

**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 their absence. The secretary records and distributes minutes of College meetings to the membership.

Section 2. When actionable items appear on the agenda of a College meeting, a secretary will be elected from the assembled faculty of the College. Nominations for the office of secretary are made from the floor, 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 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 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 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 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 following statements of the American Association of University Professors (AAUP): “Statement on Government of Colleges and Universities” and the “Statement of Professional Ethics” (see 2015 AAUP Redbook). The AAUP Statement was jointly formulated by the American Council on Education and the Association of Governing Board of Universities and Colleges (AGB). In 2017, the AGB reaffirmed its commitment to the AAUP Statement and recommended that “specific reference” to it be included in institutional governing documents as an “important foundation for this shared commitment” (AGB Statement, 2017).

## **ARTICLE VII. AMENDMENTS**

An amendment to these BYLAWS passes if it has been published five business days before the meeting 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 XIV, XVII, XVIII, 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

Social Sciences

Geography

Political Science

Psychology

Social Work

Sociology, Criminology & Anthropology

Women's and Gender Studies

Sciences & Mathematics

Biological Sciences

Chemistry

Computer Science

Mathematics

Physical Geography, Geology & Env Sci

Physics

- 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 World Languages and Culture) 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. Typically, 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. For purposes of this article, faculty holding assignments in two or more departments from different constituencies, will be considered as representing the constituency in which they were elected.
  - iv. 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 the work and progress of standing committees, and respond to any recommendations.
- 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(s), the College Advising and Technology Coordinators, and Coordinators or Representatives from Race and Ethnic Studies and World Languages and Cultures programs. Attendance at Council Meetings is not mandatory for Coordinators.
- Section 3. The Administrative Council is presided over by the Dean or 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 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. ASSESSMENT COMMITTEE**

### Section 1: Functions:

- i. To aid departments in the assessment process, including the development and improvement of assessment plans.
- ii. To promote a culture of assessment by serving as an assessment resource for the College.
- 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 Dean of the College and a Dean's designee (either an Assistant Dean or a member of the committee chosen annually) 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 World Languages and Cultures).
- ii. The Associate Dean of the College (and an Assistant Dean when serving as co-chair)– *ex officio*.

## **ARTICLE XII. 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 designee; two members from the Department of Languages and Literatures (one from English and one from World Languages and Cultures); 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 Studies 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 percent teaching in the College of Letters and Sciences will be eligible for membership. When the regularly elected committee member cannot attend, they will select an alternate who shall act as a member of the Committee in their 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 designee (usually an 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 that meeting, unless there is a request for faculty review. Upon written request of at least two departments or programs, or upon a request signed by at 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 XIII. 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 World Languages and Cultures. 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, they will select an alternate who will act as a member of the Committee in their absence.

#### **ARTICLE XIV. COMPENSATION AND WORKLOAD COMMITTEE\***

Section 1. Functions:

- i. To recommend procedures and policies relating to faculty and staff compensation.
- ii. To recommend procedures and policies relating to faculty and staff workload.
- iii. To serve as a source of information for the college on compensation-related issues.
- iv. To recommend guidelines for the distribution of funds for salary increases within the College.

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:

- i. One assistant professor, one associate professor, and one full professor elected by and from the Humanities.
- ii. One assistant professor, one associate professor, and one full professor elected by and from the Social Sciences.
- iii. One assistant professor, one associate professor, and one full professor elected by and from the Sciences and Mathematics.

## **ARTICLE XV. INCLUSIVE EXCELLENCE COMMITTEE**

### Section 1: Functions:

- i. To support the College in the development and facilitation of curriculum and initiatives that will deepen our commitment to access to allow the fair, full, and authentic participation of all students and staff, with particular emphasis on marginalized and underserved groups.
- ii. To serve as a liaison between the College and other University diversity and inclusion committees.

Section 2: The committee will elect a chairperson and secretary among its current members at the last meeting of each academic year to serve for the next academic year. 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 World Languages and Cultures). The Race and Ethnic Studies Program will also select one voting member to serve on the committee.
- ii. One non-voting student representative will also serve on the committee and represent multiple student organizations concerned with issues relating to inclusive excellence. The student will be selected from a pool of students nominated by the current student representative as well as by the faculty members, and then voted on for approval.

## **ARTICLE XVI. INTERNATIONAL EDUCATION COMMITTEE**

### Section 1: Functions:

- i. To promote a culture of international education at the UW-Whitewater, especially through the promotion of study abroad opportunities for both students and faculty.
- 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 Global Experiences 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 representative to the University International Education Committee.
  - iv. One representative from the College Curriculum Committee.
  - v. The Coordinator of the International Studies Program.

## **ARTICLE XVII. L&S SCHOLARSHIP SELECTION COMMITTEE**

- Section 1: Functions:
- i. To administer College-wide scholarship programs.
  - ii. To serve as liaison with the College's development specialist(s).
  - 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.

- 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 ARTICLES VIII X*

- 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. The Dean of the College or designee.

**ARTICLE XVIII. 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 undertake tasks assigned by the Dean, including review of recommendations of the College Curriculum Committee that have significant budgetary impacts.
  - iii. To make decisions on prioritizing capital fund requests from individual departments, as needed.
  - iv. To make recommendations to the Dean about the disbursement of funds for new initiatives.

Section 2. The Dean of the College or 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:
- i. One faculty member elected by and from the Administrative Council.
  - ii. One faculty member elected by and from the Humanities.
  - iii. One faculty member elected by and from the Sciences and Mathematics.
  - iv. One faculty member elected by and from the Social Sciences.
  - v. One student elected by the Dean's Student Advisory Council.
  - vi. The Dean or designee (usually the Associate Dean) – *ex officio*.

**ARTICLE XIX. 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 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:
- i. One faculty member elected by and from the Administrative Council.
  - ii. One faculty member elected by and from the College Standards Committee.
  - iii. One faculty member elected by and from the Planning and Budget Committee.
  - iv. One faculty member elected by and from the Humanities.
  - v. One faculty member elected by and from the Sciences and Mathematics.
  - vi. One faculty member elected by and from the Social Sciences.
  - vii. The Dean or designee (usually the Associate Dean) – *ex officio*.

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