**College of Agricultural and Life Sciences**

**Academic Planning Council**

**Structure and Governance Rules**

Revised April 1, 2015

**Function/Charge**

The Academic Planning Council is established in accordance with Section 3.08 of the University of Wisconsin-Madison Faculty Policies and Procedures. The council advises the Dean of the College of Agricultural and Life Sciences on:

* Developing strategic and long-range plans.
* College program reviews and future development or contraction of academic programs.
* Factors relevant to the capacity of the College to fulfill its mission.
* Budgetary planning and resource allocation.
* Policies related to responsibilities of the departments, centers, institutes and the College for instruction, research, and public service.
* Diversity initiatives to ensure excellence in education, research and outreach.

**Rules Governing Procedures**

1. Agendas of APC meetings will be posted at least five days prior to the meetings.
2. Any council member may add items to the agenda before five days prior to the meeting.
3. Items may be added to the agenda at the meeting under New Business, but no action may be taken on items not on the previously noticed agenda.
4. Minutes of the APC meetings are available on the APC website*.*
5. Faculty and staff will be emailed once a year that agendas and minutes are available on the APC website.
6. Notice of all CALS committee membership is distributed to faculty at the beginning of the academic year.
7. In accordance with FPP 3.08.B.2.b, the elected members of the CALS APC shall review the structure and functions of the APC, every five years. The last review was submitted in spring, 2014.

**Guidelines for Submitting Materials to APC**

Proposals should be sent from the Chair/Director’s office to the Dean’s office, with a supporting cover memo from the chair/director. Materials must be received at least two weeks before the meeting date. Proposals will be placed on the agenda as meeting time allows, on a first come basis. Incomplete proposals cannot be placed on the APC agenda.

**The Dean or his/her designee**

The Dean or his/her designee will serve as chair of the council.

**Membership**

The council will have twelve elected faculty and two academic staff members. Council members terms will be for three years. Members will be elected from the following areas/divisions:

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| --- | --- | --- |
| *Division* | *# Representatives* | *Department* |
| Division 1 | 2 representatives | Animal Sciences  Biological Systems Engineering  Food Science  Dairy Science |
| Division 2 | 2 representatives | Entomology  Forest and Wildlife Ecology  Soil Science |
| Division 3 | 2 representatives | Agricultural and Applied Economics  Community/Environmental Sociology  Landscape Architecture  Life Sciences Communication  Urban and Regional Planning |
| Division 4 | 2 representatives | Agronomy  Horticulture  Plant Pathology |
| Division 5 | 3 representatives | Bacteriology  Biochemistry  Genetics  Nutritional Sciences |
| Extension | 1 representatives | Any faculty with extension appointment |
| Academic Staff | 2 representatives | Any academic staff. At least one representative will also serve on the CALS CASI. |

**Election of council members**

A call for nominations will be made during the Spring semester. Nominations can be made by any faculty member within a represented area/division. Nominees must be voting faculty members within the same represented faculty area/division.

Election of the representatives to the APC will be held during the Spring semester. All faculty in CALS are eligible to vote for one candidate in each faculty area/division represented on the ballot.

Nominations for Academic staff may be made by any member of the Academic Staff. All Academic Staff in the college may vote for the Academic Staff representatives.