

CONSTITUTION OF THE FACULTY OF THE COLLEGE OF LIBERAL ARTS AND EDUCATION UNIVERSITY OF WISCONSIN-PLATTEVILLE

Preamble

Faculty participation in the governance process has been a University of Wisconsin tradition and is mandated by Wisconsin Statutes Chapter (36.09). This Constitution is designed to ensure that the faculty of UW-Platteville's College of Liberal Arts and Education have the maximum opportunity to participate in developing the policies and procedures of the University.

Article I: Name of Organization

The name of the organization shall be the College of Liberal Arts and Education of the University of Wisconsin-Platteville, hereinafter referred to as the College.

Article II: Objectives

The purposes of the College shall be to formulate and administer programs of study to provide opportunities for higher education in the liberal arts and education and to cooperate with other colleges within the University by offering instruction in specific academic disciplines.

Article III: College Membership

Membership is granted to faculty holding rank in a department¹ within the College. Voting privileges on college matters are extended to all faculty of the College except those who currently hold more than a fifty percent assignment in college- or university-level administration and those members who have less than a fifty percent assignment in the College.

Article IV: Officers

Section 1

The officers of the College shall be the Dean, Assistant/Associate Dean, and Recording Secretary.

Section 2

The Dean shall

1. preside at meetings of the faculty of the College,
2. preside at meetings of the College Council,
3. be the fiscal agent for the College,
4. serve as chair (non-voting) of the College Budget Committee, and
5. provide academic and intellectual leadership to the College.

¹“Department” will be interpreted as the Departments of Criminal Justice, Geography, Health and Human Performance, History, Humanities, Interdisciplinary Studies, Performing and Visual Arts, Psychology, and Social Sciences, as well as the School of Education.

Section 3

The Assistant/Associate Dean shall:

1. serve as chair (non-voting) of the College Curriculum Committee,
2. serve as chair (non-voting) of the College Compensation Committee,
3. serve as chair (voting) of the Deans Fund Committee, and
4. serve as chair (voting) of the College Selection Committee.

Section 4

The Recording Secretary, appointed by the Dean, shall keep and distribute minutes of all meetings of the College faculty. The Recording Secretary may be a member of the College administrative support staff.

Article V: Academic Department Membership

All faculty members holding rank in a department are members of that department. Voting privileges on department matters are extended to all faculty members of the department except those who have more than a fifty percent assignment in college- or university-level administration.

At the beginning of each academic year, the majority of voting members of a department may extend voting privileges on department matters (excluding personnel matters) for the year to instructional academic staff holding full- or part-time teaching assignments in the department

Article VI: Department and School Chairs

Section 1

Definitions: The term "Department Chair" shall be used to designate the head administrator of an academic department.

Section 2

A Department Chair shall serve at the pleasure of the department members and the Dean.

Section 3

The Dean shall solicit an annual evaluation of the Chair's performance as administrator from the members of each department. These evaluations shall be completed prior to the annual RST evaluations.

Section 4

1. At least once every three years, or upon written request of a majority of the department members, the Dean shall solicit from the department faculty its choice for chair. This choice shall be determined by a vote conducted by the Dean.
2. This selection, required every three years, may replace the annual evaluation of the Chair required in that year, as specified in Section 3 above.
3. The Dean shall communicate to the faculty of each department the results of their vote and the action to be taken by the Dean based on that vote. (Tally results will be available upon request.)

4. Should the Dean not concur with the department's choice, he or she will (1) inform the members of the department of the reason(s) and (2) conduct a new election.

Section 5

Department chairs:

1. Line of authority: the chair is responsible to the dean, and the unclassified (faculty and academic staff) and classified personnel assigned to the department are responsible to the chair. The chair acts as a liaison between departmental personnel and the dean.
2. Duties: duties of the department chair are stated in the university bylaws or employee handbook; additional duties may be determined by individual department constitutions.

Section 6

Directors of programs not covered by Article III above, shall be appointed and evaluated by the Dean in consultation with the appropriate faculty.

Article VII: Standing Committees

Section 1

The College Council:

1. The College Council shall comprise all Department Chairs, Program Directors, and any other persons designated by the Dean.
2. The College Council shall be responsible for implementing the policies of the University Faculty, the Faculty Senate, and the University Administration, and for formulating administrative policies of the College except in matters of budget and curriculum.
3. Action taken by the College Council shall be made available to the College Faculty in the form of meeting minutes. All amended or defeated resolutions shall be returned once to the College Council for further consideration; any subsequent action of the College Council can be overruled by a majority vote of the College Faculty at a meeting listing such reconsideration as an agenda item.

Resolutions initiating on the floor of any regular or special meeting of the College Faculty and passed by a majority of the College Faculty shall be considered by the College Council at the next regular meeting. Should the Council choose to reject or amend any such resolution, the Council shall report that decision to the College Faculty; the Faculty can then overrule the Council by a majority vote of those members at a meeting listing such reconsideration as an agenda item.

4. A schedule of regular meetings for any academic year shall be published by the Dean at the beginning of that year. Meetings may be rescheduled or cancelled because of extenuating circumstances.

Section 2

The College Budget Advisory Committee:

1. The College Budget Advisory Committee will serve as an advisory group to the dean on budget related matters. Responsibilities include developing and implementing the college and university budget models; providing strategic planning for the College budget; soliciting resource requests; recommending appropriate funding sources for program review and strategic planning goals; and establishing priorities to be shared with the College Budget Committee for its allocations.
2. The College Budget Advisory Committee shall consist of all College department chairs, the Associate Dean, and Dean.

Section 3

The College Budget Allocation Committee:

1. The College Budget Committee will make allocations based on priorities established by the College Budget Advisory Committee. The College Budget Committee will be responsible primarily for lab mod requests.
2. The College Budget Committee shall consist of one member from each department, selected by the department or appointed by the Chair. All Liberal Arts and Education faculty currently serving on the University Budget Committee shall represent their departments on the College Budget Committee. The Dean shall serve as chair (*ex officio* non-voting).

Section 4

The College Curriculum Committee:

1. The College Curriculum Committee shall act for the faculty in matters relating to curricular matters. Specific duties include consideration of new courses, course changes, program changes, and providing oversight of the quality of undergraduate course and program offerings.
2. The College Curriculum Committee shall consist of one member from each department selected by the department or appointed by the Chair, and the Assistant/Associate Dean. Three additional members shall be elected from the following departments: Humanities, Performing and Visual Arts, and Social Sciences. There shall not be more than one voting member from any one academic discipline on the Committee. The Assistant/Associate Dean shall serve as chair (*ex officio* non-voting).

Each department shall appoint its representative annually. Elections of the at-large members will be held in the spring for a one-year term beginning in the fall.

Section 5

The College Compensation Committee:

1. For the purpose of making recommendations about compensation, the College Compensation Committee (CCC) will evaluate faculty on the basis of teaching effectiveness; professional, scholarly, and creative activities; and university and public service activities using University and department criteria.
2. The CCC will review and act upon the appropriate department salary and promotion committee's evaluations and recommendations and the College's current year priorities

concerning merit, inequity, and/or compression. In making its judgment, the CCC will consider (a) supporting information from the department salary and promotion committee and (b) the evaluations and/or recommendations of the department chair and dean.

3. For faculty who have teaching appointments, teaching effectiveness shall receive top priority. Consistent deficiencies in teaching effectiveness cannot be offset by superior achievements in scholarship and service.

Performance reviews for faculty with non-teaching assignments shall be based upon the major evaluation categories of job performance, research and creative activity, and professional and public service as weighted by agreement between faculty member, the department, and, when appropriate, the college dean.

4. The CCC shall consist of members in the College and shall consist of at least five tenured faculty members. No more than two members may be from the same department and no more than one member from the same discipline. Each member shall be elected by the whole college faculty. Each committee member shall be elected for a two-year term, with at least two members being elected each year. Department chairs, school directors, members of the department or school salary and promotion committees, and probationary faculty on a terminal contract are not eligible to serve. The associate dean shall also serve *ex officio* (non-voting).

The CCC shall elect yearly a chair from its membership. The associate dean is eligible to serve (non-voting) in this capacity.

Section 6

The College Diversity Committee:

1. The College Diversity Committee shall consist of one member from each department selected by the department or appointed by the Chair. The coordinator of the Ethnic Studies Program or his/her designee and the coordinator of the Women's and Gender Studies Program or his/her designee shall also serve on the committee as *ex officio* voting members. Three additional members shall be elected from the following departments: Humanities, Performing and Visual Arts, and Social Sciences. There shall not be more than one voting member from any one academic discipline on the committee. The academic affiliation of the *ex officio* members shall not be counted in determining representation of academic disciplines.

Each department shall select or appoint its representative in the spring for a two-year term beginning in the fall. Elections of the at-large members will be held in the spring for a two-year term beginning in the fall.

2. The College Diversity Committee shall be responsible for coordinating diversity initiatives within the college, serving as a liaison group for university-wide diversity initiatives, maintaining open communication with the Inclusive Excellence/ University Diversity Committee, and for any other activities related to diversity that are assigned to the committee by the Dean of the College.
3. The College Diversity Committee shall report to the LAE Council each spring to evaluate activities of the present year and preview activities for the next year.

Section 7**The College Elections Committee:**

1. There shall be a College Elections Committee consisting of four faculty members appointed by the Dean of the College for a term of three years.
2. The Committee shall be responsible either for preparing slates of nominees that may be supplemented by nominations from the floor, or for circulating a nominating ballot, and for conducting all elections within the College. Likewise, the committee shall be responsible for maintaining a complete list of all persons eligible to vote in each election and those eligible to serve in each position.
3. The Committee shall provide a ballot for each eligible faculty member of the College who is on campus at the time of the election.
4. In any election, the candidate with the largest plurality shall be declared elected.
5. When more than one candidate is to be elected to a particular position, the persons receiving the highest pluralities shall be declared elected.

Section 8**The College Scholarship Committee:**

1. There shall be a College Scholarship Committee consisting of four faculty members appointed by the Dean of the College for a term of three years.
2. The Committee shall screen applicants, provide recommendations for scholarships as requested by the UW-Platteville Foundation, and perform other tasks related to scholarships as requested by the Dean of the College.

Section 9**The College Selection Committee:**

1. The College Selection Committee will select all award winners within the College, which includes alumni awards, faculty and staff awards, and College-sponsored student awards. The Selection committee will also select faculty forum participants.
2. The College Selection Committee will consist of five faculty members appointed by the Assistant/Associate Dean of the College for a term of three years (staggered appointments) and the Assistant/Associate Dean, who shall serve as chair (*ex officio* voting).

Section 10**Deans Fund Committee:**

1. The College Dean's Fund Committee will select faculty and instructional staff Dean's Fund requests, undergraduate student research requests, and requests for travel reimbursement to accompany student researchers.

2. The College Dean's Fund Committee members will be selected by the Dean and will serve a three-year term.

Section 11

Ad Hoc Committees:

1. The Dean of the College and the College Council may appoint ad hoc committees for special problems, planning and advising, and other situations.
3. Ad Hoc Committees and all other committees shall report to the Faculty of the College at the call of the Dean or the Council. If minority reports exist, they shall be heard before voting on motions which may be contained in the majority reports.

Article VIII: College Meetings

Section 1

There shall be at least one meeting of the College Faculty each semester.

Section 2

Special meetings of the College Faculty may be called at the Dean's discretion and must be called upon by petition of 10 percent of the College Faculty.

Section 3

A quorum shall consist of 20 percent of the voting membership of the College.

Section 4

Written or electronic notice and agenda of College Faculty meetings shall be furnished to all members at least one week prior to a meeting.

Section 5

All College meetings and proceedings of Councils and Committees shall be conducted according to parliamentary procedures.

Article IX: Referral and Appeal

Any decision of the College Faculty may be referred to the Faculty Senate, the entire University Faculty, and/or the Chancellor for review:

- a. at the request of the Chancellor of the University, or
- b. by a majority vote of the College Faculty present and voting at any regularly scheduled or special faculty meeting.

Article X: Other Matters

Any matter of college governance not specifically covered by this constitution will be dealt with in accordance with UW-Platteville Faculty Constitution and Bylaws.

Article XI: Amendment

This constitution may be amended if a proposed change is adopted by a two-thirds vote of those assembled, provided quorum is met, at two successive meetings of the College Faculty and subsequently approved by the Chancellor of the University.

Adopted January 23, 1989
Amended May 10, 1994
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Adopted October 18, 1995
Amended January 26, 2009
Amended April 28, 2011
Amended February 16, 2017