

College of Letters and Science Academic Planning Council
Operating Procedures
Approved 7 September 2021

Consistent with *Faculty Policies and Procedures 3.08*, the College of Letters and Science Academic Planning Council articulates the following operating procedures that facilitate its work for the college.

- A. **Membership** consists of *ex officio* and term members. In addition, a number of *ex officio* observers serve as advisors to the council.
1. *Ex officio* members include the dean and the chairs of the L&S Curriculum Committee and the L&S Committee on Diversity, Equity, and Inclusion. The dean also appoints a member of the University Staff Issues Committee to serve *ex officio*.
 2. *Term members* include both faculty and academic staff.
 - a. Faculty from each college division are elected by faculty to serve three-year terms. Two members represent the Arts & Humanities, the Biological, Physical, and Mathematical Sciences, and the Social Sciences. At least one, and up to two, members represent the School of Computer, Data, and Information Science.
 - i. Elections are held in the Spring term and are overseen by the dean's office. Elections are conducted using the UW-Madison online survey system; results are kept on file in the Dean's Office.
 - ii. Nominations are solicited from the L&S Senate, from current and former members of the Council, and from Chairs and Directors of all L&S departments and programs. Any current member of the faculty may nominate herself/himself for any open seat.
 - iii. Nominations are submitted to the Associate Dean of the L&S Division for which candidates are sought. The Associate Dean may confer with the nominee, Dean, Department Chair, L&S Faculty Human Resources, and others as needed to verify the availability and interest of the nominee in this service.
 - iv. In the event that a large number of nominees, or the concentration of nominees from a single department affects the college's ability to hold a fair election to elicit a reasonable degree of variety across council membership, the Dean may recommend that the department hold a "run off" election to narrow the field.
 - v. All members of the L&S faculty may vote in all races, regardless of tenure or divisional affiliation.
 - vi. Results are tabulated at the end of the Spring term, so winners can factor this college service into her/his responsibilities for the subsequent academic year.
 - vii. In the event that no nominations are presented, the Dean may appoint an ad hoc representative to a one-year renewable term.
 - b. Two members of the academic staff are elected by the academic staff to serve three-year terms. One seat is reserved for a member whose duties are primarily (but not necessarily exclusively) instructional; the other is reserved for a member whose duties are primarily (but not necessarily exclusively) focused on research. Academic staff committee members must have appointments of sufficient duration to serve the full three-year term.

- i. Elections are held in the Spring term and are overseen by the L&S Committee on Academic Staff Issues (CASI). Elections are conducted using UW-Madison's online survey system; results are reported to the Dean's Office.
 - ii. The CASI invites nominations from all members of the L&S academic staff. In addition, nominations are sought from chairs and directors of L&S departments and programs.
 - iii. All members of the L&S Academic Staff, regardless of appointment type or duration of employment, may vote in the election.
 - iv. Results are tabulated at the end of the Spring term, so winners can factor this college service into her/his responsibilities for the subsequent academic year. To the extent possible, terms are staggered to ensure continuity of membership over the years.
4. *Ex-Officio Observers* include, but are not limited to, the academic, research, and administrative associate deans of the college, and the APC staff liaison. Additional observers may be added to this group at the discretion of the chair, in consultation with the council and the associate deans. These observers are available to answer questions and may participate in discussion, but do not vote on matters before the council.
 5. *Additional or interim members* may be appointed at the dean's discretion (e.g., to expand the council so it can address special questions, to complete elected members' terms).

B. Operating procedures are as follows:

1. **Meetings.** The council meets regularly during Fall and Spring terms when classes are in session.
 - i. The council meets from 1:00 – 2:30 p.m., on the first and third Tuesday during the Fall and Spring terms.
 - ii. Additional meetings may be scheduled within a reasonable time upon request of one-third of the council members, or by the dean.
 - iii. To facilitate discussion across college boundaries concerning shared academic programs (e.g., Biology, Environmental Sciences, Environmental Studies), the dean may convene the council to meet in joint session with partner unit councils in other schools/colleges.
2. **Chair.** The dean serves as chair of the council. In the event that the dean is unable to serve as chair, the dean may ask one of the academic associate deans to serve as chair, providing that no item under discussion pertains to a department or program that reports to that associate dean. In the event that such discussion is unavoidable, the acting chair may appoint a substitute for purposes of participating in discussion, and will not participate in any formal vote that might be taken as a result of that discussion.
3. **Business.** The business of the council includes review of academic programs and departments; review of plans to assess student learning; issues related to creation, contraction, or reorganization of academic programs, departments, and centers within the college; strategic planning and questions affecting the broadly conceived mission of the college; consultation regarding university matters upon which the dean is asked to comment on behalf of the college; and other questions as they arise.

- i. Items for APC consideration may be submitted to the council by contacting the dean, the associate deans, or the dean's staff liaison to the council.
 - ii. Council members may add items to the agenda in advance of the meeting by contacting the dean, or by requesting an addition during a meeting, with the proviso that to provide adequate notice to the public of the discussion, the item may not be discussed until the next meeting.
 - iii. Materials submitted for APC discussion are reviewed by the dean, the relevant associate deans (and/or the dean's senior staff), and the APC staff liaison to ensure that technical questions are addressed prior to their presentation to the council (e.g, proposals to create new centers, institutes, or certificate programs must address all elements required for council approval; proposals involving budget or personnel resources are reviewed as to the college's capacity to enact those changes if approved). Proposals that have an impact across the college will be circulated for comment; the dean has discretion to determine if they should be circulated prior to or following APC consideration.
 - iv. The dean prepares the agenda in consultation with the associate deans and staff liaison. Agendas reflect items that are for discussion only and items that require council approval.
4. **Meeting agendas** are posted online approximately one week in advance of each meeting. Meeting materials are provided to council members via a link to the Academic Planning Council Box. Materials distributed in advance of the meeting are available on request.
5. **Notice of the open meeting** and a copy of each meeting's agenda is provided by posting hard copies outside room 101 South Hall, as well as online.
6. **Meetings are conducted** by following the agenda. The chair may, with the consent of council members, change the order of items to address last-minute conflicts in scheduling or to accommodate guests of the council. The chair will invite *ex-officio* observers or guests to lead discussion of items in which those individuals are most expert; generally, academic associate deans will lead discussion of items pertaining to any department or program for which that associate dean is responsible. In the event that the academic associate dean would be in the position of leading discussion of an item regarding her/his own department, the dean may lead discussion instead.
7. **General Public Observers**, if present, may contribute to the discussion if recognized by the chair.
8. **Voting.** The chair will request a vote on any item requiring formal approval by the council before it can be forwarded to another entity (e.g., the University Academic Planning Council, the Graduate Faculty Executive Committee). These items include, but are not limited to, requests for permission to plan or implement new academic programs (majors); requests to substantially redirect or alter academic programs; requests to establish new certificate programs or formal options within a program; renaming a program; discontinuation of a certificate, program or degree; establishing a dual degree program; establish, rename, restructure, or eliminate a department; establish or eliminate a center or institute; establish or eliminate a Subject Listing; etc. The council may also vote as a means to direct the dean or associate deans to take a particular course of action,

or to formally indicate the council's perspective on an issue under discussion.

9. **Notes.** Notes are taken by the L&S Administration staff. These notes are circulated in draft form to council members, and may be revised or amended by members prior to adoption as approved by the council. Notes are posted online following approval by the council.
10. **Annual Report.** Each Fall, the dean submits a formal report of APC activity to the L&S Faculty Senate. Reports are prepared from the notes of each meeting and consist of formal actions taken by the council, as well as a brief summary of key issues discussed by the council.
11. **General information** about the council, its members and procedures is available via the *L&S Administrative Gateway*, an online compendium of policies, procedures, and guidelines for most business conducted in the college.
12. **Periodic review.** Per Section 3.08.B.2.b of *Faculty Policies and Procedures*, the dean will periodically convene a review to evaluate the Council's structure and functions.
13. **Amendment and Revision of Operating Procedures.** The dean and council may revise these operating procedures as needed.
14. **Contact Information:** For information about the L&S APC, please contact the L&S Dean's Office or the Associate Dean for Academic Planning, Elaine M. Klein (elaine.klein@wisc.edu or 265-8484).

Version Record:

First approved by the L&S Academic Planning Council, 25 November 2006

Revised 6 November, 2012

Technical corrections to update committee names and contact information, July 2016

Revised to update current procedures and clarify election practices, May 2019

UPDATE May 2021

**FROM: FACULTY POLICIES AND PROCEDURES
UNIVERSITY OF WISCONSIN-MADISON
(As approved by the Faculty Senate on 15 May 1978,
with subsequent amendments as of 04 February 2019)**

SOURCE:

https://secfac.wisc.edu/governance/faculty-legislation/fpp_ch_3/#3.08.

3.08. SCHOOL AND COLLEGE ACADEMIC PLANNING COUNCILS.

The faculty of each school or college shall establish an academic planning council with which the dean shall consult on school or college programs and budgetary planning. The council shall advise the dean on such matters and present departmental, school, or college views and opinions.

- A. MEMBERSHIP. Since considerable variance exists in the size and method of administration of each school or college, the size of each council, the term of membership, and the selection process may vary. Each school or college shall, however, adhere to the following provisions:
1. The dean shall be a member ex-officio.
 2. All elected and appointed members of each academic planning council shall be faculty or academic staff whose primary responsibilities are instruction, outreach/extension, and/or research or be academic associate deans.
 3. Except as provided elsewhere for the Graduate School Academic Planning Council, at least two-thirds of the membership shall be university faculty elected by the school or college faculty and shall hold no substantial administrative appointment beyond the departmental level.
 4. Except as provided elsewhere for the Graduate School Academic Planning Council, at least one member shall be academic staff from the school or college.
 5. The process of selection should foster representation of the major divisions of study within a school or college.

Changes in procedures for nomination or election of faculty members shall be approved by the school or college faculty, and transmitted to the University Committee.

- B. PROCEDURES. Except as provided elsewhere for the Graduate School Academic Planning Council:
1. Each council shall be chaired by the dean or his/her designee. At least three times per semester, the council shall meet and the dean shall consult with it on such matters as program review and future development or contraction of academic programs within the school or college. The dean shall schedule an academic planning council meeting within a reasonable time if requested to do so by at least one-third of council faculty members.

2. Each dean shall consult with the academic planning council, and the academic planning council shall advise the dean in developing strategic plans and long-range planning for the school or college. In addition, the council may consider any other factors relevant to the capacity of the school or college to fulfill its mission.
 - a. Each school and college council shall adopt rules governing advance circulation of council agendas, how items may be added to agendas by a council member, how appropriate summaries of council meetings shall be made available to the faculty of the school or college and how the faculty of the school or college shall be notified of the council membership. These rules and any subsequent modifications shall be filed with the University Committee.
 - b. At intervals which shall not exceed five years, the elected faculty members of each council shall review its structure and functions to assess its effectiveness as a faculty voice and its compliance with Faculty Policies and Procedures [3.08](#). The self-study report shall be submitted to the dean, the faculty of the school or college, and to the University Committee.

3. a. Each dean shall consult with the academic planning council, and the academic planning council shall advise the dean on program decisions likely to affect promotions to tenure or nonrenewal of probationary faculty appointments. When advising the dean the council shall give appropriate weight to:
 - 1) The anticipated responsibilities of the department and of the school or college for teaching, research, and public service of high quality;
 - 2) Existing and potential budgetary commitments in relation to present and anticipated resources of the school or college;
 - 3) The effect of the proposed program decision in strengthening the capacity of the school or college to carry out its mission;
 - 4) The goals of the university's affirmative action programs.

- b. Academic planning councils shall afford the affected departments an opportunity to present their position during the course of the discussions.