

Officers are elected for one-year terms ~~that begin on September 1~~. Elections take place at a regular committee meeting within one month after the annual academic staff election results are published. Officers may not serve more than two consecutive terms in a single official capacity. If a vacancy occurs, the Committee, at a special meeting called within three weeks, elects a new officer to complete the unexpired term.

- [Instructional and Research Academic Staff Review Committee](#)

ARTICLE II MEMBERSHIP

Section 1 Structure

The Committee consists of seven members: five Instructional and Research academic staff members with indefinite appointment elected by Instructional and Research academic staff members holding probationary or indefinite appointments and two tenured faculty members elected by the faculty.

No more than two academic staff members may be from any one ~~school/college/division~~ college or division, and no more than one faculty member may be from any one ~~school/college/division~~ college at the time of their election to the committee.

(AS Doc 71, 2/2012)

(AS Doc 112, 11/2018)

Section 2 Nomination/Election Procedures

Academic staff members are nominated and elected in accordance with Standard Academic Staff Operating Rules. Faculty members are nominated and elected in accordance with standard faculty policies and procedures.

Section 3 Term of Office

~~The term of office begins on the first day of the fall semester contractual period as it appears in the academic year calendar published on the Secretary of the University's website and ends the last day of the spring contractual period.~~ All members serve three-year terms. No member may serve consecutive three-year terms. ~~The committee year is September 1 through the following August 31.~~

ARTICLE III ORGANIZATION

Section 1 Officers

C. Election, Term of Office, Vacancies

Officers are elected in May for ~~one-year-nine-month~~ terms ~~beginning September 1~~ beginning on the first day of the fall semester contractual period as it appears in the academic year calendar published on the Secretary of the University's website. Officers may not serve more than two consecutive terms. If a vacancy occurs, the Committee elects a new officer at the next regular meeting to complete the unexpired term.

- [Non-Teaching Instructional Academic Staff Review Committee](#)

ARTICLE I PURPOSE AND RESPONSIBILITIES

Section 1 Purpose

The purpose of the Non-~~Teaching~~ [Instructional](#) Academic Staff Review Committee is to review non-~~teaching instructional~~ academic staff members who are recommended for indefinite status by their supervisors and to make a recommendation to the appropriate dean/division head.

Section 2 Responsibilities

In accordance with UWM Academic Staff Personnel Policies and Procedures Chapters 103.02 and 107.03, the Committee conducts a review of each candidate's employment history at the University according to the requirements of the candidate's position and the professional standards of the academic staff. The Committee must provide a written recommendation to the appropriate dean/division head within thirty days after receiving the request for advice from the dean/division head.

Committee members must vote in all cases except where a clear conflict of interest exists (see "Operating Policies and Procedures of the Non-~~Teaching~~ [Instructional](#) Academic Staff Review Committee," Section VIII).

To ensure a thorough review and privacy of the candidate, Committee members must respect the strictest standards of confidentiality. The contents of the review file, additional information, and the Committee deliberations must not be revealed to non-members of the Committee, except as legally mandated. A written recommendation is sent to the dean/division head and the candidate but must not be revealed to anyone else without the written consent of the candidate.

At its first meeting of the committee year, the Committee reviews the "Operating Policies and Procedures of the Non-~~Teaching~~ [Instructional](#) Academic Staff Review Committee" and "Review of Non-~~Teaching~~ [Instructional](#) Academic Staff for Indefinite Appointment" and submits recommended changes to the Senate of the Academic Staff for approval. The "Operating Policies and Procedures of the Non-~~Teaching~~ [Instructional](#) Academic Staff Review Committee-" as amended, become effective upon approval. Any changes to the "Review of Non-~~Teaching~~ [Instructional](#) Academic Staff for Indefinite Appointment" become effective the first day (~~September 1~~) of the committee year following approval.

Each year, no later than October 15, the Committee publishes the "Review of Non-~~Teaching~~ [Instructional](#) Academic Staff for Indefinite Appointment," "Operating Policies and Procedures of the Non-~~Teaching~~ [Instructional](#) Academic Staff Review Committee," and a schedule of meetings and distributes them to the [c](#)hancellor, deans, division heads, and probationary non-teaching academic staff members.

ARTICLE II MEMBERSHIP

Section 1 Structure

The Committee consists of seven non-~~teaching~~ instructional academic staff members with indefinite appointment elected by non-~~teaching~~ instructional academic staff members holding probationary or indefinite appointments. No more than two members may be from the College of Letters and Science, and no more than one may be from any other ~~school/college/division~~ college or division at the time of their election to the committee.

(AS Doc 71, 2/12 revision)

Section 2 Nomination/Election Procedures

Members are nominated and elected in accordance with Standard Academic Staff Operating Guidelines Rules.

Section 3 Term of Office

The term of office begins on the first day of the fall semester contractual period as it appears in the academic year calendar published on the Secretary of the University's website and ends the day before the next fall contractual period begins. All members serve three-year terms. No member may serve consecutive three-year terms. ~~The committee year is September 1 through the following August 31.~~

Section 4 Absences

Participation of the entire Committee membership is essential to iensure a timely and equitable review of each candidate. Members who miss six meetings within any consecutive twelve-months forfeit their committee membership. There are no excused absences.

Section 5 Vacancies

If a vacancy occurs, the position is filled by the eligible candidate who received the next highest number of votes in the most recent election. That candidate will serve the remainder of the term associated with the vacancy. If no eligible candidate is available, the Academic Staff Committee appoints an academic staff member to fill the vacancy for the remainder of the term of service.

(AS Doc 40 approved by AS Senate 5/09, revised 7/09)

ARTICLE III ORGANIZATION

Section 1 Officers

The officers are the Chair and Secretary. Other officers are appointed by the Committee as necessary.

A. Responsibilities

The Chair presides at meetings; communicates on behalf of the Committee with dean/division heads and review candidates; forwards official files of the Committee, including minutes of meetings and records of official actions, to the Secretary of the University's Office; appoints subcommittees to perform other tasks, as appropriate; prepares and distributes the agenda for all meetings; and is the liaison with the Academic Staff Committee.

The Secretary takes minutes and distributes them to Committee members, the Chair of the Academic Staff Committee, and the Office of the Secretary of the University; maintains the attendance records of Committee members; and conducts Committee business in the absence of the Chair.

Responsibilities of other officers are determined when each position is created.

B. Eligibility

In order to maintain continuity of leadership, the Chair must have served on the Committee during the year prior to their term of office. Other offices may be held by any Committee member regardless of prior length of Committee service.

C. Election, Term of Office, Vacancies

Officers are elected for a one-year term ~~that begins on September 1~~. Elections take place at a regular committee meeting within one month after the annual academic staff elections. Officers may not serve more than two consecutive terms. If a vacancy occurs, the Committee elects a new officer at the next regular meeting to complete the unexpired term.

Section 2 Meetings

A. Regular and Special Meetings

No later than September 15, the Chair calls the first meeting at which the Committee establishes a schedule of monthly meetings. The Chair calls special meetings as needed or at the request of two or more Committee members.

B. Quorum

A quorum consists of four members.

C. Standing Rules

All Committee meetings are conducted according to the latest edition of Robert's Rules of Order, unless otherwise specified in these bylaws.

D. Agenda

The agenda is distributed prior to each meeting. Any Committee member or non-~~teaching~~ instructional academic staff member may place an item of business on the agenda of any regular meeting by contacting the Chair prior to the distribution of the agenda. Additional items may not be added to the agenda of special meetings once the agenda has been distributed.

ARTICLE IV AMENDMENTS TO THE BYLAWS

A motion to amend these bylaws may be made only by a Committee member and must be placed on the agenda prior to a regularly scheduled meeting. Amendments must be approved by a majority vote of both the Non-~~Teaching~~ Instructional Academic Staff Review Committee and the Senate of the Academic Staff. All proposed amendments must be reviewed by the Codification Committee for logic, clarity, and consistency of language prior to final approval by the Senate. Any approved bylaws amendment(s) must be reported at the next regular meeting of the academic staff.

- [Nominations Committee](#)

ARTICLE I PURPOSE AND RESPONSIBILITIES

Section 1 Purpose

The purpose of the Nominations Committee is to nominate candidates for the Senate of the Academic Staff, academic staff committees (except the Nominations Committee), and all other committees as requested.

Section 2 Responsibilities

The Committee consults with the Office of the Secretary of the University in constructing yearly preference forms for university service. Utilizing the preference ~~sheets~~ forms completed by academic staff, the Committee prepares the slate of nominees for the annual spring academic staff election ~~and recommends to the Academic Staff Committee individual academic staff members for all other UWM or UW System committees on which academic staff members serve.~~ In the event that the Nominations Committee is not able to fill the slate of nominees with at least double the number of vacancies for a given committee from the submitted preference ~~sheets~~ forms, the Nominations Committee will solicit nominations from the floor for that particular committee at the spring general meeting of the academic staff.

(AS Doc 104, 11/16)

ARTICLE II MEMBERSHIP

Section 1 Structure

The Committee consists of six members: five elected academic staff members; and the Secretary of

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the University or a designee who is an ex-officio, non-voting member of the Committee. No more than one member may be from any one ~~school/college/division~~ college or division at the time of their election to the committee. All members must have at least a 50% appointment at UWM.

(AS Doc 71, 2/12)

(AS Doc 104, 11/16)

Section 2 Nomination/Election Procedures for the Nominations Committee

Candidates are nominated from the floor at the Academic Staff spring general meeting. If two candidates for each vacancy are not nominated from the floor, candidates are added to the slate by those members of the Nominations Committee who are in their last year of service.

(AS Doc 104, 11/16)

Section 3 Term of Office

The term of office begins on the first day of the fall semester contractual period as it appears in the academic year calendar published on the Secretary of the University's website and ends the day before the next fall contractual period begins. All members serve three-year terms. No member may serve consecutive three-year terms. ~~The committee year is September 1 through the following August 31.~~

ARTICLE III ORGANIZATION

Section 1 Officers

C. Election, Term of Office, Vacancies

Officers are elected at a regular meeting within three weeks after the annual election for one-year terms ~~beginning September 1~~. If a vacancy occurs, the Committee elects a new officer at the next regular meeting to complete the unexpired term.

- [Academic Staff Committee](#)

ARTICLE I PURPOSE AND RESPONSIBILITIES

The Academic Staff Committee (herein ASC) serves as the Executive Committee of the Senate of the Academic Staff. As such, it represents the Senate between regular meetings and responds to those matters requiring immediate action on the part of the academic staff. The ASC advises chairs of committees of the academic staff on questions of policy and procedure. Further responsibilities of the ASC are to serve as liaison between the Senate and the administration, faculty, and other identifiable groups of UWM and the [Universities of Wisconsin W System](#); to advise the Senate on the development of policies and procedures relative to the academic staff under UWS Chapters 9 - 14, Wis. Adm. Code; to hold meetings of the academic staff of UWM; to nominate or appoint, ~~in consultation with the Nominations Committee,~~ individual academic staff members to serve on UWM and [Universities of Wisconsin \(UoW\) WS](#) committees; and to act as an ethics advisory body as established in s. UWS 8.035, Wis. Adm. Code and UWM Personnel Policies and Procedures Chapter 113.06. Actions taken by the ASC are subject to the review of the Senate of the Academic Staff.

ARTICLE II MEMBERSHIP

Section I Structure

The ASC consists of nine academic staff members elected by the academic staff. No more than two members may be from any one ~~school/college/division~~ college or division at the time of their election to the committee. There must be at least three members from each functional area (~~teaching instructional~~ and non-~~teaching instructional~~). No more than three members may be fixed-term appointees. All members must have at least a 50% appointment at UWM. (AS Doc 67, 9/11)

Section 2 Nomination/Election Procedures

Members are nominated and elected in accordance with [Standard Academic Staff Operating Rules](#).

Section 3 Term of Office

The term of office begins on the first day of the fall semester contractual period as it appears in the academic year calendar published on the Secretary of the University's website and ends the day before the next fall contractual period begins. All members serve three-year terms. No member may serve consecutive three-year terms. ~~The committee year is September 1 through the following August 31.~~

ARTICLE III ORGANIZATION

Section 1 Officers

C. Election. Term of Office. Vacancies

The Chair is elected by the Senate of the Academic Staff at its May meeting from continuing ASC members for a one-year term ~~beginning September 1~~. If the Chair cannot complete the term, a special election is held at the next Senate meeting after the resignation is announced. Only ASC members in the second or third year of their term are eligible to run in this special election.

~~All~~ other officers are elected by the ASC for one-year terms ~~beginning September 1 at a special meeting held within three weeks after the annual election~~ during one of the May ASC meetings.

Officers may not serve more than two consecutive terms. When a position is vacated, a special election is held at the first regular meeting after the vacancy occurs.