**University Committee Internal Procedures**

(April 2015)

1. The functions of the UC are established in FPP 6.54.B.

2. The UC meets weekly during the fall and spring semesters and as needed throughout the summer and during the winter and spring breaks. The UC chair decides on meeting times, traditionally all afternoon on Mondays. Four members constitute a quorum.

3. The meeting agenda is prepared by the UC chair with the assistance of the secretary of the faculty and distributed to committee members in advance of the meeting. Members of the University Committee may place items on the agenda by submitting a written or oral request to the chair in advance of the posting of the agenda. Materials for the meeting are normally distributed at least 72 hours prior to the meeting.

4. The Office of the Secretary of the Faculty provides support to the UC. The secretary of the faculty attends all UC meetings and maintains committee records. The first item on the agenda of regularly scheduled UC meetings is the approval of minutes of any meeting(s) whose minutes have not already been approved.

5. Decisions of the UC are made by consensus or, if formal votes are taken, by majority rule. Formal votes are recorded in the minutes. The committee may include minority views in its written communications. UC members are free to express minority views individually either in writing or orally.

6. The chancellor, provost, vice chancellor for finance and administration, and vice chancellor for research and graduate education have a standing invitation to attend the sessions of the UC meetings and may present items of interest to the committee.

7. Items are generally discussed by the entire committee; however, the UC may decide to appoint subcommittees to investigate agenda items and/or prepare draft reports to bring before the committee as a whole.

8. The UC chair for the coming year is elected by the committee members in the Spring Semester. The chair assumes duties on June 1, the starting date of the new committee. Normally, the incoming chair will be in the final year of the three-year term of service. (In some cases he/she may have replaced someone else part of the way through this term, and therefore might not have served two full years at the start of the third year of that term.)

9. The UC holds an annual planning meeting that normally takes place close to 1 June. At the planning session the committee: 1) discusses its operating procedures for the coming year; 2) discusses committee assignments; 3) establishes the role and expectations for committee members; 4) reviews the chair selection procedure to be followed in the spring; 5) identifies and sets priorities for initiatives. The meeting also serves as an orientation session for new UC members.

10. According to the bylaws of PROFS, Inc., and faculty document 262(a), the members of the UC serve as the Board of Directors for PROFS, and as such, are responsible for overseeing the activities of the PROFS’ Steering Committee.

11. Pursuant to *FPP* 6.06.H., the UC appoints, subject to confirmation by the senate, appropriately qualified faculty to fill vacancies on elected faculty committees until the vacancies are filled at the next annual election. When a vacancy occurs on the University Committee, the UC shall make the appointment only after the consultation with the Committee on Committees or members of the COC when it is not possible for the COC to convene in a timely fashion.

12. Every other spring, one UC member completing the first year will be selected as the campus representative to the UW System faculty group (“fac reps”) for the coming two years. The Madison fac rep will make every effort to attend (in person or by phone) all fac reps meetings (held monthly during the academic year around the state) and Board of Regents meetings. Every year an alternate fac rep will be selected to attend meetings in the official fac rep’s absence. Should the alternate be unable to attend, the UC chair will represent UW-Madison. The fac rep will submit summaries of all meetings to the Secretary of the Faculty for distribution to the UC.

**University Committee Grievance Procedures**

1. In hearing grievances, the University Committee will conduct a preliminary inquiry in order to determine the nature and scope of the case. This preliminary inquiry may be conducted by the committee as a whole or by the UC chair.

2. If a case does not appear to be unduly complex or time-consuming, the UC will ordinarily decide to hear the case itself and to make its own recommendations for a resolution of the matter.

3. If, however, the case appears to be complex, time-consuming, or otherwise unusually difficult, the University Committee may establish a fact-finding panel for that case.

4. The panel should normally consist of three to five members of the tenured faculty who have no direct interest in the grievance and no impermissible relationship with any of the principal parties in the case. The UC will designate a chair of the panel. The panel shall have the same authority as the UC to seek documents and to hear testimony considered relevant to the grievance.

5. After concluding its deliberations, the panel should transmit to the University Committee a written report with whatever recommendations it deems appropriate for a fair and reasonable resolution of the grievance.

6. In every case final responsibility for resolution of the grievance shall rest with the UC.

**University Committee Member Assignments**

CIC Faculty Representative (one member)

Committee on Committees (two members)

Faculty Commission on Compensation and Economic Benefits (one member)

Faculty Consultative Committee on Financial Emergency (two members)

PROFS Board of Directors (all members)

PROFS Chair (usually the chair of the UC)

PROFS President (does not need to be a UC member)

PROFS Secretary/Treasurer

PROFS Steering Committee (three or more members)

Rule Waivers (two new members)

University Academic Planning Council (one member)

UW System Faculty Representative (one member)