I. OVERVIEW/SCOPE
The CCC, made up of tenure track faculty and the college dean or associate/assistant dean, will make salary recommendations concerning the College of BILSA faculty. These decisions will be based on the evaluation of teaching effectiveness; professional, scholarly, and creative activities; and university public service and activities as determined through the review of individual faculty RST files, DSIPC recommendations, and department chair/director recommendations. The CCC recommendations will be made in the context of the current year college salary priorities (such as merit, inequity, compression and inversion) and done in accordance with URSTPC policies.

II. MEMBERSHIP
The CCC will be made up of five tenured faculty, one from each academic unit (department/school) in the college of BILSA, and the dean or associate/assistant dean who will serve as a non-voting ex-officio member. The dean or associate/assistant dean will also serve as chair of the CCC.

A. Terms. Each elected member of the CCC shall serve a two year term, with individual terms staggered to ensure continuity.

B. Election of members.
1. Each year the College of BILSA dean’s office will conduct an election of CCC members prior to 10/1. Department chairs/directors, members of departmental salary and promotion committees, and probationary faculty on a terminal contract are not eligible to serve. In case of resignation or unplanned vacancy on the CCC, the CCC committee chair will consult with the associated academic unit department chair/director who will appoint a replacement.
2. Each year the CCC will select a member from its membership to serve as the CCC representative on the URSTPC.
3. No CCC member may vote on any evaluation or recommendation concerning him- or herself or participate in any related discussions in this regard.

C. Recording secretary. The college dean’s program assistant will serve as the recording secretary for CCC deliberations. The recording secretary will do the following:
a. Prepare and post agendas in accordance with URSTPC guidelines, faculty bylaws, and state law.
b. Record and distribute minutes in a timely fashion.
c. Compile report of CCC deliberations and recommendations to be forwarded to the chancellor.
d. Develop and forward an annual report to the URSTPC that summarizes merit, inequity, and compression for the entire college.

III. CCC PROCESS AND PROCEDURES
A. Quorum. A quorum of the CCC shall be three voting members. If a member is unable to attend, they may still participate in the meeting through synchronous means only, such as

Comment [BB1]: The URSTPC needs to know who the rep is from the CCC by the end of the spring semester.
Comment [BB2]: How about other conflicts of interest? (spouse, significant other, etc)
conference call and/or video presence. It is recognized that asynchronous meetings and discussion are contrary to state statutes.

In situations of a tie vote, for example, when there is an evaluation or recommendation concerning a CCC member leaving an even number of voting individuals (see II.B.3. above), the decision will be made in favor of the faculty.

B. Rules of order. The CCC will conduct business according to Robert’s rules although the CCC may choose to conduct business informally in the absence of a dissenting vote. For purposes of voting majorities, abstentions will not be counted.

C. Scheduling and posting of meetings. Meetings will be scheduled, posted, and/or canceled by the CCC chair in coordination with the College of BILSA program assistant that is serving as recording secretary

D. Appeals. The CCC will follow Faculty Bylaws and URSTPC guidelines in relation to appeal procedures and timelines.

IV. DUTIES
The duties of the CCC are as follows:
A. Meet annually to review CCC policy and procedures for the next academic year and submit updated plan to the URSTPC for approval in accordance with scheduled deadlines in the RST calendar.
B. Distribute salary data to the DSPC chairs in a timely fashion for DSPC deliberations.
C. Post meeting times and agendas in accordance with state laws. Meetings will be scheduled in accordance with the RST calendar to meet RST deadlines.
D. Convene meeting(s) in accordance with Wisconsin’s Open Meeting Laws to make recommendations based on review of individual faculty RST files, DSPC recommendations, and department chair/director recommendations in the context of the current year’s college salary priorities (such as merit, inequity, compression and inversion).
E. Provide faculty and academic unit written notice of recommendations and information about the process for reconsideration requests. These requests may include a written counterstatement or a request for a personal appearance before the CCC.
F. Post and convene meetings for reconsideration, if relevant, in accordance with Faculty Bylaws, URSTPC guidelines, and Wisconsin’s Open Meeting Laws (at least 24 hours in advance). The CCC will also provide the faculty member and DSPC a memo of reconsideration results.
G. Forward RST files with all salary recommendations to the chancellor in accordance with deadlines established by URSTPC guidelines.
H. Generate and submit an annual college salary report to the URSTPC that summarizes merit, inequities, and compression for the entire college.
I. Other duties as requested by Faculty Senate, the URSTPC, or the faculty of the College of BILSA.