

University of Wisconsin-Whitewater
College of Letters and Sciences

BYLAWS

ARTICLE I. NAME

This organization shall be called the Faculty of the College of Letters and Sciences of the University of Wisconsin-Whitewater.

ARTICLE II. PURPOSE

The purpose of this organization, within limits as may be prescribed by the Constitution and BYLAWS of the Faculty of the University of Wisconsin-Whitewater, is to plan and determine College curricula, to establish and interpret College policies, and to promote the best interests of the College and of the University.

ARTICLE III. MEMBERSHIP

All faculty and instructional academic staff of the College of Letters and Sciences are considered voting members of the College. Departments may invite persons external to the College to participate as departmental members; however, participation in the department does not imply full or part-time College appointments.

ARTICLE IV. OFFICERS

Section 1. The officers are the Dean and secretary. The Dean presides over the organization and may designate a member of the College faculty to preside in her/his absence. The secretary records and distributes minutes of College meetings to the membership.

Section 2. The secretary is elected from the faculty of the College annually. Nominations for the office of secretary are made from the floor at the regular fall meeting of the College, and the election shall be held at that meeting. The secretary will assume office immediately.

ARTICLE V. MEETINGS

Section 1. Regular meetings will be held at the call of the Dean. At least one regular faculty meeting will be held each year in the fall semester; an additional meeting will be held in the spring semester as needed and at other times as the faculty may direct. Dates of regular meetings will be circulated at least 20 days prior to the scheduled meeting date. The agenda of a regular meeting will be published by the Dean or her/his designee at least five business days before the meeting. Any faculty member, department, program, or committee of the College may place an item on the circulated agenda of a regular meeting by presenting it in writing to the Dean seven days before that meeting.

- Section 2. The Dean or her/his designee may call special meetings of the faculty. At the request of the College Curriculum Committee, the Administrative Council, or upon receipt of a petition bearing the signatures of at least twenty-five members of the active College faculty, the Dean or her/his designee will call a special meeting. Such requests or petitions, and the call for the meeting, must specify the agenda of the proposed meeting. The Dean or her/his designee will provide all faculty members with a copy of the agenda at least five teaching days prior to a special meeting.
- Section 3. Twenty-five percent of the active members constitute a quorum.
- Section 4. In the event of a failure to achieve a quorum at a meeting, agenda items will be discussed and debated with no formal vote taken. Following the meeting, the Dean will have the option of putting any agenda item to a vote of the College faculty members electronically. Such action must occur within three days of the failure to achieve a quorum, and faculty members will have five working days to vote.
- Section 5. The current edition of Robert's Rules of Order, unless otherwise specified in these BYLAWS, is used to conduct all business.

ARTICLE VI. COLLEGE GOVERNANCE

This organization endorses the "Statement of Government of Colleges and Universities," jointly formulated by the American Association of University Professors, the American Council on Education, and the Association of Governing Boards of Universities and Colleges. The statement was originally printed in the AAUP Bulletin (Winter, 1966) and subsequently revised in 1990. In matters of faculty concern to which these BYLAWS do not speak, the aforementioned statement should be used as a guideline. This organization also endorses the "Statement on Professional Ethics" originally approved in 1966 and subsequently revised, approved, and adopted in 1987.

ARTICLE VII. AMENDMENTS

An amendment to these BYLAWS passes if it has been published five business days before the meeting (during the academic year) and receives two-thirds of the votes cast; an amendment to the functions of a committee shall require only a majority of the votes cast.

ARTICLE VIII. RULES GOVERNING ALL STANDING COMMITTEES

Section 1. Meetings of all standing committees are required to conform to the State of Wisconsin Open Meeting Law.

Section 2. All standing committees are required to submit their minutes to the Dean's Office.

ARTICLE IX. RULES GOVERNING THE STANDING COMMITTEES BELOW AS DEFINED IN ARTICLES XII, XIII, XV, XIX

Section 1. Election Constituencies

Faculty and instructional academic staff members are grouped into three constituencies as follows:

Humanities

History
Languages and Literatures
Philosophy & Religious Studies

Sciences & Mathematics

Biological Sciences
Chemistry
Physical Geography & Geology
Mathematical & Computer Sciences
Physics

Social Sciences

Geography
Political Sciences
Psychology
Social Work
Sociology, Anthropology & Criminal Justice
Women's Studies

Section 2. Conditions of membership

- i. No more than one representative from a department and two from Languages and Literatures (one from English and one from Foreign Languages) may serve on any committee governed by this article.
- ii. Terms of membership for faculty are two years. Student members have one-year terms.
- iii. Committee members from the Sciences and Mathematics are elected in even-numbered years and members from the Humanities and Social Sciences are elected in odd-numbered years.
- iv. For purposes of this article, faculty holding assignments in more than one

academic department are considered as representing their home department, that is, the department in which their personnel decisions are made.

- v. For College constituency elections, faculty and instructional academic staff members may vote only in the constituency that best represents their expertise.

ARTICLE X. ADMINISTRATIVE COUNCIL

Section 1. The purpose of the Council shall be:

- i. To engage in strategic planning and to formulate recommendations regarding future directions and priorities for the College.
- ii. To communicate University and College policies and procedures to departments and programs of the College.
- iii. To provide a forum for interdepartmental communication via the chairpersons as representatives of the departments.
- iv. To assist the Dean in developing and conducting procedures and policies within the College and its departments for promoting the educational goals of the College and University.
- v. To review and respond to the recommendations of the Planning and Budget Committee.
- vi. To review the work and progress of standing committees.

Section 2. Membership of the Council shall consist of the Dean and department chairpersons. Nonvoting advisory membership shall consist of the Associate Dean, the Assistant Dean, the Coordinator for L&S Advising, the Director of L&S Advancement, and Coordinators or Representatives from Management Computer Systems, Race and Ethnic Cultures and Foreign Languages. Attendance at Council Meetings is not mandatory for Coordinators.

Section 3. The Administrative Council is presided over by the Dean or her/his designee. The secretary is designated by the Dean.

Section 4. Regular meetings of the Council shall be held in accordance with a schedule established by the Dean. The Dean or her/his designee will determine the agenda prior to the meeting. Minutes of each meeting will be disseminated to chairs who may forward them to all faculty and staff members.

**See ARTICLE VIII*

Section 5. To ensure that faculty members have a full exchange of views, every department shall have at least three regularly scheduled meetings in every semester. Meetings are called by the chairperson or in a manner prescribed by the department or upon receipt of a request from at least one-quarter of the departmental faculty.

ARTICLE XI. COLLEGE CURRICULUM COMMITTEE

Section 1. The functions of the College Curriculum Committee shall be:

- i. To receive and act for the College upon curricular proposals from the various departments and academic areas of the College.
- ii. To study curricular needs of the College and University.
- iii. To propose curricular changes for the College and University.
- iv. To consult and cooperate with other curricular bodies on matters of mutual concern.
- v. To review and respond to recommendations of the Planning and Budget Committee which affect curriculum.

Section 2. Membership consists of the Dean of the College or his/her designee; two members from the Department of Languages and Literatures (one from English and one from Foreign Languages); one member elected from each of the other departments; and two nonvoting students elected by the Dean's Student Advisory Council. The program in Race and Ethnic Cultures will also have voting representation on this Committee. Provisional membership may be granted to faculty members from departments external to the College for voting purposes. Faculty members are elected to two-year terms, with half elected in the odd years, half elected in the even years. The student members will be elected to a one-year term.

Departmental elections are held in April. The terms of office will begin with the opening of the fall semester. If a vacancy occurs, departments or the Dean's Student Advisory Council will elect a member to fill the unexpired term. Any faculty member whose assignment is at least fifty per cent teaching in the College of Letters and Sciences will be eligible for membership. When the regularly elected committee member cannot attend, he/she will select an alternate who shall

act as a member of the Committee in his/her absence. Faculty members of the College Curriculum Committee have a dual responsibility. They present the views of their respective departments, but as members of the College Curriculum Committee, they are expected to consider the general welfare of the College and University as more important than the welfare of any individual department. The student members present the views of students on the Dean's Student Advisory Council and not the views of any individual departments.

Section 3. The College Curriculum Committee is presided over by the Dean or his/her designee (usually the Assistant Dean). The secretary is also designated by the Dean.

Section 4. Meetings are called as necessary to transact business or upon the request of at least two members of the committee. At least five teaching days prior to each meeting the chair will provide one copy of the agenda and curricular proposals to each member. A copy of the agenda will be provided to each Chairperson, who will post a copy in a designated place so that faculty and students may have an opportunity to indicate their views on topics currently under consideration. No curricular proposals will be acted on by the committee as a special order of business. Departments or programs forwarding curricular proposals to the Committee may send representatives to discuss proposals with the Committee. The minutes of the College Curriculum Committee will be sent to each department and program as well as to Committee members.

**See ARTICLE VIII*

Section 5.

- i. An action of the College Curriculum Committee, unless specified in Paragraph ii below, is considered as an action of the College after five teaching days subsequent to the distribution of the minutes recording that action unless there is a request for faculty review. Upon written request of at least two departments or programs, or upon a request signed by a least twenty percent of the members of the College faculty, the Dean will poll the College faculty members to determine if they approve or disapprove of the challenged action of the Committee. If a majority of them disapprove, then the action is not considered as an action of the College.
- ii. The same procedure is followed regarding College degree requirements except that the notice period is ten teaching days.

Section 6. College members of the University Curriculum Committee are elected for

staggered two-year terms from the membership of the College Curriculum Committee, by the faculty of the College. Members of the University Curriculum Committee have a dual responsibility. They are to represent the views of the College Curriculum Committee. However, as members of the University Curriculum Committee, they are to consider the welfare of the University as more important than the welfare of any individual department or college.

ARTICLE XII. PLANNING AND BUDGET COMMITTEE*

Section 1. Functions:

- i. To make recommendations to the Administrative Council regarding College planning (both short and long-range) and budgeting.
- ii. To review and respond to recommendations of the College Curriculum Committee that have significant budgetary impacts.
- iii. To make decisions on prioritizing capital fund requests from individual departments.
- iv. To make recommendations to the Dean about the disbursement of funds for new initiatives.

Section 2. The Dean of the College or his/her designee (usually the Associate Dean) shall chair this committee. The Committee shall elect a secretary and establish its operating procedures and policies at the first meeting of each academic year.

**See ARTICLES VIII and IX*

Section 3. Membership:

One faculty member elected by and from the Administrative Council.

One faculty member elected by and from the Humanities.

One faculty member elected by and from the Sciences and Mathematics.

One faculty member elected by and from the Social Sciences.

One student elected by the Dean's Student Advisory Council.

The Dean or her/his designee (usually the Associate Dean) – *ex officio*.

ARTICLE XIII. SALARY COMMITTEE*

Section 1. Functions:

- i. To recommend guidelines for the distribution of funds for salary increases within the College.
- ii. At the request of the Dean, to make recommendations about the disbursement of discretionary funds for salary increases within the College.
- iii. To recommend to the University Salary Committee guidelines for the distribution of funds for salary increases within the University.
- iv. To review and recommend criteria and procedures used by departments in distributing merit increases.

Section 2. The Committee shall elect a chairperson and a secretary by and from its membership and shall establish its operating procedures and policies at the first meeting of each academic year.

**See ARTICLES VIII and IX*

Section 3. Membership:

One assistant professor, one associate professor, and one full professor elected by and from the Humanities.

One assistant professor, one associate professor, and one full professor elected by and from the Social Sciences.

One assistant professor, one associate professor, and one full professor elected by and from the Sciences and Mathematics.

ARTICLE XIV. COLLEGE OF LETTERS AND SCIENCES STANDARDS COMMITTEE

Section 1. Functions:

- i. In conformity with the rules described in Section III.A.3.b of the UWW Faculty Personnel Rules, this committee shall write, review, report, and negotiate the College standards for promotion and tenure. Committee members not only serve as representatives of their individual departments, but also have a broader responsibility to consider the general well-being of the College in establishing and maintaining standards.

- ii. Provide oversight, review, and approval of standards developed at the departmental level to ensure consistency throughout the College.
- iii. To review and make recommendations concerning faculty promotions.
- iv. To act as liaison between the College and the University Standards Committee.

Section 2. The Committee will elect a chairperson and a secretary by and from its membership and will establish its operating procedures and policies at the first meeting of each academic year.

**See ARTICLE VIII*

Section 3. Membership will consist of one tenured faculty member from each department except the Department of Languages and Literatures which will have two tenured faculty members, one from English and one from Foreign Languages. Faculty members will be elected to two-year terms, with half of the departments electing in the odd years, half in the even years. Departmental elections will be held in April. The terms of office will begin with the opening of the fall semester. If a vacancy should occur, the department will elect a member to fulfill the unexpired term. Any faculty member whose assignment is at least fifty percent teaching in the College of Letters and Sciences will be eligible for membership. When the regularly elected member cannot attend, he/she will select an alternate who will act as member of the Committee in his/her absence.

ARTICLE XV. APPEALS COMMITTEE**

Section 1. Functions

- i. To hear appeals from faculty members regarding reappointment, non-reappointment, promotions, and other personnel matters in accordance with the University of Wisconsin-Whitewater Faculty Personnel Rules.
- ii. To hear appeals from students regarding grades or other matters subsequent to the departmental hearings and action.

Section 2. For each appeal a portion of the membership of the Committee, with proportionate representation from each of the constituencies and selected in a manner devised by the Committee, will serve as the hearing body.

Section 3. The Committee will elect a chairperson and a secretary and will establish its operating procedures and policies at the first meeting of each academic year.

**see ARTICLES VIII and IX*

Section 4. Membership:

Four faculty members elected by and from the Humanities.

Four faculty members elected by and from the Sciences and Mathematics.

Four faculty members elected by and from the Social Sciences.

Two students elected by the Dean's Student Advisory Council (for student appeals only).

ARTICLE XVI. PROFESSIONAL DEVELOPMENT COMMITTEE

Section 1. Functions:

- i. To develop and revise as needed, a plan for determining the selection of faculty to receive partial teaching releases in support of research.
- ii. To make recommendations to the Dean on prioritizing funding for additional releases beyond those covered by the research leave program.
- iii. To make recommendations to the Dean on prioritizing requests for funding for professional development activities from the University Professional Development funds and other sources.

Section 2. The Dean of the College or his/her designee (usually the Associate Dean) shall chair this committee. The Committee shall elect a secretary and establish its operating procedures and policies at the first meeting of each academic year.

**See ARTICLES VIII and IX*

Section 3. Membership:

One faculty member elected by and from the Administrative Council.

One faculty member elected by and from the College Standards Committee.

One faculty member elected by and from the Planning and Budget Committee.

One faculty member elected by and from the Humanities.

One faculty member elected by and from the Sciences and Mathematics.

One faculty member elected by and from the Social Sciences.

The Dean or her/his designee (usually the Associate Dean) – *ex officio*.

ARTICLE XVII. INTERNATIONAL EDUCATION COMMITTEE

Section 1: Functions:

- i. To develop goals and priorities for College international programs and curriculum.
- ii. To facilitate planning of College travel study courses, and to review proposed travel study courses and make recommendations to the Dean.
- iii. To collaborate with the Office of International Education and Programs on the development of programs for UW-Whitewater faculty and students to travel and study abroad and for international scholars and students to come to Whitewater.
- iv. To serve as a liaison between the College and the University International Education Committee.

Section 2. The committee will elect a chairperson and secretary and establish its operating procedures and policies at the first meeting of each academic year.

**See ARTICLE VIII*

Section 3. Membership:

- i. Each department may send one representative to the committee except the Department of Languages and Literatures, which may send two representatives. Departmental representatives shall serve staggered two-year terms.
- ii. Three at-large representatives, appointed by the Dean, in consultation with department chairs. The at-large representatives shall serve staggered two-year terms.
- iii. The College representatives to the University International Education Committee.
- iv. One representative from the College Curriculum Committee.
- v. The Coordinator of the International Studies Program.

ARTICLE XVIII. ASSESSMENT COMMITTEE

Section 1: Functions:

- i. To review departmental assessment plans and aid departments in the assessment process.
- ii. To serve as an assessment resource for the College and develop College assessment standards and procedures, particularly with regard to general education.
- iii. To serve as a liaison between the College and other University assessment bodies.
- iv. To serve as a resource to departments undergoing Audit & Review.

Section 2: The Associate and Assistant Deans of the College will serve as the co-chairs of the committee. The committee will establish its operating procedures and policies at the first meeting of each academic year.

**See ARTICLE VIII*

Section 3: Membership

- i. One representative from each department except the Department of Languages and Literatures, which will select two representatives (one from English and one from Foreign Languages).
- ii. The Associate and Assistant Deans of the College – *ex officio*.

ARTICLE XIX. L&S SCHOLARSHIP SELECTION COMMITTEE

Section 1: Functions:

- i. To administer College-wide scholarship programs.
- ii. To serve as liaison with the College Advancement Officer.
- iii. To serve as liaison between the College and other scholarship-related bodies.
- iv. The committee will make recommendations to the Dean regarding the application process, selection, and awarding of scholarships designated as Letters & Sciences scholarships in keeping with the expressed wishes of the scholarship donors and the Executive Committee of the Dean's Advisory Board.

Section 2: The Dean of the College or her/his designee shall serve as chair of the Committee. The Committee will establish its operating procedures and policies at the first meeting of each academic year.

**See ARTICLES VIII and IX*

Section 3: Membership

- i. Two faculty members elected by and from the Humanities.
- ii. Two faculty members elected by and from the Sciences and Mathematics.
- iii. Two faculty members elected by and from the Social Sciences.
- iv. One representative from the Executive Committee of the Dean's Advisory Board.
- v. The Dean of the College or her/his designee.

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