CHAPTER II: GOVERNANCE

FACULTY

Constitution of the Faculty

Senate

(4/12/94) (Rev.3/29/96)

Preamble

The faculty of the University of Wisconsin-Stout, acting under its authority in Chapter 36 of the Wisconsin Statutes, hereby adopts this Constitution of the Faculty.

The authority for faculty governance rests in Chapter 36 of the Wisconsin Statutes and in the customary role that faculty have played in the educational and academic activities of colleges and universities.

Chapter 36.09 (3&4) state the primary and consultative responsibilities of the faculty:

Chapter 36.09 (3) THE CHANCELLORS. The chancellors shall be the executive heads of their respective faculties and institutions and shall be vested with the responsibility of administering board policies under the coordinating direction of the president and be accountable and report to the president and the board on the operation and administration of their institutions. Subject to board policy the chancellors of the institutions in consultation with their faculties shall be responsible for designing curricula and setting degree requirements; determining academic standards and establishing grading systems; defining and administering institutional standards for faculty peer evaluation and screening candidates for appointment, promotion and tenure; recommending individual merit increases; administering associated auxiliary services; and administering all funds, from whatever source, allocated, generated or intended for use of their institutions.

Chapter 36.09 (4) FACULTY. The faculty of each institution, subject to the responsibilities and powers of the board, the president and the chancellor of such institution, shall be vested with responsibility for the immediate governance of such institutions and shall actively participate in institutional policy development. As such, the faculty shall have the primary responsibility for academic and educational activities and faculty personnel matters. The faculty of each institution shall have the right to determine their own faculty organizational structure and to select representatives to participate in institutional governance.

The principle of shared governance, as understood by the faculty of the University of Wisconsin-Stout, is predicated upon two major concepts, (1) primary responsibility, and (2) consultative responsibility.

Primary responsibility means the formal power to initiate action, carry out reviews and make recommendations which result in legislation and can be overruled only in rare instances for compelling reasons, which must be stated in detail.

Primary responsibility does not exclude the interests of the other party. Either party may initiate a request for action of the other whether it has primary responsibility or not.

Consultative means a formal procedure or practice that provides a means to present a judgment in the form of a recommendation or vote in time to affect the decision being made.
The consultative process has six elements:

1. Consultation should occur early in the decision-making process.
2. The procedures for consultation should be uniform and fair to all parties.
3. There must be adequate time to formulate a response to a request for consultation.
4. Information relevant to the decision should be freely available.
5. The advice rendered must be adequately considered and feedback given.
6. The decision, when made, should be communicated to the consulting group.

Chapter 36.09(5) of the Wisconsin Statutes recognizes the right of students to be active participants in institutional governance. Student participation in faculty governance shall mean the right to participate on all the standing committees of the Faculty Senate and to address the Faculty Senate when recognized by its chair.

Article I:
The Faculty Senate
(Rev. 5/24/94, Rev. 7/21/99)

Following custom and tradition, the faculty's governance rights and responsibilities at the all-university level shall be exercised through a representative body of the faculty to be known as the Faculty Senate of the University of Wisconsin-Stout. Unless otherwise stated, the term “faculty,” whenever it appears within this document or its appendices, shall mean all members of the university currently holding a faculty appointment. Colleges, departments and other units shall determine their own governance structures as long as these are consistent with state law and university policy.

Article II: Membership, Representation and Elections
(Rev. 3/29/96, Rev. 11/97, Rev. 4/20/99-Faculty Senate; Approved 7/21/99-Chancellor; Rev. 10/25/05)

1. Composition of the Senate
   a. The Senate shall be composed of at least twenty eight (28) senators, and the officers of the Senate.

2. Representation
   a. One senator shall be elected by the faculty of each academic department within the university to represent that department.
   b. Additional senators, up to a total of two times the number of colleges, will be elected from each of the university's broader major academic disciplinary groups (typically entitled "Colleges"). Each of these additional senators will be elected solely by faculty members of their group.
   c. The constituents of each major group shall be established by the Election Committee, including the decision on placement, for election and representation purposes, of academic departments unaffiliated with a major academic disciplinary group.
   d. Each major group shall have at least one (1) senator.
   e. The number of senators to be selected to represent each major group shall be
based on the proportional number of full-time equivalent faculty employed in that group.

f. This representation plan will be implemented at the first regularly scheduled Senate election and seating of new senators after passage of the plan by the General Faculty, as follows: Each senator serving at that time will continue to serve until his/her term expires. Academic departments with more than one faculty member currently serving on the Senate will be asked to designate which senator is to be considered as the representative of that department; other senators from that department will subsequently be considered to represent the major group to which they belong. A special departmental faculty election will be requested to select a senator from each and any academic department not represented on the Senate. A special major group election will be requested to select a senator or senators from major groups that are not represented or have insufficient representation to meet the newly-calculated major group Senate representation level.

3. Eligibility

Any faculty member is eligible for election as a senator.

4. Vacancies

a. A department or major group senator who is transferred to another department and/or major group during his/her term shall be ineligible to continue as a senator for the group to which he/she was elected and this seat shall be declared vacant.

b. When a Senate seat is declared vacant by the chair, the appropriate unit shall elect an eligible replacement to serve until the next annual Senate election.

c. The person elected at the annual election shall serve until the expiration of the term to which the original senator was elected.

5. Terms of Office

a. The term of service as a senator shall be three (3) years.

b. A senator representing a college is ineligible for re-election or re-appointment as a senator for one year after his/her term expires.

c. The term of service for senators shall begin on August 25 and end on August 24.

6. Elections

a. The Election Committee shall be responsible for the conduct of all Senate elections except elections of departmental senators. This includes responsibility for elections of Senate vice chair, all other senators, persons to the standing committees, and others as needed. All details concerning elections not prescribed in these articles shall be formulated and maintained by the Election Committee and approved by the Senate.

b. The Election Committee shall be chaired by the vice chair of the Faculty Senate and shall consist of two additional senators plus two additional
faculty, who may or may not be senators, appointed by the chair and confirmed by a majority vote of the Senate at the first meeting. The term of office shall be from Faculty Senate confirmation until replaced.

c. The regular elections to the Senate shall be conducted in the period from October through December.

d. A notice of the annual or any special election to the Senate or to any of its committees must be distributed to the electorate at least two weeks prior to the election.

e. All voting shall be by ballot provided by the Election Committee.

f. Candidates

(1) Candidates for the offices of vice chair, chair, secretary and senator at-large shall file for election at least three weeks prior to the election and shall be announced on the election notice.

(2) Candidates for senator representing a major faculty group shall be announced within forty-eight hours after the senator at-large election and voted on within the next seven days.

g. Write-in votes shall be counted in any election, excepting run off elections.

h. A majority of the votes cast shall be required to elect the vice chair, chair, and secretary. Ballots returned in unsigned or unofficial envelopes, ballots which fail to comply with balloting instructions, blank (unmarked) ballots and abstentions shall not be counted as "votes cast." A separate ballot for the position of vice chair shall be used. If no candidate should receive a majority of votes cast, a run-off election shall be held between the two leading candidates. Ties shall be decided by a flip of a coin.

i. A certification of election of a candidate shall be submitted by the chair of the Election Committee to the secretary within twenty-four hours after the close of the election.

Article III: Officers of the Faculty Senate
(Rev.3/29/96, Rev. 4/25/95, Rev. 10/25/05)

1. Election of Officers

a. The officers of the Faculty Senate shall be the chair, vice chair and secretary.

b. The chair shall be elected at-large by the faculty every two years.

c. The vice chair shall be elected at-large by the faculty every two years.

d. The secretary shall be elected at-large by the faculty every two years.

e. Faculty with two and one-half academic years of unclassified service to the University of Wisconsin-Stout shall be eligible to hold the offices of chair, vice chair and secretary.

f. The term for each office shall be two years. The term for each office shall begin at the commencement of the academic year.

g. When a vacancy in any office occurs, the Executive Committee shall so notify the Senate.
h. A vacancy in the office of the chair shall be filled by the vice chair who will thereby succeed himself/herself as chair for the next term. If the office of chair is again vacated before another regular election, the Senate shall elect an acting chair to fill the office until the next annual election at which time a chair and vice chair shall be elected.

i. A vacancy in the office of secretary shall be filled for the remainder of the term by appointment of the chair subject to confirmation by a majority of the Senate.

j. Any officer of the senate may be removed by the following procedure: a request for removal may be made by either a written petition from ten percent (10%) of the faculty or by majority vote of the Faculty Senate (If the challenge applies to the chair of the Senate, the chair shall yield to the vice chair for the purpose of this action), and shall be ratified by a two thirds majority of the faculty voting on removal. If two-thirds of the voting faculty does not vote in favor of removal, the officer shall retain his/her office. This process shall be conducted by the Election committee.

2. Duties of the Officers

a. The chair shall preside at all meetings of the Senate and the Executive Committee; shall prepare the agenda, make appointments not otherwise prescribed or denied, and coordinate the Senate committees in consultation with the Executive Committee; and shall be the Senate representative on institutional and system governance bodies except where otherwise decided by the Senate.

b. The vice chair shall perform the duties of the chair in his/her absence, shall serve on the Executive Committee and shall serve as chair of the Election Committee.

c. The secretary shall be responsible for the keeping and distribution of minutes of all Senate and Executive Committee meetings; shall act as recording secretary or see to it that minutes of all open meetings are recorded by a classified employee of the Senate Office of designate; shall act as the recording secretary at all closed meetings; shall maintain one complete record of all Faculty Senate and Executive Committee meetings in the Senate files; and shall provide one for the university archives.

Article IV: Conduct of Senate Business
(Rev. 5/25/94)

1. Meetings of the Senate

a. The Senate shall hold bi-monthly meetings [twice each month] during the academic year. Meetings during the summer time shall be held as needed.

b. The first meeting each year must be scheduled on or before the second Tuesday in September.

c. Special meetings may be called by the chair or as scheduled by the Senate. A special meeting must be called upon the written request of five members of the Senate.

d. General faculty meetings, for the purpose of discussing issues of concern, can be convened whenever the chair of the Senate or a majority of the Senate
desire broader input from the faculty.

e. Two-thirds of the voting membership shall constitute a quorum.

f. A special meeting will be held in May for planning and orienting new senators.

2. The Agenda

a. The agenda is determined by the chair in consultation with the Executive Committee.

b. The order of business shall be:

(1) Call to Order
(2) Approval of Minutes of Previous Meeting
(3) Report of the Chancellor (or designee) followed by Questions and Responses
(4) Announcements
(5) Committee Reports
(6) Old Business
(7) New Business
(8) Adjournment

3. Conduct of Business

a. Robert's Rules of Order shall govern the conduct of the meetings.

b. The Senate shall comply with the Open Meeting Law. Non-Senate members may speak at Senate meetings when recognized by the chair.

Article V: The Executive Committee
(Rev. 4/25/95, Rev. 3/29/96, Rev. 4/20/99-Faculty Senate; Approved 7/21/99-Chancellor)

1. Membership and Election

a. The Executive Committee shall consist of the chair, the vice chair, the immediate past chair, the secretary, one senator representing each of the major groups, and the chairs of all standing committees. All members of the Executive Committee shall be full voting members. A quorum shall consist of at least 7 members.

b. All terms shall be one year in length beginning upon election and concluding upon replacements.

c. At the first meeting of the Senate on or before the second Tuesday in September, the entire membership, except for the chair, shall divide itself into four units as determined by the academic appointment locale of the members (a) College of Human Development, (b) College of Arts and Sciences, (c) College of Technology, Engineering and Management, (d) and Others.

Each of these groups shall elect by majority vote one member to represent its group on the Executive Committee. When a vacancy occurs the group shall elect a replacement by majority vote.

2. Duties
a. The Executive Committee shall aid the chair in establishing the agenda for Senate meetings, may suggest policies and the means of implementing them to the Senate, assist the chair in coordinating the Senate committees, and recommend to the Senate interpretations of the Senate's Constitution. The Executive Committee may act on behalf of the Senate when the time frame does not permit the convening of the Senate. The Executive Committee must report all of its actions to the Senate at the next Senate meeting.

Article VI: Standing Committees

1. Representation and Responsibilities

   a. The Senate shall establish standing committees when it deems them necessary for effective governance. They shall be identified in the bylaws of this Constitution.

   b. The standing committees shall be accountable to the Faculty Senate and shall advise the Senate in carrying out its primary responsibilities for governance.

   c. The specific responsibilities of the committees, their membership, and election procedures shall be attached to this Constitution as bylaws.

Article VII: Amendments to the Bylaws

1. Procedure

   a. Amendments to the bylaws of this Constitution shall be made by majority vote of the Faculty Senate.

   b. Amendments to the bylaws must be introduced at a regular meeting of the Faculty Senate and adopted at a subsequent regular meeting of the Senate.

Article VIII: Amendments to the Constitution

1. Procedure

   a. Amendments to this Constitution may be proposed by written petition of ten percent (10%) of the faculty or by majority vote of the Faculty Senate, and shall be ratified by a two-thirds majority of the faculty voting on the amendment.

   b. Notice of proposed amendments must be posted and distributed to eligible voters at least two weeks prior to the ratification vote.

Bylaws of the Election Committee

Pre-Balloting Procedures

1. The Senate Executive Committee shall maintain and keep current an official list of the names and campus mailing addresses of all persons, faculty and academic staff, legally entitled to vote.

2. Official ballots shall be of a standardized format and shall be color-coded with each school/unit a different color. Official ballots shall include: balloting instructions; names of announced candidates; the choice "abstention;" and a "write-in" slot clearly indicated.

3. All eligible voters shall be sent the officially designated standardized ballots and a Senate-addressed official inner return envelope.

   a. Only ballots returned in these official envelopes will be counted.
b. A space shall be provided on the official envelope for the signature of the voter. Only ballots in signed official envelopes will be counted.

4. Along with the official ballots, voters shall receive the enclosure of a brief factual statement of candidate's service and qualifications (if submitted by candidate), with each nominee accorded equal opportunity and space.

5. Official ballots shall clearly specify the required date by which they must be returned to the Senate Office.

6. The vice chair shall approve the ballots before reproduction and distribution.

**Balloting Procedures**

1. Official ballots should be marked by the voters following the balloting instructions provided. Ballots must be sealed in the Senate-addressed official inner return envelope; the envelope signed and returned to the Senate Office.

2. Proxy voting is not permitted.

3. Once received in the Senate Office, all ballots shall be deposited in a sealed ballot box; there to remain unopened until the election deadline has passed and they are counted at a meeting of the Election Committee with a majority of the committee members present.

**Tabulating Procedures**

1. When the ballots are to be counted, the sealed ballot box shall be opened in the presence of a majority of the members of the Election Committee.

   a. Tellers shall first check off the names of those persons returning envelopes against the list of qualified voters.

   b. Ballots shall then be removed and placed, still folded, in a receptacle to be counted.

2. After all returned envelopes have been processed, the ballots shall be taken from the receptacle and the votes cast counted.

3. Those ballots qualifying as votes cast, using the definition contained with Article II, Sec. 6, Para. h of The Constitution of the Faculty Senate, University of Wisconsin-Stout, shall be counted and set aside. Likewise, those ballots which do not qualify as votes cast shall be set aside for review and inclusion on the official teller's report.

4. All votes cast shall first be sorted according to color-code and then according to indicated preference.

5. Each set of votes cast shall be counted by a teller and verified by a second. If there are any discrepancies between the counts, a third teller shall recount; and so on until there is complete agreement.

6. All ballots received shall be kept on file in the Senate Office for a period of three months.

**Reporting Process**

1. The Official Teller's Report shall be a standardized form and shall list all
candidates, including write-ins and abstentions, and the votes received by each.

2. The Official Teller's Report shall also list all ballots received which were not counted as votes cast, as well as the rationale for not counting them.

3. Immediately following tabulation and verification, an Official Teller's Report will be posted outside of the Senate Office.

**Bylaws of the Curriculum and Instruction Committee**

(10/19/89)  
(Rev. 4/30/96)  
(Rev. 5/10/04)

**Name**  
The name of this Faculty Senate standing committee shall be the Curriculum and Instruction Committee.

**Purposes**  
Section 1. The committee shall be accountable to the Faculty Senate, as representative of the faculty which has primary responsibility for curriculum and instruction. All Curriculum Committee actions shall be communicated to the Provost on behalf of the Senate.

Section 2. The purposes of the committee shall be to review, develop, and recommend policy and guidelines regarding curriculum to the Faculty Senate and approve or disapprove requests for new courses, course revisions, new programs, program revisions, major and sub-major academic programs, minors, concentrations, and specializations.

Section 3. The objectives of the committee shall be:

1. To review, develop, and recommend new and/or modified curriculum policies.

2. To serve as an academic forum to consider and act upon proposals for credit-producing learning experiences as well as major and sub-major academic programs and specializations.
   a. To ascertain if the proposal is in accordance with the Institutional Mission Statement, priorities, and policies of the university.
   b. To ascertain if the proposal will fulfill a justifiable need.
   c. To ascertain if the proposal has realistic, consistent and measurable objectives, and appropriate evaluation procedures.
   d. To ascertain if the proposal is housed in the optimum school or area relative to faculty expertise, facilities, and learning resources available to the program.
   e. To ascertain if the level (of a course proposal) is in keeping with the content, objectives, and prerequisites stated in the proposal, and in relationship to other offerings, and in keeping with when the student would normally be expected to take the offering.
   f. To ascertain if the title and catalog description is descriptive of the
content and objectives of the proposal.

g. To ascertain if the proposal results in unnecessary overlap or duplication with existing offerings.

h. To ascertain if the proposal is desirable from an instructional viewpoint relative to quality and its relationship to other offerings.

i. When appropriate, to ascertain whether a proposed course fulfills the requirements for inclusion in a specific category of the Design for Diversity Program.

3. To encourage a transdisciplinary approach to curriculum and instructional growth.

4. To promote academic excellence and educational opportunity and encourage the use of appropriate standards throughout the curriculum.

Section 4. The committee shall not consider the availability of budgetary resources for any proposal or the methodology of teaching a course.

1. The availability of fiscal resources and personnel is the responsibility of the department and college as it is a budgetary decision; however, for informational purposes, reporting of the availability of fiscal resources and personnel shall be included in new course proposals and new or revised program proposals. Courses and programs affected by reallocation should also be reported to the committee.

2. The methodology of teaching a course is the responsibility of the individual instructor, department and/or college and is described only to aid in understanding the objectives and intent of the course; however, class sizes of courses are an appropriate concern of the faculty through its Curriculum and Instruction Committee.

Section 5. In coordination with the Associate Vice Chancellor, the committee will review and make recommendations concerning the university's Curriculum Handbook.

Membership

Section 1. The members shall concern themselves with the Institutional Mission Statement, and shall be elected to provide a cross-section of the academic community of the university.

Section 2. The qualifications of the members of the committee shall be:

1. To be knowledgeable about the university, its mission, structure, and the more specific specialized objectives and missions of the various units which comprise the total university.

2. To be knowledgeable about the bylaws and status of the committee within the university structure.
3. To be able to serve without undue distraction of other activities either imposed on or undertaken voluntarily by proposed members. This implies that members should not be so unduly involved with other activities that they distract from active and meaningful service on the committee.

Section 3.a. The duties of the members of the committee shall be:

1. To attend all meetings of the committee.

2. To study all the material submitted before the meeting to become knowledgeable of what is to be considered, and to be able to act intelligently and professionally on the material at the meeting.

3. To participate fully in the activities of the committee in considering all items submitted.

4. To serve, as needed, on subcommittees of the committee when so assigned by the chair. Subcommittees are established according to need to study and make recommendations to the committee about those items under consideration or other items which the committee deems necessary of special consideration.

5. To assume an all-university attitude in their membership, by refraining from individual or special group interest in their deliberations and voting. This implies giving highest consideration to the good of the university and its students on the part of the members of the committee.

6. To serve as a consultative resource to staff, departments and colleges concerning the curricular review process and related issues.

Section 3b. The instructional resource representative to the committee is specifically charged with facilitating communication between the committee, proposers of curricular changes, and the instructional support units within the Library Learning Center and Instructional Technology Services.

Section 4. The members of the committee shall consist of faculty, academic staff, and students.

1. Three voting members are to be elected by and from each of the four colleges faculty for a total of twelve:

   College of Arts, Humanities and Social Sciences
   College of Education, Health and Human Sciences: Minimum one of three must be member of the School of Education
   College of Management
   College of Science, Technology, Engineering and Mathematics

2. One voting member and one alternate elected by and from the combined units of the Library Learning Center and Instructional Technology Services and designated as the instructional support services representative.

3. One voting member from the Graduate Education Committee elected by faculty with graduate faculty status.

4. Two academic staff voting members elected by the Senate of Academic Staff.
5. One voting student member elected by the Student Senate.

6. One non-voting, ex-officio member from the Office of the Provost, normally expected to be the Associate Vice Chancellor.

7. One non-voting, ex-officio member from the Graduate College, normally expected to be the Associate Dean for Research and Graduate Studies.

Section 5. Alternates:

1. Members elected from the colleges shall have an alternate elected in the same manner and for the same term as the regular members, to serve in the absence of the regular members.

Section 6. Terms of office shall be as follows:

1. The length of term of student committee members shall be at the discretion of the Student Senate.

2. The length of term of faculty and academic staff members shall be three years.

3. The committee members may serve successive terms.

Section 7. Rotation of Membership

1. The colleges shall elect or re-elect the faculty representatives (including the respective alternates), following a three-year rotation cycle so no more than one term will terminate in a given year.

2. The Senate of Academic Staff shall elect one academic staff member and one alternate on a three-year rotation cycle.

3. The Student Senate shall elect or re-elect one student member for a term it shall designate.

4. Member terms shall start with the first meeting of the committee in each new academic year.

5. Agencies (colleges, functional units and senates) electing members shall do so before the end of the academic year preceding the September starting month of membership.

6. When a member or alternate member must resign from the committee before the end of their term, the unit represented by that member or alternate shall elect a replacement to fulfill the uncompleted portion of that member’s or alternate’s term.

7. All elections for college representative members of the committee shall be conducted by the Faculty Senate in accordance with its rules and procedures.
Officers and Secretary

Section 1. The officers of the committee shall be a chair and vice chair.

Section 2. The secretary shall be the Associate Vice Chancellor and shall serve as ex-officio, non-voting member of the committee and liaison officer to the Provost.

Section 3. The chair and the vice chair shall be elected by the committee.

Section 4. The officers shall serve a term of one year and may be re-elected.

Section 5. The election of officers shall be held at the September meeting.

Section 6. The Faculty Senate Chair will conduct the election of officers.

Duties of Officers and Secretary

Section 1. The chair shall:

1. Preside at all meetings of the committee.
2. Establish and arrange meeting schedule and location.
3. Maintain liaison with the Associate Vice Chancellor regarding curriculum matters and in coordination with the Associate Vice Chancellor establish the agenda for committee meetings.
4. Attend the meetings and serve as a voting member of the Executive Committee of the Faculty Senate.
5. Report all curriculum decisions made by the Faculty Senate back to members of the Curriculum and Instruction Committee.
6. Maintain liaison with the Chair of the Faculty Senate and the Executive Committee of the Faculty Senate regarding curriculum matters.
7. Conduct proceedings of the committee in accordance with the bylaws.

Section 2. The Vice Chair shall assume and perform the duties of the Chair in the absence or disability of the Chair.

Section 3. The Secretary shall:

1. Notify all faculty and administrators of regular meetings, including in the notice a call for materials to be submitted and deadlines for submission no less than two weeks in advance of the submission deadline.
2. Notify all members of the committee, the Chair of the Faculty Senate, the Provost, and other necessary parties of any special meetings.
3. Receive copies of all materials submitted for consideration at a meeting and collate them in preparation for distribution.
4. Prepare an agenda for each regular meeting and distribute copies of the agenda plus copies of all submitted materials to personnel as required one week in advance of each regular meeting.
5. Notify parties who submit materials of the meeting at which such materials will be considered, and inform them if their presence is required.

6. Keep an accurate record of the proceedings and actions of each meeting.

7. Prepare copies of the minutes within one week after a meeting and distribute them as required.

8. Send one (1) copy of the minutes and a set of all materials, along with appropriate approval sheets, to the Provost for approval, modification, or rejection by the Provost and Chancellor.

9. Distribute the final actions taken by the Provost and Chancellor to the members of the Curriculum and Instruction Committee, and to administrative and faculty offices as required.

Meetings

Section 1. Regular meetings of the committee shall be held monthly during the academic year and as needed during the summer session.

Section 2. Special meetings may be called by the Chair.

Section 3. The quorum shall consist of a majority of the voting members.

Section 4. The meetings shall be open.

Procedure for Recommendations

Section 1. All procedures for recommendations shall be in accordance with the Curriculum Handbook approved by the Curriculum and Instruction Committee.

Section 2. The recommendations will only be considered at a meeting if the party submitting the material is present or represented by an alternate. At the discretion of the Chair, certain routine recommendations may be presented without representation.

Section 3. The proposer of a recommendation shall submit to the Associate Vice Chancellor the number of copies as specified by the Curriculum Handbook. The deadline for submission shall be stated in the notice of the meeting.

Section 4. It shall be permissible, in an emergency and at the request of the Provost, to circumvent the deadline for the submission of materials. (A special course must still be approved by the Curriculum and Instruction Committee unless the deadline impedes its approval, in which case the Provost may authorize the course to be taught.)

Amendments

Section 1. Recommendations for changes in the bylaws shall be distributed to members at least two weeks prior to consideration by the committee.

Section 2. Recommendations to the Faculty Senate for changes in the bylaws shall be approved by two-thirds majority of the voting members of the committee.

Bylaws of the Educational Activities Committee
1. Membership
   a. The committee shall consist of sixteen members as follows:
      
      (1) Five members elected by the Faculty Senate and the Senate of Academic Staff: four will be faculty members elected by the Faculty Senate and one will be an academic staff member elected by the Senate of Academic Staff.
      
      (2) Six faculty or academic staff members, one each from the College of Arts, Humanities and Social Sciences; College of Education, Health and Human Sciences; College of Science, Technology, Engineering and Mathematics; University Library; and Student Services, elected by the faculty and academic staff of their respective groups.
      
      (3) One ex-officio, non-voting member from the Office of the Registrar appointed by the Provost.
      
      (4) One administrator appointed by the Chancellor.
      
      (5) Two student members chosen by the Student Senate for 1-3 year terms.
      
      (6) One ex-officio, nonvoting member from the Office of the Provost who will act as a resource person.
   
   b. All elected members (except students) shall serve three-year staggered terms of office.

2. Quorum
   a. Quorum will consist of a majority of voting members.

3. Officers
   a. Each year, at its first organizational meeting in September, the committee shall elect a chair and a vice chair from the faculty and academic staff persons identified in 1.a.(1) and (2) above members on the committee.
   
   b. The terms of office shall be one year in length with the possibility of re-election.
   
   c. The general duties of the officers are outlined in Robert's Rules of Order.
   
   d. The chair is a voting member of the Faculty Senate Executive Committee and is responsible for delivering recommendations and actions of the Educational Activities Committee to the Faculty Senate and its Executive Committee.

4. Subcommittee/Task Force
   a. Subcommittees/task forces, as needed, shall be appointed by the chair,
subject to approval by a majority vote of the members present.

b. The charge of each subcommittee/task force shall be determined by the chair, subject to approval by a majority vote of the members present.

Responsibilities of the Committee

The committee is responsible for reviewing and making recommendations to the Faculty Senate regarding policy related to educational activities including:

1. Undergraduate admissions standards
2. Academic calendar
3. Opening week activities
4. Workload
5. Class size
6. Undergraduate grading
7. Attendance
8. Pre-registration
9. Undergraduate enrollment/student status
10. Student concerns
11. Other responsibilities as directed by the Faculty Senate

The committee will forward policy recommendations that may directly impact graduate education to the Graduate Education Committee for feedback. The EAC will review educational policy recommendations from the Graduate Education Committee that may directly impact on undergraduate education. Upon reaching consensus, the policy recommendations will be forwarded to the Faculty Senate by the initiating committee.

Conduct of the Meetings

1. The chair shall develop a calendar of meetings and general schedule of activities for the year, subject to approval by a majority vote of the members present.
2. Meetings shall be conducted in accordance with Robert's Rules of Order.
3. Decisions and recommendations shall be made by a majority vote of the members present.
4. Regular attendance of members is expected. Members who cannot attend should notify the chair in advance. If a quorum is not attainable, the chair can reschedule the meeting.
5. After three unexcused absences, the chair may consult with the appointing body and may declare the position vacant.

Revisions

1. Recommendations for changes in the bylaws shall be distributed to the committee members at least two weeks prior to consideration by the committee.
2. Recommendations to the Faculty Senate for changes in the bylaws shall be approved by a majority vote of the committee.
Bylaws of the General Educational Committee
(Passed by Faculty Senate 4/20/99; Approved by Chancellor 7/21/99)
(Rev. 3/10/04)

Name
The name of this Faculty Senate Standing Committee is the General Education Committee.

Purposes
The purposes of the committee shall be

1. to review, develop, and recommend policy and standards regarding general education to the Faculty Senate.

2. to act on requests regarding the inclusion of courses in the list of general education courses.

3. to participate constructively in assessment education, and advisement as they relate to general education at the University of Wisconsin-Stout.

Membership
(Revised 4/3/01-Faculty Senate; Approved 4/16/01-Chancellor)

1. The General Education Committee will consist of thirteen (13) voting members as follows:

   a. Current or past (within last three years) faculty teachers of a General Education course in the content areas listed below. Representatives shall be elected by faculty teachers of each content area. Faculty teachers of General Education courses who teach in more than one content area shall designate the area they prefer to represent and they shall vote only in that area. Departments responsible for offering General Education classes will be asked each year to provide the names of faculty teachers of General Education courses to the Senate office, and - if appropriate - which content area the faculty teacher will represent.

      Communication Skills – 1 (Arts)
      Analytic Reasoning – 1 (STEM & Arts)
      Natural Sciences – 1 (STEM)
      Humanities – 1 (Arts)
      Social and Behavioral Sciences – 1 (Arts & HD)
      Technology – 1 (STEM, Arts, HD & COM)

   b. Current or past (within last three years) faculty or academic staff teachers of general education course in the following content area:

      Physical education and wellness – 1 (HD) elected by faculty and academic staff instructors of General Education physical education and wellness courses

   c. Current program directors – 1 (elected by current program directors)

   d. Students (to be recommended by the SSA) – 1.

   e. Advisement center – 1 (elected by Advisement Center staff)
f. Instructional academic staff member who is currently teaching a general education course – 1 (elected by instructional academic staff)

g. College of Management faculty – 1 (elected by College of Management Faculty)

h. School of Education faculty – 1 (elected by School of Education faculty)

i. Provost office (ex-officio) - 1

2. Each voting member (except for the student member whose length of term is to be determined by the SSA) is to be elected to a three year term with one-third of the Committee being selected each year.

3. The General Education Committee will also have seven alternate members to be selected as follows:

   a. The runners-up from the election of content area representatives shall serve as alternate for that content area.

   b. When the elected representative from a content area cannot attend, one alternate from that area will serve as a voting member.

   c. Alternates are encouraged to attend meetings when they do not serve. Since alternates cannot be presumed to know when they are needed to serve, any member who must miss a meeting should contact the alternate from his or her content area.

Officers

   a. Each year at its organizational meeting, the committee shall elect a chair and vice chair from the members on the committee.

   b. The terms of office shall be one year in length with the possibility of re-election.

   c. The general duties of the officers are outlined in Robert's Rules of Order.

   d. The chair shall develop a schedule of activities for the year subject to approval by a majority vote of the members present.

   e. The vice chair shall preside in the chair’s absence and shall consult with the chair on scheduling activities and other committee issues.

Responsibilities of the Committee

1. Development of General Education Standards

   a. The committee leads the university in developing and maintaining a common general education standard for undergraduate programs in the university.

   b. The committee recommends to the Faculty Senate concerning standards for general education including but not limited to definitions, distribution
Meetings

1. Regular meetings of the General Education Committee shall be held monthly during the academic year and as needed during the summer sessions.

2. Special meetings may be called by the chair.

3. The quorum shall consist of a majority of the voting members (i.e. eight members and alternates serving as voting members).

4. The meetings shall be open.

Relationship Between the General Education Committee and the Curriculum and Instruction Committee

The Curriculum and Instruction Committee has an important role in reviewing and recommending approval by the Faculty Senate of curriculum plans in General Education, just as it reviews and approves curriculum plans in the form of academic programs, concentrations, minors and specializations. The General Education Committee functions much like a program committee when it monitors the status of and initiates revisions in the general education curriculum, such as revising the
category definitions or changing the credit distribution. These roles of initiator and reviewer are complimentary, rather than overlapping. Both roles reflect an exercise of primary governance responsibilities of the faculty.

Bylaws of the Graduate Education Committee
(Passed by Faculty Senate 1/31/06)
Approved by Chancellor 2/20/06)

Name
The name of this Faculty Senate Standing Committee is the Graduate Education Committee.

Purposes
The purposes of the committee shall be:

1. To review, develop, and recommend policy and standards regarding graduate education to the Faculty Senate.

2. To act on requests regarding the approval of graduate faculty members.

3. To act on requests regarding the approval of new or revised graduate-level courses and graduate degree programs, and have representation on both the Curriculum and Instruction Committee and the Planning and Review Committee.

4. To participate in the assessment and review of graduate education across campus, and have representation on the Planning and Review Committee.

5. To participate in the promotion of graduate education across campus.

Membership
1. The Graduate Education Committee will consist of thirteen (13) voting members, 11 graduate faculty, one academic staff member and one graduate student, and three (3) non-voting ex-officio members as follows:

   a. Eleven Graduate Faculty members apportioned between the colleges based on the number of graduate programs within the college, but not less than one member from each college. Additionally, at least one alternate Graduate Faculty member elected from each college. The graduate faculty members of each college elect their representatives.

   b. One academic staff member and one alternate elected by the Senate of Academic Staff.

   c. One graduate student member elected by the Stout Student Association.

   d. One ex-officio Graduate Studies Coordinator.

   e. One ex-officio member from the Library Learning Center.

   f. One ex-officio member from the Provost’s Office.

2. Each voting member (except for the student member whose term is determined by the SSA) is elected to a three-year term with one third of the committee being selected each year.

Officers
a. Each year at its organizational meeting, the committee shall elect a chair and vice chair from the members on the committee.

b. The terms of office shall be one year in length with the possibility of re-election.

2-20
c. The general duties of the officers are outlined in Robert's Rules of Order.

d. The chair shall develop a schedule of activities for the year subject to approval by a majority vote of the members present.

e. The vice chair shall preside in the chair's absence and shall consult with the chair on scheduling activities and other committee issues.

Responsibilities of the Committee

1. Development of Graduate Education standards and policy
   a. The committee leads the university in developing and maintaining graduate education standards for graduate programs in the university.
   b. The committee recommends to the Faculty Senate concerning policies for graduate education including, but not limited, to definitions, admissions and graduation requirements.
   c. The committee monitors and responds to UW System-level developments related to graduate education.

2. Approval of Graduate Faculty Members
   a. The committee shall be responsible for the approval of all graduate faculty members using the criteria set forth in the graduate policies.

3. Approval of Graduate Curriculum
   a. The committee shall act on requests regarding the approval of new and revised graduate courses and programs. Approved courses will be forwarded to the Curriculum and Instruction Committee.
   b. The committee shall act on requests regarding the approval of entitlement to plan, new, and revised graduate programs. Approved entitlement to plan and revised graduate programs will be forwarded to the Planning and Review Committee and the Curriculum and Instruction Committee respectively.
   c. A member of the Graduate Education Committee will be elected to the Curriculum and Instruction Committee to represent the concerns of the Graduate Education Committee.

4. Assessment & Review of Graduate Education
   a. The committee annually reviews the condition of graduate education in the university.
   b. A member of the Graduate Education Committee will be elected to and serve as a regular member of the Planning and Review Committee.

5. Committee’s Role in Education and Advisement
   a. The committee advocates for graduate education as a vital component of education provided at UW-Stout.
b. The committee promotes campus-wide awareness regarding graduate education issues and requirements.

c. The committee works with the Graduate School Office to maintain an official list of graduate faculty and graduate student policies.

Meetings

1. Regular meetings of the Graduate Education Committee shall be held monthly during the academic year and as needed during the summer sessions.

2. Special meetings may be called by the chair.

3. The quorum shall consist of a majority of the voting members.

4. The meetings shall be open.

5. The Graduate School Office shall provide secretarial support to the committee.

Bylaws of the Personnel Policies Committee

Organization

1. Membership

a. The committee shall consist of seventeen members as follows:

   (1) Five faculty members elected by the Faculty Senate from its own membership.

   (2) Eight faculty members, two each from the College of Arts, Humanities and Social Sciences; College of Education, Health and Human Sciences; College of Science, Technology, Engineering and Mathematics; and College of Management.

   (3) One administrator appointed by the Chancellor.

   (4) One student member chosen by the university Student Senate.

   (5) One ex-officio, non-voting member from the Office of the Provost who will act as a resource person.

b. All faculty members shall serve three-year staggered terms of office.

c. Members shall be defined as “voting members” except for the ex-officio representative from the Provost’s Office.

2. Quorum

a. A quorum will consist of eight voting members.

3. Officers

a. Each year, at its first meeting in April, the committee shall elect a chair and a vice chair from the faculty members on the committee.

b. The terms of office shall begin August 15 and shall be for one-year in
length with the possibility of re-election.

c. The general duties of the officers are outlined in Robert's Rules of Order.

d. The chair is a voting member of the Faculty Senate Executive Committee and is responsible for delivering recommendations and actions of the Personnel Policies Committee to the Faculty Senate and its Executive Committee.

4. Task Forces/Subcommittees

a. Task forces/subcommittees, as needed, shall be appointed by the PPC Chair subject to approval by a majority vote of the members present.

b. The charge of each task force/subcommittee shall be determined by the chair subject to approval by a majority vote of the members present.

Responsibilities of the Committee

1. The committee is accountable to the Faculty Senate.

2. The committee is responsible for reviewing and making recommendations on personnel matters, including but not limited to:

   a. Personnel rules
   b. Salary guidelines
   c. Promotion guidelines
   d. Positive action guidelines
   e. Faculty and staff development
   f. Sabbatical leave guidelines
   g. Tenure/Post-Tenure Review
   h. Work related issues
   i. Other charges as determined by Faculty Senate or Faculty Senate Executive Committee.

Conduct of the Meetings

1. The chair shall develop a calendar of meetings for the semester subject to approval by a majority vote of the members present.

2. Meetings shall be conducted in accordance with Robert's Rules of Order.

3. Decisions and recommendations shall be made by a majority vote of the members present.

Revisions

1. Recommendations for changes in the bylaws shall be distributed to the committee members at least two weeks prior to consideration by the committee.

2. Recommendations to the Faculty Senate for changes in the bylaws shall be approved by eleven or more affirmative votes of the committee.

Bylaws of the Planning and Review Committee

(Rev. 4/16/96)
(Rev. 3/10/04)

Organization

1. Membership
a. The committee shall consist of nineteen (19) members as follows:

(1) Twelve faculty or academic staff members elected from the colleges, three each from the College of Arts, Humanities and Social Science; College of Management, College of Science, Technology Engineering and Mathematics; and College of Education, Health and Human Sciences (with at least one member from the School of Education).
(2) Three faculty at large elected by the faculty.
(3) Two student members chosen by the University Student Senate for one, two or three year terms.
(4) One member from the Graduate Education Committee.
(5) One ex-officio member from the Office of the Provost who will act as a resource person.

b. All members (except students) shall serve three-year staggered terms of office.

2. Quorum

a. A quorum shall consist of 50% of its seated voting members.

3. Meetings

a. Meetings will be scheduled at least once per month during the academic year, and will be in a manner that allows members to attend regularly.

b. The first regularly schedule meeting of the academic year will be the organizational meeting for the Planning and Review Committee.

c. The Provost’s Office shall be responsible for informing the program directors of programs being reviewed in any academic year and scheduling a meeting with them, the deans, department chairs and the chair of the PRC prior to the review.

4. Officers

a. Each year at its organization meeting, the committee shall elect a chair and a vice chair from the seated members on the committee. This organizational meeting will be chaired by the Chair of the Faculty Senate until the newly-elected officers are installed.

b. The terms of office shall be one year in length with the possibility of re-election.

c. The general duties of the officers are outlined in Robert's Rules of Order.

d. In addition, the chair shall develop a schedule of activities for the year subject to approval by a majority vote of the members present.

Conduct of the Meetings

1. Meetings shall be conducted in accordance with Robert's Rules of Order.

2. Decisions and recommendations shall be made by a majority vote of the quorum.
### Responsibilities of the Committee

1. The committee shall review the information regarding the UW-Stout academic plan provided by the Provost’s Office during each academic year.

2. The committee shall review entitlements to plan and shall recommend Faculty Senate approval or rejection of such plans.

3. The committee shall review the procedure and policies in the program audit and review process.

4. The committee shall receive and react to communications from the Faculty Senate or the Senate Executive Committee.

5. The committee shall review and consider the collected program audit information which shall be provided by the Office of Budget, Planning and Analysis. The committee shall review all undergraduate and graduate degree programs on a seven-year schedule. The committee shall forward its findings, stipulations, suggestions, and observations to the Executive Committee of the Faculty Senate.

### Revisions

1. Recommendations for changes in the bylaws shall be distributed to the committee members at least two weeks prior to consideration by the committee.

2. Recommendations to the Faculty Senate for changes in the bylaws shall be approved by a vote of at least 50% of the seated voting members.

### Bylaws of the Finance Committee

(Approved 11/1/94 by Faculty Senate)
(Rev. 1/8/04)

#### Organization

(Rev. 4/16/96 by Faculty Senate)
(Rev. 10/29/96 by Faculty Senate)

1. **Membership**

   a. The committee shall consist of:

   (1) One member and one alternate elected from each College by the faculty of that College.

   (2) One Faculty Senator elected by the Faculty Senate.

   (3) One Faculty At-Large elected by the Faculty Senate.

   (4) One Academic Staff member selected by the Senate of Academic Staff.

   (5) One student selected by the Stout Student Association.

   b. Each voting member (except for the student member whose term is determined by the SSA) is elected to a three-year term with one-third of the committee being selected each year.

2. **Quorum**

   a. A quorum shall consist of at least half the voting members.

3. **Officers**
a. Each year, at its first organizational meeting in September, the committee shall elect a chair and a vice chair from the faculty members on the committee.

b. The terms of office shall be one year in length with the possibility of re-election.

c. The general duties of the officers are outlined in Robert's Rules of Order.

d. The chair is a voting member of the Faculty Senate Executive Committee and is responsible for delivering recommendations and actions of the Finance Committee to the Faculty Senate and its Executive Committee.

4. Task Forces/Subcommittees

a. Task forces/subcommittees, as needed, shall be appointed by the chair subject to approval by a majority vote of the members present.

b. The charge of each task force/subcommittee shall be determined by the chair subject to approval by a majority vote of the members present.

Responsibilities of the Committee

1. The purpose of the committee shall be to review, monitor, evaluate, and recommend policy, procedures, and guidelines for budget development and decision-making. The committee shall be accountable to the Faculty Senate as its representative from the faculty, which has consultative responsibility to make recommendations which affect the allocation of resources.

2. Responsibility of the committee may include:

a. Proposing policies and changes in existing policies to the Senate as basis for developing the university budget. These proposals, if approved by the Faculty Senate, will be transmitted to the Chancellor.

b. Providing recommendations to the Senate early in the budget cycle regarding tentative resource allocations to the divisions of the university from among alternative proposals.

c. Reviewing and providing advise to the Faculty Senate on the budgets presented by the division administrators in terms of their proper implementation of budget policies in comparison with alternative budget proposals.

d. Periodically reviewing expenditures against budget to judge implementation of budget and finance policies and advising the Senate as to changes that are needed.

e. Providing overall advice to the Faculty Senate on the effectiveness of the budget as a means of implementing the university's long-range plans.

f. Advising Senate members on STRAP and other faculty committees on budget and financial matters upon request, including the investigation of budget and finance issues and allocations as requested by the Senate.

g. Providing for communication between faculty and those with direct responsibility for budget and financial matters.

h. Serving as an information resource for faculty who have concerns about the allocation of university financial resources.
i. Reporting budget information to the Faculty Senate in a format which is useful to faculty and provides a complete picture of the university's fiscal structure.

j. Prepare fiscal notes to accompany Faculty Senate reports and resolutions when requested.

Revisions

1. Recommendations for changes in the bylaws shall be distributed to the committee members at least two weeks prior to consideration by the committee.

2. Recommendations to the Faculty Senate for changes in the bylaws shall be approved by a vote of at least five (5) voting members of the committee.

Faculty Consultative Committee

It is the policy of the Faculty Senate that membership on FCC consist of the Faculty Senate chair and one member from each of the four schools: Home Economics, Education and Human Services, Industry and Technology, and Liberal Studies. (See UW-Stout 5.04)

School Level Governance Policy

1. The faculty of each school will designate or develop a representative faculty group to act on governance matters at the school level. (This group could be the department chair's council or another appropriate elected body.) The dean of the school should assume leadership; however, not the only leadership of this group. The faculty and dean are responsible for calling meetings and setting agendas for this group. This group will not automatically replace other school governance committees such as Promotion and Positive Action Committees.

2. The organizational meeting of the faculty of each school will be called by the dean of the school. The dean may act as the temporary chair of this meeting or designate a person to serve this function.

3. The faculty of each school, through their representative faculty group, are responsible for developing and recommending to the dean programmatic and curricular goals and priorities for the school. Once established, these will be announced to the faculty.

4. The dean is responsible for allocating and administering the school's budget to achieve the programmatic and curricular goals and priorities of the school.

College Level Governance Procedures

Each college level governance group shall develop a set of governance procedures according to the following guidelines.

1. College Governance Procedures must not:

   a. Contradict state or federal regulations, UW System rules, or UW-Stout rules and policies.

   b. Restrict the prerogatives of members as faculty or staff in an illegal manner.
c. Assume authority or give directives to persons holding positions outside of the college (i.e., direct the chancellor to perform in a certain way).

2. College Governance Procedures:

   a. As a part of UW-Stout's performance evaluation system, must provide a mechanism for faculty expression on performance evaluations of the dean, assistant or associate deans, and program directors to the person’s supervisor.

   b. Must provide a mechanism for recommending a change of personnel in dean, assistant or associate dean, and program director to the person's supervisor. (This could be the same mechanism as 2.a or a separate mechanism.)

   c. Must define the role and responsibility of the faculty in governance of the college, specifically in matters dealing with curriculum planning and review, educational activities, and faculty personnel.

   d. Must establish a mechanism through which the faculty of the college can:

      (1) Propose budget policies or changes in existing policies to the dean in order to implement the programmatic and curricular goals and priorities of the college.

      (2) Provide recommendations to the dean, early in the budget cycle, regarding a pattern of resource allocations to departments and/or functional equivalents for the college for the purpose of implementing the programmatic and curricular goals and priorities of the college.

      (3) Review and provide advice on a regular basis to the dean on expenditures against budget to judge implementation of budget policies.

      (4) Provide advice to the dean about the effectiveness of the budget as a means of implementing the programmatic and curricular goals and priorities of the college.

   e. Must identify standing committees, define procedures for the selection of members, describe the qualifications of members, establish procedures for the committee(s) to follow and provide charges for the committee(s).

   f. Must define the general and the voting membership of the school, specifying the difference.

   g. Must provide for changes or revisions when needed in the governance procedures.

   h. Should provide a procedure or mechanism for the resolution of conflict between faculty members and the dean or assistant or associate deans as the discussion device called for in UW-Stout's Faculty Positive Action policy and procedures. (See Complaints and Grievances)

   i. May include explicit statements about policies, assumptions, positions, and any other items that are pertinent to the school's operation as a unit.

   j. Must define a mechanism for nominating faculty representatives to All-University, UW System Committees, Task Forces and other groups.

3. Amendments to governance procedures will be developed by the college and reviewed by the Faculty Senate Executive Committee and the chancellor.
College Level Governance Documents are available in the four deans' offices.

**Department Bylaws Policy**
(Approved 4/84-Faculty Senate)
(Approved 7/20/84-Chancellor)

As part of effective governance, each department or functional equivalent shall have developed and approved a set of bylaws. In order to ensure that each department has adequate bylaws, which conform to the policies listed below, and to form a consistent governance structure, completed bylaws will be reviewed by the appropriate dean and sent to the Faculty Senate Office for review by the Executive Committee to determine if they conform to this policy.

1. Bylaws must not:
   a. Contradict state or federal regulations, UW System rules, UW-Stout rules, or policies approved by the Faculty Senate.
   b. Restrict the prerogatives of members as faculty or staff in an illegal manner.
   c. Assume authority or give directives to persons holding positions outside the department (e.g., direct the chancellor to perform in a certain way).

2. Bylaws:
   a. Must define procedures for making recommendations regarding recruitment, new appointments, retention decisions, tenure decisions, promotions, and performance evaluations of department faculty.
   b. Must define a mechanism for recommending a department chair.
   c. Must define the role and responsibility of faculty and staff in governance of the department; i.e., curriculum planning and review, educational activities, and faculty personnel.
   d. Must identify standing committees, define procedures for the selection of members, describe the qualifications of members, establish procedures for the committee(s) to follow, and provide charges for the committee(s).
   e. Must define the general and the voting membership of the department, specifying the difference.
   f. Must describe or define expectations the department has about its members, their actions, responsibilities, roles.
   g. Must provide for changes or revisions when needed in the bylaws themselves.
   h. Should provide a procedure or mechanism for the resolution of conflict between department members and the chair or each other within the department's structure.
   i. May include explicit statements about policies, assumptions, positions, and any other items that are pertinent to the department's operation as a unit.
   j. May define procedures and state policies for the chair to follow in conducting the department's business as these actions pertain to the primary
responsibility areas of the faculty.

3. Amendments to bylaws will be developed by the department, reviewed by the dean for compliance with the criteria listed in this policy, and sent to the Faculty Senate Office.

4. Departments will submit their bylaws for review to the appropriate dean and Faculty Senate Office within one year of the date of this document's adoption. Feedback will be provided if the department so requests.

The department chair is the chief administrator and the supervisor of the personnel of the department or functional equivalent.

Department bylaws are available from the department chair.

Department Chair Selection
(Approved 7/84-Faculty Senate)
(Approved 7/20/84-Chancellor)

All departments will have a mechanism for recommending a department chair. This method shall be designed by the voting members of the department and shall provide for the recommendation of the department to be transmitted to the dean. If the dean finds the recommendation unacceptable, he or she will inform the department in writing. The dean may then request additional recommendations from within the department or specify an outside search for candidates. Prior to selection of a new chair, the dean may name an acting chair. All recommendations of the voting members of the department will be given to the chancellor prior to appointment of a chair.

Department chair recommendations may be for specific terms as determined by department bylaws. Department chairs may succeed themselves.

For the purpose of a department chair recommendation, the faculty members of a department shall define the voting membership of that department. Only faculty and academic staff may be voting members. The department chair is the chief administrator and the supervisor of personnel of the department or functional equivalent.

ACADEMIC STAFF

Constitution and Bylaws of the Senate of Academic Staff
(5/5/93)
(Rev.10/5/94)
(Rev. 3/6/96)
(Rev. 9/7/04 by Academic Staff Senate; approved 1/3/05 by Chancellor)
Rev 2013

Introduction

These bylaws and subsequent amendments function in the context of the Wisconsin Statutes, Chapter 36.09(4m) and the UW System academic staff policies and procedures:

The academic staff of each institution, subject to the responsibilities and powers of the board, the president, the chancellor and the faculty shall be active
participants in the immediate governance of and policy development for such institution. As such, the academic staff shall have primary responsibility for the formulation and review of policies and procedures of concern to the academic staff, including personnel matters. The academic staff of each institution shall have the right to determine their own organizational structure and to select their representatives to participate in institutional governance.

Article I: Name and Object

1. Name

The name of this organization shall be the Senate of Academic Staff of the University of Wisconsin-Stout.

2. Object

The object of the Senate of Academic Staff shall be to represent the academic staff in the governance of and policy development for the University of Wisconsin-Stout.

3. Definition of Academic Staff

Academic staff includes general, instructional, and academic support professional staff other than faculty, classified staff, limited appointment individuals with concurrent faculty appointments, employees-in-training and student assistants, with duties and types of appointments that are primarily associated with higher education institutions or their administrations. Limited appointment individuals with concurrent academic staff appointments shall be considered academic staff for governance purposes. Limited appointment individuals with concurrent classified appointments and those with no concurrent appointment may choose to be considered academic staff for governance purposes.

Article II: Membership

1. Composition of the Senate

The Senate shall consist of 17 voting members and up to 5 ex-officio non-voting members. The members shall be:

a. Nine senators elected from the academic staff of each of the colleges and administrative divisions of the university as follows:

   1. Academic and Student Affairs
      1.1) College of Arts Humanities and Social Sciences (one senator)
      1.2) College of Education Health and Human Sciences (one senator)
      1.3) College of Management (one senator)
      1.4) College of Science, Technology, Engineering and Mathematics (one senator)
      1.5) Academic and Student Affairs (two senators)
   2. Administrative and Student Life Services (two senators)
   3. Chancellor's Office (one senator)

b. Six senators elected from the academic staff at-large.

c. One minority senator at-large elected by the Senate of Academic Staff, nominated by the Minority Faculty Staff Network
Faculty/Academic Staff/Limited Appointees Handbook

2. Eligibility

Any member of the academic staff as defined in Article I, Section 3, holding a salaried appointment shall be eligible to serve in the Senate.

3. Vacancies

a. The office of a senator shall be declared vacant by the Senate of Academic Staff due to incapacity, recall, resignation, ineligibility, or on the absence of the senator from three regular meetings of the Senate annually without the authorization of the Senate chair.

b. A senator who leaves a unit that the senator was elected to represent shall be ineligible to continue representing that unit and the position of that senator shall be declared vacant.

4. Terms of Office

a. Senators shall serve two-year terms, beginning on the first day after the end of the academic year in the spring and ending on the last day of the academic year two years hence. The exceptions shall be:

   The student representative's term shall be determined by SSA.

   The faculty representative's term shall be determined by the Faculty Senate.

   The administrative representative's term shall be determined by the chancellor.

b. Terms shall be staggered so that approximately one half of the Senate shall be elected annually. Senators elected by the academic staff may serve no more than three consecutive two-year terms, and then shall be ineligible for election or appointment as a senator for one year.

5. Election Procedures (1.a.1 bylaws)

a. The Election Committee

The Election Committee shall conduct elections in the spring of each year and serve as final arbitrator in all election disputes. The committee shall prepare,
distribute and collect ballots, and determine official results. The results of the
election shall be announced no later than five working days after the deadline
for the electronic submission of ballots.

The Election Committee shall also be responsible for conducting special runoff
elections if such elections are necessary.

a. Nominations

An electronic call for nominations for all vacancies shall be issued to all
eligible academic staff at least one month prior to the election. Nominating
forms shall give academic staff the opportunity to:

1. nominate themselves,
2. be nominated by another eligible academic staff member with the
   consent of the nominee,
3. indicate willingness to serve as a committee member on Senate or
   All-University Committees.
4. if vacancies remain, follow procedures referred to in Section 5.D.

b. Balloting

Ballots shall be prepared and approved by the Executive Committee and
distributed electronically to all eligible academic staff within eight working
days following the nomination deadline.

For positions representing one of the units, only eligible academic staff
members from that unit may vote. For at-large positions, all eligible
academic staff members may vote.

Voting shall be by electronic ballot via a secure process which ensures
confidentiality of the voter, and allows only one vote per eligible voter.
Electronic ballots must be submitted electronically within eight working days
of distribution and the results will be compiled and presented to the Elections
Committee, which will make the official determination of election results and
verify the eligibility of all voters and votes. Write-in votes shall be counted
in any election.

If three or fewer candidates are nominated for a position representing a unit,
the person receiving the most votes shall be elected. If four or more
candidates are nominated for such a position and no one candidate receives a
simple majority in the election, a special run-off election shall be conducted
among the two candidates receiving the most votes no more than five
working days following the announcement of the results of the first election.

Electronic ballots in a run-off election must be submitted electronically
within five working days of distribution.

In the election of at-large senators, those four candidates with the highest
number of votes shall be elected. In the case of a tie, a coin-flip shall decide
the winning candidate.

c. Announcement of Election Results

Election results shall be posted near the Academic Staff Senate Office and
on the UW-Stout website within five working days following the close of the election. At least two individuals will review the ballots and sign the official compilation of electronic results. The winners will be notified within five working days.

d. Vacancies

If the office of an elected senator becomes vacant, the candidate who received the next highest number of votes in the previous election and who meets the qualifications of the position shall be appointed by the Senate to fill the vacant position.

In the absence of the qualified candidate from the previous election the Senate shall appoint a replacement to fill the vacant position. This candidate must meet the qualifications of the position.

e. Recall

A recall vote will be held upon petition by 25% of a senator's constituency. If a majority of those voting in the recall election choose to recall that senator, the position will then be declared vacant and the procedures in Section 5.d shall be followed to fill the vacant position.

f. Election Timetable

The election for senators and committee members shall be completed by April of each year.

Article III: Standing Committees of the Senate
(Rev. 5/3/95)

1. Standing Committees

The three standing committees of the Senate shall be the Academic Staff Personnel Committee, the Election Committee, and the Professional Development Committee. In addition, the Senate shall share three joint standing committees with the Faculty Senate. These joint committees shall be the Curriculum and Instruction Committee, the Planning and Review Committee and the Educational Activities Committee.

The standing committees shall be accountable to the Senate of Academic Staff.

The specific responsibilities of the standing committees, their membership, and election procedures shall be presented in the bylaws of each committee which shall be approved by the Senate of Academic Staff. At least one member of each of the three standing committees shall be a senator of the Senate of Academic Staff.

Article IV: Officers

The officers of the Senate of Academic Staff shall be the chair, the vice chair, and the secretary.

1. Election of Officers

a. The chair shall be elected by majority vote of the entire academic staff in the
spring of each year. At the time of the election, nominees for the position of chair must hold an appointment for at least 50% of full-time in a university department.

b. The vice chair and the secretary shall be appointed by the chair and confirmed at the summer meeting of the Senate.

d. The term for chair shall be one year commencing on the first day after the end of the academic year in the spring and ending on the last day of the academic year the following spring.

The term for vice chair and secretary shall be one year commencing on the first day after the end of the academic year in the spring and ending on the last day of the academic year the following spring.

d. An individual may serve no more than six consecutive one-year terms as chair and then shall be ineligible for election or appointment as chair or senator for one year.

An individual may be reelected to the office of vice chair or secretary as long as s/he serves as a senator.

e. In the event of a vacancy in the offices of chair, vice chair, or secretary, the Senate shall elect another senator to fill the vacancy for the remainder of that term of office.

2. Duties of the Officers

a. The chair shall prepare the agenda and preside at all meetings of the Senate, the Senate Executive Committee, and general meetings of the entire academic staff. The chair shall make all committee appointments, except for senators who shall be elected to the standing committees and the joint standing committees, and serve as liaison to the UW-Stout Faculty Senate, Stout Student Association, and administration including the chancellor and Provost. The chair shall also serve as the UW-Stout academic staff representative on system governance bodies. The Chair may appoint a designee to serve in these positions and who, if not a senator, shall be appointed an ex officio member of the Senate.

All appointments made by the chair shall be presented for confirmation to the Senate at the first regularly scheduled meeting following the appointment.

The chair shall be responsible for the budget of the Senate.

The chair shall serve as an ex officio member of the Academic Staff Personnel Committee.

The chair shall serve as past chair (ex officio nonvoting member of the Senate and the Executive Committee) during the year following his/her term as chair. If reelected to the Senate the past chair retains voting rights.

b. The vice chair shall perform the duties of the chair in his/her absence.
The vice chair shall serve on the Executive Committee, may serve as ex officio member of all Senate committees, shall assist the chair in recruiting committee members.

c. The secretary shall assure the preparation of the minutes of all Senate and Executive Committee meetings, take attendance at all Senate meetings, receive and maintain a complete record of all committee reports and provide one copy of all minutes and reports for the university archives.

The secretary shall maintain and review the list of those who receive the minutes of Senate meetings.

The secretary or chair shall publicize the meeting dates, times, and places of Senate meetings for the UW-Stout community.

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**Article V: The Executive Committee**

1. **Membership**

   a. The Executive Committee shall be composed of the Senate officers, the chair of the Personnel Committee, and the immediate past chair.

   b. Executive Committee members shall serve one-year terms beginning on the first day after the end of the academic year in the spring and ending on the last day of the academic year the following spring.

2. **Duties**

   a. The Executive Committee may assist the chair in developing the agenda for Senate meetings, may recommend policies and/or their implementation to the Senate, may interpret the Constitution of the Senate when questions arise, and may act in the Senate's stead when time does not permit the scheduling of a special Senate meeting.

   b. Three members of the committee shall constitute a quorum.

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**Article VI: Conduct of Senate Business**

(Rev. 2/9/95-Senate of Academic Staff)

1. **Meetings**

   a. Meetings shall be announced to the entire UW-Stout community in accordance with open meeting laws.

   b. The Senate shall meet at least once a month during the academic year with the exception of January. The Senate shall also meet once between the spring and fall academic year. The meetings during the academic year will be held on Wednesdays. The summer meeting shall be scheduled by the Executive committee and announced by the end of the previous academic year. The announced meeting times, places, and dates will be at the discretion of the chair. The schedule for the following academic year will be announced in May.

   c. Special meetings may be called by the chair of the Senate. A special meeting must be called upon the written petition of four senators or of 10% of the academic staff as defined in Article 1, Section III.

   d. General meetings of the entire academic staff may be called by the chair.
when the majority of the senators agree upon the need for such a meeting.

e. A simple majority of the voting members of the Senate shall constitute a quorum.

f. The chair shall appoint a senator to serve as parliamentarian for the year.

2. Agenda

a. The chair shall prepare the agenda for the meetings of the Senate.

b. The order of business shall include:

- Call to Order
- Approval of the Minutes
- Announcements
- Reports
- Old Business
- New Business
- Adjournment

3. Conduct of Business

a. The rules contained in the most current edition of *Roberts' Rules of Order, Newly Revised* shall govern the Senate of Academic Staff as long as they are consistent with these bylaws and any special rules the Senate may adopt.

b. Meetings of the Senate shall be conducted in compliance with Wisconsin Open Meetings law. Non-senators may speak when recognized by the chair.

c. The secretary shall assure attendance is taken at all Senate meetings.

Article VII: Amendments to the Bylaws

1. Procedure

a. Changes to these bylaws may be proposed by any senator or upon written petition of 10% of the members of the academic staff.

b. Amendments must be proposed at one regular meeting and then voted upon at the next regular meeting of the Senate.

c. Amendments shall be ratified by a 2/3 majority of the voting senators.

Bylaws of the Academic Staff Election Committee

(1) The committee consists of the following:

(a) An odd number of people with no less than three members.
(b) The committee chair: an academic staff member appointed by the Senate Chair and confirmed by the Senate membership.
(c) Academic staff members appointed by the Chair of the Senate of Academic Staff. One member of the committee must be a member of
(2) Terms on the committee shall be as follows:

(a) The committee chair serves a two-year term.
(b) Committee members serve two-year staggered terms

b. Quorum

A quorum consists of more than half of the committee members.

c. Officers

(1) The chair reports activities to the Senate of Academic Staff and must forward recommendations and actions of the committee to the Executive Committee.

2. Responsibilities

a. The Academic Staff Elections Committee is accountable to the Senate of Academic Staff. The Elections committee chair reports activities to the Senate of Academic Staff and must forward recommendations and actions of the committee to the Executive Committee.

b. The Academic Staff Elections Committee is responsible for the following:

(1) Conducting elections of senators and senate chair to the Senate in the spring of each year according to procedures outlined in the Senate of Academic Staff Bylaws.
(2) Arbitrating disputes in all elections.
(3) Conducting special elections and performing related activities upon request of the Senate Chair.
(4) Recommending changes to Senate election procedures.
(5) Reviewing proposed changes from the Senate and providing feedback on proposed changes.

3. Meetings

a. Meetings are held as needed to conduct business and carry out the responsibilities of the Election Committee.

b. The chair of the Elections Committee will convene the committee as needed.

c. The committee operates by consensus in most matters. If there is not a consensus, Robert's Rules of Order is used.

4. Senate Elections

a. Procedures for elections to the Senate of Academic Staff are found in the Senate Bylaws, Article 2, Section 5

5. Bylaw Revisions

a. Recommendations for changes in these committee bylaws are distributed to
Bylaws of the Academic Staff Personnel Committee
Rev 2008

1. Committee Composition
   a. Membership
      (1) The committee shall consist of six (6) members as follows:
         (a) 2-3 academic staff senators elected by the Senate of Academic Staff from its own membership.
         (b) 3-4 academic staff members appointed by the Chair of the Senate of Academic Staff and confirmed by the entire membership of the Senate.
         (c) Ex-official members, appointed as needed, by the Chair of the Senate of Academic Staff and confirmed by the membership of the Senate, i.e. Chair of the Senate and Director of Human Resources.
      (2) With the exception of the ex-official member(s), all academic staff members shall serve two-year staggered terms.
   b. Quorum
      A quorum shall consist of all voting members present.
   c. Officers
      (1) Each year, at its first organizational meeting, the committee shall elect a chair from its membership, and a secretary from the remaining members of the committee.
      (2) The term of office shall be one year in length with the possibility of re-election.
      (3) The general duties of the officers are outlined in Robert's Rules of Order.
      (4) The chair is a voting member of the Senate of Academic Staff Executive Committee and is responsible for delivering recommendations and actions of the Personnel Committee to the Senate of Academic Staff and its Executive Committee.
   c. Task Forces and Subcommittee
      (1) Task force and subcommittees, as needed, shall be appointed by the chair of the Academic Staff Personnel Committee, subject to the approval of a majority of the members present.
      (2) The charge of each task force or subcommittee shall be determined by the chair of the Academic Staff Personnel Committee subject to approval of a majority of the members present.

2. Responsibilities
   a. The Academic Staff Personnel Committee is accountable to the Senate of Academic Staff.
b. The Academic Staff Personnel Committee is responsible for the following:

(1) Review requests for exceptions to two-year, three-year contracts, or other contract exceptions concerning the duration of a contract and make recommendations to the Division Administrator concerning the adequacy of the rationale as specified in UW-Stout 10.03 (1) (b).

(2) Consult with a probationary staff member who wishes to resign his/her probationary appointment to accept a fixed term appointment with different duties. [UW-Stout 10.03 (2)(a)].

(3) Act as a hearing body for the nonrenewal of probationary academic staff appointments following the procedures specified in UW-Stout 10.04 (I).

(4) Act as the hearing body for cases involving dismissal for cause of academic staff appointees following procedures specified in UW-Stout 11.05.

(5) Consult with the HR Director, Chancellor, appropriate supervisors and involved academic staff when the decision to layoff for reasons of budget or program changes is considered. (UW-Stout 12.01).

(6) Act as the hearing body for the review of layoffs for reasons of program or budget for academic staff members with indefinite appointments as specified in UW-Stout 12.4 and 12.05.

(7) Act as the hearing body for the review of layoffs for reasons of program or budget for academic staff members with fixed term or probationary appointments as specified in UW-Stout 12.05 and 12.06. (Nonrenewal is NOT a layoff under this section).

c. The Academic Staff Personnel Committee shall be responsible for other matters referred to the committee by the Senate of Academic Staff.

3. Meetings

a. The chair shall call meetings as needed.

b. Meetings shall be conducted in accordance with Robert's Rules of Order.

c. Decisions and recommendations shall be made by a majority vote of the members present.

d. Recommendations for changes in the bylaws shall be distributed to the committee at least one week prior to consideration by the committee.

e. Recommendations to the Senate of Academic Staff for changes in the bylaws shall be approved by a majority vote of the committee.

f. Changes in sections of the UW-Stout Personnel Rules for Academic Staff (UW-Stout 9.00 through 13.02) must be approved by the Senate of Academic Staff, the Chancellor and the UW-System Board of Regents.

4. Communications

a. The chair may conduct business of the committee via the campus email system as needed.

b. The chair may request responses from committee members for exception requests or other business necessary to the committee.

Bylaws of the Professional

1. Organization
Development and Recognition Committee
(Rev.5/9/95)

a. Membership

(1) The committee shall consist of three members appointed by the Chair of the Senate of the Academic Staff, including at least one instructional academic staff person and confirmed by the entire membership of the Senate.

   (a) Ex-officio members, appointed as needed, by the Chair of the Senate of Academic Staff and confirmed by the entire membership of the Senate.

(2) All academic staff members shall serve two-year staggered terms.

b. Quorum

A quorum shall consist of all voting members present.

c. Officers

(1) Each year, at its first organizational meeting, the committee shall elect a chair from among the senatorial members of the committee.

(2) The term of office shall be one year in length with the possibility of re-election.

(3) The general duties of the officer are outlined in Robert's Rules of Order.

(4) The chair is responsible for delivering recommendations and actions of the committee to the Executive Committee and to the Provost's Office as appropriate.

d. Task Forces and Subcommittees

(1) Task forces and subcommittees, as needed, shall be appointed by the chair of the Academic Staff Professional Development Committee, subject to the approval of a majority of the members present.

(2) The charge of each task force or subcommittee shall be determined by the chair of the Academic Staff Professional Development Committee subject to approval of a majority of the members present.

2. Responsibilities

a. The Academic Staff Professional Development Committee is accountable to the Senate of Academic Staff.

b. The Academic Staff Professional Development Committee is responsible for the following:

   (1) Evaluate professional development grant proposals for the joint faculty and academic staff Professional Development Grant Review Committee and report those evaluations to the Provost's Office.

   (2) The Academic Staff Professional Development Committee shall be responsible for other matters referred to the committee by the Senate of Academic Staff.

3. Meetings

a. The chair shall develop a calendar of meetings subject to approval of a
majority vote of members present.

b. Special meetings may be called by the chair or the Chair of the Senate of Academic Staff as needed.

c. Meetings shall be conducted in accordance with Robert's Rules of Order.

d. Decisions and recommendations shall be made by a majority vote of the members present.

4. Revisions

a. Recommendations for changes in the bylaws shall be distributed to the committee at least one week prior to consideration by the committee.

b. Recommendations to the Senate of Academic Staff for changes in the bylaws shall be approved by a majority vote of the committee.

c. Bylaw changes must be approved the Senate of Academic Staff.

UNIVERSITY COMMITTEES

The operation of the university is based on input from a number of sources. The participation, recommendations, and decisions of faculty, staff, and administrators are important for the future of the university as they contribute to planning, policy making, curriculum, and budgeting. This input comes through formal standing committees, other specialized committees that are formed either by statute or by local rule, and school and departmental committees.

As members of their departments and schools, faculty and academic staff participate individually and collectively in curriculum and planning activities. In their university service roles, they contribute as appointed or elected representatives on university committees, task forces and advisory groups at all levels, and through their respective senates and the standing committees of each.

Planning and budgeting are part of the responsibilities of every administrator at UW-Stout. Part of that responsibility includes communication and involvement with faculty and staff to assure that plans and budget decisions are widely known and understood. In addition, many administrators, by virtue of their positions, are involved as ex officio members of university committees, task forces, and advisory groups.

The following is a partial list of university committees on which faculty and/or academic staff participation is necessary. For a more complete list of university committees, contact the Senate Office in Harvey Hall. For a listing of school and department governance opportunities, contact should be made with the school dean or department chair.

Americans With Disabilities Act Education Committee
Academic Staff Personnel Committee
Admission and Credit Appeals Committee
All-University Promotion Committee
Campus Physical Development Committee
Cultural Affairs Committee
Curriculum and Instruction Committee
Diversity Education Committee
Educational Activities Committee
Election and Information Committee
Employee Assistance Program Steering Committee
Equal Opportunity in Education Committee
Equal Employment Opportunity/Affirmative Action Committee
Fiscal Emergency Consultative Committee
Institutional Review Board for the Protection of Human Subjects
Memorials and Honors Committee
Named Professorship Task Force
Optimal Health Advisory Committee
Parking Appeals Board
Personnel Policies Committee
Planning and Review Committee
Positive Action Committee
Professional Development and Recognition Committee
Recycling and Waste Management Committee
Salary Guidelines Subcommittee
Sexual Harassment Education Committee
Strategic Planning Committee
Student Center Advisory Committee
Undergraduate Teaching Improvement Grant Review Committee

OPEN MEETING LAW
(SUMMARY)
(8/1/93)

The State of Wisconsin provides for "open meeting" requirements for most meetings of state agencies. The regulations are divided into three parts: 1) meeting notification, 2) the meeting, and 3) records of the meeting. The law provides that meetings of governmental agencies be open to the public with several exceptions. The law also requires that the results of all meetings be recorded including those held in "closed" session. Specifically from UWS 19.84 (5) Stats., "Departments and their subunits in any University of Wisconsin unit or campus are exempt from the requirements of subunits (1) to (4) but shall provide meeting notice which is reasonably likely to apprise interested persons, and the news media who have filed written requests for such notice." Included in the notice of the meeting shall be an agenda of items to be covered in the meeting announced.

Governmental bodies, including units of the University of Wisconsin, are expected to meet in open session, which means to meet in a facility that is accessible to everyone, and to meet in such a manner that it is apparent that others are welcome. Under certain circumstances it is permissible, to move to "closed session." The action necessary for this includes so indicating on the announcement of the meeting, stating at the point of moving to "closed session" the purpose of the closed session, limiting the discussion in closed session to the announced agenda, and upon removal from closed session announcing the results of the deliberation in the open meeting. The only reasons for moving to closed session are:

1. Deliberating after a quasi-judicial trial or hearing held by the governmental body.

2. Considering dismissal, demotion, licensing, or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering of grant or denial of tenure for a university faculty member and the taking of formal action on any such matter provided that the faculty member or other public employee is provided actual notice of any evidentiary hearings that may be held prior to final action being taken and of any meeting at which final action may be taken.
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (University subunits may discuss promotions not relating to tenure, merit increases, and property purchase recommendations in closed session. 66 Atty. Gen. 60).

4. Considering specific applications of probation or parole, or considering strategy for crime detection or prevention.

5. Deliberating or negotiating the purchase of public properties or the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session.

6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary considerations of specific persons, preliminary consideration of specific personnel problems of the investigation of charges against specific persons except where par. (2) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations.

7. Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved.

8. Considering of requests for confidential written advice from the ethics board under 19.46(2), Stats. or from any government ethics board.

Additional questions on the open meeting law should be referred to the Director of University Relations.