
Proposed updates to *Faculty Policies and Procedures*:
Chapters 1 (“The University Faculty” and 2 (“University Faculty Senate”))

Summary:

Edits related to the revisions to Wis. Stat. § 36.09(4).

- 1.20.C.

New language to reflect current practice

- 2.03.D. [schedule senate reapportionment to be more in line with senate terms]
- 2.04.D. and 2.04.G [Senator elections are very inconsistent across districts; proposed rules allow for local culture and encourage best practices]
- 2.12.A. Question period

Clarifying language

- 1.20.C. [source of responsibility cited]
- 1.30.A. [unlinked Robert’s Rules to a specific number edition]
- 1.32. Required Majority [unlinked it to a specific number of faculty members]
- 2.04.B. and 2.04.E. and 2.04.G. [terms and elections of senators]

CHAPTER 1: THE UNIVERSITY FACULTY

1.20.C. Matters within the authority of the faculty include, but are not limited to the following:

1. Educational interests or educational policies.
2. Establishment of faculty committees.
3. Establishment of the academic calendar.
4. Establishment of requirements for admission.
5. Establishment of requirements for graduation and the title of the degree to be conferred upon completion of any course of study.
6. Recommendation of candidates for honorary degrees.
7. Conduct of commencement exercises and honors convocations.
8. Establishment of policies for the regulation of intercollegiate athletics.
9. Establishment of policies concerning investigation of student misconduct and administration of student discipline, subject to the provisions of UWS 17.
10. Adoption of rules and procedures for recruitment, appointment, and review of performance of members of the faculty [~~36.09(4), Wisconsin Statutes~~], subject to the provisions of UWS 3 and RPD 20-9.
11. Provision of a standing faculty committee charged with hearing dismissal cases (UWS 4.03).
12. Creation of a standing faculty consultative committee to consult with the chancellor if at any time a declaration of financial emergency is to be considered (UWS 5.04); provision for a hearing committee to consider layoff and termination under a financial emergency (UWS 5.11).
13. Adoption of rules and procedures to deal with allegations of misconduct or violation of university rules or policies on the part of the faculty (UWS 6.02).
14. Designation of a committee or other appropriate faculty body and development of rules and procedures to hear grievances of the faculty (UWS 6.02).
15. Adoption of rules and procedures to govern the performance by a faculty member of activities of an extensive, recurring, or continuing nature outside his/her institutional responsibilities (UWS 8.025).
16. Adoption of rules and regulations for the conduct of its proceedings.

1.30. MEETINGS OF THE FACULTY.

A. **CALLING OF MEETINGS.** Meetings of the faculty shall be held at the call of the chancellor; or at the request of the University Committee; or on the written petition, to the secretary of the faculty, or of any hundred members of the university faculty, and shall be consistent with the provisions of the state’s Open Meetings Law. Robert’s Rules of Order ~~Newly Revised~~, 11th most recent edition shall be the parliamentary manual for all meetings of the university faculty.

1.32. REQUIRED MAJORITY.

Legislation passed at a meeting of the faculty shall be valid faculty legislation if it receives a majority vote of at least ~~25~~ 10% of the faculty. Legislation passed at a meeting of the faculty, but receiving fewer than ~~25~~ 10% affirmative votes, shall require ratification by a majority vote of the senate in order to become valid faculty legislation.

CHAPTER 2: UNIVERSITY FACULTY SENATE

2.03. ELECTORAL DISTRICTS

D. Every ~~two~~ three years, the secretary of the faculty shall provide the University Committee with data on the basis of which the committee shall review the apportionment of the faculty into districts, including the appropriateness of combinations of departments into districts, and recommend to the senate any reapportionment which it deems necessary or desirable. Such recommendations shall be presented to the senate at the first meeting of the spring semester.

2.04. SELECTION AND TERMS OF SENATORS.

B. Elections of senators shall be held in the various districts, usually in April or May. All university faculty members shall be eligible for election, except that the persons designated as ex officio members (2.02.A.2. and 3.) shall be ineligible. No senator shall be eligible for re-election or for appointment as an alternate before the lapse of two years after six consecutive years of service; ~~unless the number of other nominees is less than the number of senate seats.~~

C. Each district shall establish its own procedures for conducting its elections. In establishing these procedures, each unit must adhere to the following principles and must provide notice of these principles to all individuals eligible to vote:

1. everyone in the district eligible to serve in the Faculty Senate must be provided the opportunity to nominate individuals in the unit to be candidates for the Faculty Senate (including nominating themselves);
2. everyone in the district eligible to serve in the Faculty Senate must be provided the opportunity to vote in the elections; and
3. write-in candidates must be permitted, and notice of that option must appear on any ballot.

~~Each district shall have a chair for each election. The chair of the largest department within a district shall be the district chair. (If the district does not include a largest department, the secretary of the faculty shall name on advice of the University Committee a member of the district to be chair.) The chair shall supervise the election and shall promptly certify the results to the secretary of the faculty.~~

~~D. Procedures for nomination and election of senators in each district shall be as follows:~~

- ~~1. The district chair shall designate a date in April or May for the election and shall notify the voters of the election date in writing at least three weeks in advance of the date chosen. The notification shall state that nominations signed by the candidate and one other voter within the district may be submitted to the district chair at any time during the two weeks following the distribution of the notice. The final date on which nominations may be accepted shall be stated in the notice.~~
- ~~2. After all nominations have been received, the district chair shall prepare a ballot on which the names of all candidates shall be listed alphabetically. At the top of the ballot the following shall appear:~~

Ballot for the Election of Faculty Senators

District

~~Each voter is entitled to * votes, which he/she may cast for any candidate or allocate among various candidates in any manner.~~

~~Ballots cast for more than * candidates cannot be counted.~~

~~[* Insert the number of senators to be elected.]~~

- ~~3. Each member of the district shall be entitled to one vote for each senate seat to be filled in the election and may cast all the votes to which he/she is entitled for one candidate, or may allocate them among some or all of the several candidates.~~
4. Voting shall be by secret ballot.

~~E D.~~ The term of office of each elected senator shall start ~~at the beginning of the academic year following his/her election~~ immediately for special elections, or at the beginning of the academic year following a general election. The term of office of senators elected under subsection A. shall be three years, except when the year in which the district elects senators is changed, as provided in 2.03.D.

~~F E.~~ Each senator elected under subsection A. shall name an alternate from his/her district. The name of the alternate shall be reported in writing to the district chair and to the secretary of the faculty within fifteen days after the election of the senator. Subsequent changes in alternates may occur at any time except in the week preceding a senate meeting, and shall be reported immediately to the district chair and to the secretary of the faculty. The alternate shall exercise the functions of the senator whenever the senator shall for any reason be unable to do so. In the event an alternate is unable to exercise this function, another named alternate from the same district may do so.

~~G F.~~ The office of senator shall become vacant on incapacity or resignation, or the absence of a senator from four consecutive regular meetings of the senate. The district chair shall call a special election to fill an existing vacancy. Members who decline to serve, or are unable to attend regularly, will be replaced in the same manner as approved by district rules.

2.06. MEETINGS OF THE SENATE.

A. The senate shall hold regular meetings on the first Monday of each month during the academic year. If the first Monday of the month falls on a holiday, the meeting ~~is held on the first subsequent Monday that is not a holiday.~~ shall be scheduled at a date as close to the original date as possible. The announced time and place of the meeting may be changed at the discretion of the chancellor with consent of the Executive Committee. Regular meetings may be cancelled by the chancellor with the consent of the Executive Committee if there is no significant business to be transacted.

2.07. NOTICE TO THE FACULTY OF SENATE MEETINGS.

A. The secretary shall send to every member of the faculty, at least five days before the meeting, ~~copies of the notice of every regular or special meeting of the senate; and to every senator, alternate, department chair and dean and every faculty member specifically requesting all senate materials,~~ all documents pertaining to the agenda of the meeting, including the text of any proposed legislation.

B. If the Executive Committee finds that it is impracticable to give written notice of special meetings in the manner described above, ~~because of emergency, the committee shall prescribe another form of notice~~ notice shall be provided according to state statute.

2.08. AGENDA FOR SENATE MEETINGS.

A. The agenda for meetings of the senate shall be prepared by the chancellor in conjunction with the Executive Committee and shall be distributed by the secretary to all members of the faculty. On written request of any senator, or of ten members of the faculty, the secretary shall include additional items on the agenda. The deadline for submitting such items shall be ten working days before the senate meeting. ~~A matter not on the agenda of a meeting may be added to the agenda of the meeting by a two-thirds vote of the senators present and voting.~~

2.10. PROCEEDINGS OF THE SENATE.

K. Unless otherwise provided for in Faculty Policies and Procedures, Robert's Rules of Order ~~Newly Revised, 11th most recent~~ edition, shall be the parliamentary manual of the senate, and the chancellor shall appoint a parliamentarian to advise him/her.

2.12. QUESTION PERIOD

A. Up to twenty minutes of every meeting of the senate shall be scheduled as a question period, during which members of the senate, or other members of the faculty present, may address questions to the chancellor or executive committee.

~~B. The chair of the executive committee shall preside over the senate during the question period.~~

~~C.~~ B. Members of the senate, or other members of the faculty, may file questions with secretary of the faculty at least three days prior to the senate meeting. A document containing these questions, listed in order of their delivery to the secretary, shall be given to each member of the senate at the beginning of the meeting.

~~D.~~ C. Questions may be addressed to the presiding officer without prior notice but priority shall be given to questions filed in advance, and questions without notice shall be presented only after questions on notice have been put.

~~E.~~ D. Any member of the senate, or any other member of the faculty present, may ask supplementary questions growing out of the reply of the presiding officer to the principal question, but it shall be the duty of the ~~chair of the Executive Committee~~ presiding officer to prevent the presentation of supplementary questions from becoming a debate.

~~F.~~ E. At the discretion of the ~~chair of the Executive Committee~~ presiding officer, the question period may be extended beyond the allotted twenty minutes.

~~G.~~ At the conclusion of the question period, it shall be in order for members of the senate, or any other member of the faculty present, to address questions to the chair of the Executive Committee.

No mark-up

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