
Proposed updates to *Faculty Policies and Procedures*:**6.01., 6.02., 6.03., 6.04., 6.07., 6.09., 6.10., 6.11., 6.12., and 6.49.**Summary:

Added or updated language for university staff: 6.01.E., 6.02.A., 6.05.C.

Clarified role of the University Committee: 6.01F., 6.01.G., 6.04.A., 6.04.B. (formerly 6.03.A. and B.), 6.04.E.2., 6.09

Rearranged existing sections for more logical organization

- ~~6.03.~~ 6.04. Other Committees ~~Concerned With Academic and Educational Activities~~ Established by the Faculty [broadened category]
- ~~6.04.~~ 6.04.E. Other Committees Concerned with Academic and Educational Activities [added to broader category]
- ~~6.49.~~ 6.04.D. University Search and Screen Committees [moved from specific committee to committee type]
- 6.07. Terms of Office [added 6.06.G. and 6.06.H.]

New language or sections, usually to reflect current practice

- 6.02. ~~Joint~~ **Shared** Governance Committees
- 6.03. Advisory Committees [new]
- 6.04.C. University Ad Hoc Committees [new]
- 6.04.D. University Search and Screen Committees [moved, new description]
- 6.06.F. Elections will be managed electronically [removed paper-based language]
- 6.07. Terms of Office [sections removed]
- 6.09. Committee Reports, Records, Recommendations, and Policies

See the specific changes to categories 2, 3, and 4 below; for complete context, please compare to the current version of FPP Chapter 6: <https://secfac.wisc.edu/governance/faculty-legislation/> and links from sections below. (Please note that only changed sections are included here.)

6.01. FACULTY COMMITTEES.

F. The faculty, **University Committee**, or Faculty Senate may provide for the selection of committee members; the scope of their authority; the rules and regulations for their proceedings; and the form in which the committee's work should be reported.

G. Ad hoc faculty committees established by the faculty, **University Committee**, or Faculty Senate are subject to the general provisions of this chapter.

6.02. ~~JOINT~~ **SHARED GOVERNANCE COMMITTEES.**

A. "~~Joint~~ **Shared** governance committees" are committees established in conjunction with academic staff, ~~classified~~ **university** staff, and/or student government to address issues of common concern which are not the primary responsibility of the faculty.

B. A ~~joint~~ **shared** governance committee reports to the faculty through the University Committee and/or the Faculty Senate and to other establishing authorities in accordance with their rules.

6.03. ADVISORY COMMITTEES *[new]*

An Advisory Committee is any committee or work group whose purpose is to provide advice on a specific issue or topic to the convener of the committee/work group. The purpose and intent of an Advisory Committee is dictated by and at the control of the person/department that established the committee/work group. The person/department that convened the committee/work group controls the membership and the process for establishing membership. Advisory Committees can be for any period of time.

6.04. OTHER COMMITTEES CONCERNED WITH ACADEMIC AND EDUCATIONAL ACTIVITIES ESTABLISHED BY THE FACULTY. *[moved/merged/new formerly 6.03., 6.04., and 6.49.]*

A. The faculty, University Committee, or the Faculty Senate may establish committees that are not faculty committees as defined in 6.01. or joint shared governance committees as defined in 6.02. All committees established in this chapter shall be referred to as Chapter 6 committees. *[formerly 6.03.A.]*

B. When a committee established by the faculty, University Committee, or the Faculty Senate that is not subject to the provisions of 6.01. considers issues related to academic matters, decisions shall be restricted to a subcommittee consisting of the faculty members of the committee. Decisions of the faculty subcommittee about academic matters cannot be overturned by the full committee. Disputes about identifying issues as academic shall be resolved by the University Committee. *[formerly 6.03.B.]*

C. University Ad Hoc Committees are committees/work groups established to focus on a targeted purpose for a set duration of time. The objectives and responsibilities of an Ad Hoc committee will define if shared governance principles will be applied to the group. Shared governance Principles would apply to the membership appointment process for those Ad Hoc Committees deemed to be shared governance in scope. *[new]*

D. University Search and Screen Committees are a specific subset of Ad Hoc committee. Search and Screen Committees are formed for a targeted purpose and are charged by the employment authority. Search and Screen Committees would be designated as holding shared governance principles related to the specific position being recruited. Positions with broad university authority should follow shared governance principles as a result. *[new and adapted from 6.49.]*

A. MEMBERSHIP. When a vacancy occurs or is anticipated in the position of academic vice chancellor/provost or at the level of college/school dean a search and screen committee shall be appointed by the chancellor and shall consist of:

1. A faculty majority, as defined in 6.01.C., appointed after consultation with the University Committee.
2. Administrators, academic staff, classified staff, and students.
3. A chair designated by the chancellor from among the faculty majority.

B. FUNCTIONS. It is the function of the committee to determine and supply to the chancellor an unranked list of acceptable candidates for the vacant position. It is not necessary that the committee ascertain whether each candidate on the list would accept the position if it were offered. The committee shall also report to the chancellor and the University Committee on the manner in which it conducted its deliberations.

C. FURTHER ACTIONS. If none of the slate of candidates recommended is acceptable to the chancellor and the Board of Regents, or if all acceptable candidates decline, the committee may

be requested to submit a new list of acceptable candidates, or a new search and screen committee may be appointed.

[Procedures for the selection of the chancellor conform to Regent policy.]

E. Committees concerned with Academic and Educational Activities. *[moved from 6.03.]*

1. Appropriate faculty bodies shall be consulted before other committees concerned with academic and educational activities are established. The appropriate body for campus-level consultation is the University Committee, and the appropriate bodies for school- and college-level consultation are the school or college academic planning councils.

2. Faculty members serving on campus-level committees established under the provisions of 6.04.A. **6.04.C1**, should be selected in consultation with the ~~Committee on Committees or the~~ University Committee.

3. Such committees should not normally be established if there is a faculty committee or a committee established by the faculty whose responsibilities cover the academic and educational matters of concern.

6.06. ELECTION OF FACULTY TO COMMITTEES.

F. Elections are managed electronically. *[new]*

~~F. Election is by ballot distributed to all members of the faculty. Ballots are to be collected at the senate meeting at which the election is scheduled, or delivered to the secretary of the faculty within four days after the meeting.~~

~~G. A vacancy in an elective committee position is to be reported by the chair of that committee to the secretary of the faculty. *[moved to 6.07. E.]*~~

~~H. If circumstances warrant, and upon consultation with the committee concerned, the University Committee shall appoint, subject to confirmation by the senate, an appropriately qualified replacement to fill the vacancy until a faculty member is elected at the next annual election to complete the unexpired term. *[moved to 6.07.F.]*~~

6.07. TERMS OF OFFICE.

A. With the exception of the University Committee, or unless otherwise specified, faculty committee members serve during the academic year ~~one year terms assume their duties on June 1 following their election.~~

~~B. Appointed faculty committee members serve from the date specified by the appointing authority until the appointing authority has designated a successor. If Faculty Policies and Procedures or faculty legislation establishing a committee specifies a term for an appointment. The appointing authority may extend the specified term for one year to avoid too great a turnover of committee members in a single year or to facilitate work in progress.~~

E. A vacancy in an elective committee position is to be reported by the chair of that committee to the secretary of the faculty. *[moved from 6.06.G.]*

F. If circumstances warrant, and upon consultation with the committee concerned, the University Committee shall appoint an appropriately qualified replacement to fill the vacancy until a faculty member is elected at the next annual election to complete the unexpired term. *[moved from 6.06.H.]*

The Committee on Committees will provide input if the vacancy is for the University Committee. *[new]*

6.09. COMMITTEE REPORTS, RECORDS, RECOMMENDATIONS, AND POLICIES.

A. All Chapter 6 and ad hoc faculty committees shall report to the University Committee in writing at least annually. These reports shall be submitted to the Faculty Senate for its information. There shall be an opportunity for senators to ask questions regarding these reports. If a committee includes academic staff and/or student representatives, then the represented governance bodies shall also receive copies of the report.

~~C. If a committee makes a recommendation or proposes a resolution for action by the Faculty Senate, the vote of the faculty members on the committee on the recommendation or proposed resolution shall be reported to the Faculty Senate along with the total committee vote.~~

C. At the beginning of an appointment to a Chapter 6 and ad hoc committee, each member will receive the charge of the committee, and the general policies and procedures for all committee meetings (see section 6.10.).

D. A committee may seek changes to its charge by presenting a proposal to the University Committee.

~~D. E. Chapter 6 committees shall maintain a written statement of policies and procedures. A committee shall report any proposed changes to these policies and procedures and any contemplated action that would be an exception to these policies and procedures to the University Committee and the chancellor.~~

~~E. If a matter has been reported to the University Committee under the provision of 6.09.D. and if the University Committee so requests, the committee shall postpone action or implementation relating to the matter pending consideration and action by the University Committee and, if the University Committee so decides, by the Faculty Senate.~~

6.10. MEETINGS.

A. A faculty committee meets at the call of its chair. A meeting ~~shall be called at the request of any three members of the committee~~ may also be called at the request of a simple majority of members of the committee.

B. Faculty should be familiar with and follow the university's open meetings and open records policies, which will also be communicated to committee chairs as part of the committee confirmation letter.

C. Meeting agendas should be prepared and distributed in a timely manner by the chair (in conjunction with any committee staff assigned to the committee). Specific rules governing meeting agendas will be communicated to the chair as part of the committee appointment letter.

D. Quorum rule: For the purposes of this chapter, a quorum exists when a majority of the voting members of a committee is present. *[moved from 6.11.]*

E. Minutes: Will be taken and retained for the meetings of all committees. Guidelines for minutes will be included in committee appointment letters to chairs. Outgoing chairs should give committee documents to the Office of the Secretary of the Faculty to pass on to the next chair. *[new]*

6.11. QUORUM RULE.

~~For the purposes of this chapter, a quorum exists when a majority of the voting members of a committee is present. *[Moved to 6.10]*~~

No mark-up

6.01. FACULTY COMMITTEES.

F. The faculty, University Committee, or Faculty Senate may provide for the selection of committee members; the scope of their authority; the rules and regulations for their proceedings; and the form in which the committee's work should be reported.

G. Ad hoc faculty committees established by the faculty, University Committee, or Faculty Senate are subject to the general provisions of this chapter.

6.02. SHARED GOVERNANCE COMMITTEES.

A. "Shared governance committees" are committees established in conjunction with academic staff, university staff, and/or student government to address issues of common concern which are not the primary responsibility of the faculty.

B. A shared governance committee reports to the faculty through the University Committee and/or the Faculty Senate and to other establishing authorities in accordance with their rules.

6.03. ADVISORY COMMITTEES

An Advisory Committee is any committee or work group whose purpose is to provide advice on a specific issue or topic to the convener of the committee/work group. The purpose and intent of an Advisory Committee is dictated by and at the control of the person/department that established the committee/work group. The person/department that convened the committee/work group controls the membership and the process for establishing membership. Advisory Committees can be for any period of time.

6.04. OTHER COMMITTEES ESTABLISHED BY THE FACULTY.

A. The faculty, University Committee, or Faculty Senate may establish committees that are not faculty committees as defined in 6.01. or shared governance committees as defined in 6.02. All committees established in this chapter shall be referred to as Chapter 6 committees.

B. When a committee established by the faculty, University Committee, or Faculty Senate that is not subject to the provisions of 6.01. considers issues related to academic matters, decisions shall be restricted to a subcommittee consisting of the faculty members of the committee. Decisions of the faculty subcommittee about academic matters cannot be overturned by the full committee. Disputes about identifying issues as academic shall be resolved by the University Committee.

C. University Ad Hoc Committees are committees/work groups established to focus on a targeted purpose for a set duration of time. The objectives and responsibilities of an Ad Hoc committee will define if shared governance principles will be applied to the group. Shared governance Principles would apply to the membership appointment process for those Ad Hoc Committees deemed to be shared governance in scope.

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1. A faculty majority, as defined in 6.01.C., appointed after consultation with the University Committee.
2. Administrators, academic staff, classified staff, and students.
3. A chair designated by the chancellor from among the faculty majority.

B. FUNCTIONS. It is the function of the committee to determine and supply to the chancellor an unranked list of acceptable candidates for the vacant position. It is not necessary that the committee ascertain whether each candidate on the list would accept the position if it were offered. The committee shall also report to the chancellor and the University Committee on the manner in which it conducted its deliberations.

C. FURTHER ACTIONS. If none of the slate of candidates recommended is acceptable to the chancellor and the Board of Regents, or if all acceptable candidates decline, the committee may be requested to submit a new list of acceptable candidates, or a new search and screen committee may be appointed.

[Procedures for the selection of the chancellor conform to Regent policy.]

D. University Search and Screen Committees are a specific subset of Ad Hoc committee. Search and Screen Committees are formed for a targeted purpose and are charged by the employment authority. Search and Screen Committees would be designated as holding shared governance principles related to the specific position being recruited. Positions with broad university authority should follow shared governance principles as a result.

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1. Appropriate faculty bodies shall be consulted before other committees concerned with academic and educational activities are established. The appropriate body for campus-level consultation is the University Committee, and the appropriate bodies for school- and college-level consultation are the school or college academic planning councils.

2. Faculty members serving on campus-level committees established under the provisions of 6.04.C.1. should be selected in consultation with the University Committee.

3. Such committees should not normally be established if there is a faculty committee or a committee established by the faculty whose responsibilities cover the academic and educational matters of concern.

6.06. ELECTION OF FACULTY TO COMMITTEES.

F. Elections are managed electronically.

6.07. TERMS OF OFFICE.

A. With the exception of the University Committee, or unless otherwise specified, faculty committee members serve during the academic year. The appointing authority may extend the specified term for one year to avoid too great a turnover of committee members in a single year or to facilitate work in progress.

E. A vacancy in an elective committee position is to be reported by the chair of that committee to the secretary of the faculty.

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E. Chapter 6 committees shall maintain a written statement of policies and procedures.

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