

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.

Most of FPP Chapter 6 lists and describes the various shared governance committees. The first several sections of the chapter, however, deal with “meta” information about all shared governance committees. The changes proposed below all relate to those introductory sections. On the first reading of these proposed changes at the March 5, 2018, Faculty Senate meeting, some concern was expressed about the lumping together of various changes. Thus the changes have been formatted differently here to better reflect what is being proposed and the reasons behind the proposed changes. In general, the proposal reorganizes the introductory sections thematically, clarifies roles, changes the word “joint” to “shared,” and adjusts “classified” staff to “university” staff. One specific change to note is that this proposal moves search and screen committees out of the listing of individual committees and instead includes them in the section on “types” of committees. In addition, we have proposed language to clarify and reiterate the role of shared governance in these committees. (New language is underlined and deleted language is ~~crossed off~~. *Italics* indicates a change arising from or after the first reading.)

To see these changes to Chapter 6 with no mark-up and in full context, see the Office of the Secretary of the Faculty KB: <https://kb.wisc.edu/sof/page.php?id=81159>

<u>Proposed Language</u>	<u>Explanation</u>
6.01.F. The faculty or Faculty Senate, <u>or the University Committee or other authorized appointing body</u> , 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	<ul style="list-style-type: none"> - Specifies that the University Committee, as the executive committee of the Senate, is responsible on a day-to-day basis for oversight of the overall committee structure. - Reflects that the University Committee operates at the direction of the Faculty Senate. - Acknowledges that there are several bodies that appoint committees.
6.01.G. Ad hoc faculty committees established by the faculty, <u>University Committee</u> , or Faculty Senate are subject to the general provisions of this chapter	<ul style="list-style-type: none"> - Reflects that both the Faculty Senate itself and the University Committee as its executive committee appoint ad hoc committees.
6.02. JOINT <u>SHARED</u> GOVERNANCE COMMITTEES. A. “ Joint <u>Shared</u> governance committees” are committees established in conjunction with academic staff, classified <u>university</u> staff, and/or student government to address issues of common concern which are not the primary responsibility of the faculty. B. A joint <u>shared</u> 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.	<ul style="list-style-type: none"> - Governance involving more than one of the governance groups has been referred to as “shared governance” for some time. - Moreover, “joint governance” leads to confusion with the joint governance appointments covered in Chapter 5. - In 2015, “classified staff” became “university staff.”

<p><u>6.03. ADVISORY COMMITTEES</u></p> <p><u>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 appointing body 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.</u></p>	<p>- The current section 6.03. (“OTHER COMMITTEES ESTABLISHED BY THE FACULTY”) has been moved into section 6.04. below.</p> <p>- This section on “ADVISORY COMMITTEES” is new and was created to reflect the fact that this type of committee is common and follows different rules than other Chapter 6 committees.</p>
<p><u>6.04. OTHER COMMITTEES CONCERNED WITH ACADEMIC AND EDUCATIONAL ACTIVITIES ESTABLISHED BY THE FACULTY.</u></p> <p>A. The faculty, <u>University Committee</u>, or the Faculty Senate may establish committees that are not faculty committees as defined in 6.01. or joint <u>shared</u> governance committees as defined in 6.02. All committees established in this chapter shall be referred to as Chapter 6 committees.</p> <p>B. When a committee established by the faculty, <u>University Committee</u>, 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.</p>	<p>- Section 6.04. as proposed combines the current 6.03. (“OTHER COMMITTEES ESTABLISHED BY THE FACULTY”), 6.04. (“OTHER COMMITTEES CONCERNED WITH ACADEMIC AND EDUCATIONAL ACTIVITIES”), and 6.49. (“SEARCH AND SCREEN COMMITTEES”). The proposed 6.04.A. was formerly 6.03.A. and the proposed 6.04.B. was formerly 6.03.B.</p> <p>- This recognizes that the University Committee, as the executive committee of the Faculty Senate, also establishes committees.</p> <p>- Governance involving more than one governance group has been called “shared governance” for some time. And “joint governance” leads to confusion with appointments covered in Chapter 5.</p>
<p>C. <u>Ad Hoc Committees are working groups established to focus on a targeted purpose for a set duration of time. If the objectives and responsibilities of an ad hoc committee affect one or more shared governance groups, the appointing authority shall apply shared governance principles to the membership and functions of the committee. To ensure observance of shared governance principles, the appointing authority shall consult with the relevant governance group(s) prior to charging or appointing any ad hoc committees. Disputes as to whether an ad hoc committee should be deemed to be shared governance in scope shall be resolved by the University Committee, after appropriate consultation with the Academic Staff Executive Committee, the Central Committee, and/or Associated Students of Madison.</u></p>	<p>- This section is new and intended to ensure that shared governance principles are observed appropriately.</p>

<p><u>D. Search and Screen Committees are a specific subset of Ad Hoc Committees. Search and Screen Committees are formed for the targeted purpose of hiring a specific position and are charged by the hiring authority. <i>Search and Screen Committees shall observe the shared governance principles related to the position being recruited. Positions with broad university authority shall follow full shared governance principles as a result, as expressed in the previous section.</i></u></p> <p><u>1.A. MEMBERSHIP.</u> When a vacancy occurs or is anticipated in the position of academic vice chancellor/provost <u>or at the level of college/school dean</u> a search and screen committee shall be appointed by the chancellor <u>or authorized hiring authority</u> and shall consist of:</p> <ul style="list-style-type: none">a. 1. A faculty majority, as defined in 6.01.C., appointed after consultation with the University Committee.b. 2. Administrators, academic staff, classified <u>university</u> staff, and students.c. 3. A chair designated by the chancellor from among the faculty majority. <p><u>2. B. FUNCTIONS.</u> It is the function of the committee to determine and supply to the chancellor <u>or authorized hiring authority</u> 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. <u>Upon request, the</u> The committee shall also report to the chancellor <u>or authorized hiring authority</u> and <u>to</u> the University Committee on the manner in which it conducted its deliberations.</p> <p><u>3. C. FURTHER ACTIONS.</u> If none of the slate of candidates recommended is acceptable to the chancellor <u>or authorized hiring authority</u> 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.</p> <p>[Procedures for the selection of the chancellor conform to Regent policy.]</p>	<p>- This section is adapted from the current FPP 6.49. It is moved here to recognize that Search and Screen Committees are a type of committee, not a specific committee. The revised language is intended to ensure that shared governance principles are observed for all high-level searches, as appropriate.</p> <p>- The inclusion of “or at the level of” under membership reflects the fact that the belief that all academic positions at the level of dean (such as the director of an academic institute or of the libraries) should be subject to the provisions of this chapter.</p> <p>- The inclusion of “or authorized hiring authority” recognizes that the chancellor is not the only office that acts as hiring authority in these situations.</p> <p>- “Classified staff” are now called “university staff.”</p>
<p><u>E. Committees concerned with Academic and Educational Activities.</u></p> <p>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.</p>	<p>- This section was moved from FPP 6.03.</p>

<p>2. Faculty members serving on campus-level committees established under the provisions of 6.04.A-E, should be selected in consultation with the Committee on Committees or the University Committee.</p> <p>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.</p>	
<p>6.06.F. Elections are managed electronically. 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.</p>	<p>- FPP 6.06. (“ELECTION OF FACULTY TO COMMITTEES”) section F as written relates to paper balloting and has been replaced to acknowledge that it is 2018 and elections have been managed electronically for many years.</p> <p>- FPP 6.06.G. and 6.06.H. have been moved to FPP 6.07. below.</p>
<p>6.07. TERMS OF OFFICE.</p> <p>A. <u>With the exception of the University Committee or</u> Unless otherwise specified, faculty committee members serve during the academic year one year terms and assume their duties on June 1 following their election.</p> <p>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. <u>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.</u></p> <p>E. <u>A vacancy in an elective committee position is to be reported by the chair of that committee to the secretary of the faculty.</u></p> <p>F. <u>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. The Committee on Committees will provide input if the vacancy is for the University Committee.</u></p>	<p>- 6.07.A.: In practice, the only committee that conformed to the terms of this clause was the University Committee (which meets year-round and members assume their duties on June 1). Under each committee, the term lengths are specified. None of these are one-year terms and thus the proposed deletion was unnecessary language.</p> <p>- 6.07.B.: Appointment terms and start and end dates are specified in the charge to every committee, or under the terms of 6.07.A., making much of this language unnecessary/redundant.</p> <p>- 6.07.C. and D. not included here as no changes are proposed.</p> <p>- Proposed 6.07.E. is moved from 6.06.G.</p> <p>- Proposed 6.07.F. is moved from 6.06.H., except for the last sentence, which is new.</p>

<p>6.09. COMMITTEE REPORTS, RECORDS, RECOMMENDATIONS, AND POLICIES.</p> <p>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.</p> <p><u>C. A committee may seek changes to its charge by presenting a proposal to the University Committee.</u></p>	<p>6.09.C.: It has not been practice to separate out faculty votes from overall committee votes. As long as the provisions for required faculty majorities on academic matters are observed, separating out individual votes from the committee total seems to run counter to voter confidentiality.</p>
<p>6.09.D. 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.</p>	<p>- Committees maintain their own statements of policies and procedures and are not required to submit them to the UC or to the chancellor. Requiring them to submit any changes to documents that were not submitted previously is pointless.</p>
<p>(6.09.)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.</p>	<p>- This is unnecessary. As noted above, committees maintain their own policies and procedures. If these are ever deemed in violation of some other policy, the University Committee and/or Faculty Senate are free to act without need for this clause.</p>
<p>6.10. MEETINGS.</p> <p><u>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.</u></p> <p><u>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.</u></p> <p><u>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.</u></p> <p><u>D. Quorum rule: For the purposes of this chapter, a quorum exists when a majority of the voting members of a committee is present.</u></p> <p><u>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 or for archiving.</u></p>	<p>- 6.10. used to consist solely of the first two sentences under what is proposed as "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.") The "three members" requirement was changed to "simple majority" to reflect that committees are of widely varying sizes and the simple majority is more consistent with parliamentary practice.</p> <p>- Section D. was moved from 6.11. (and 6.11 is proposed to be deleted).</p> <p>- Sections B, C, and E are new and intended to specify expectations of committee members. This information used to be communicated solely through administrative and appointment letters.</p>