



DATE: April 20, 2016

TO: Mary Churchill, Chair of Undergraduate Academic Affairs Council (UAAC)
John Paul, Chair of Graduate Council (GC)
Kay Biga, Chair of Personnel Council

FROM: Brent Notbohm, Chair of Faculty Senate

RE: Minimum Teaching Qualifications Policies

Dear Council Chairs,

On April 19, 2016, Faculty Senate charged UAAC and GC to review current minimum teaching qualifications policies for undergraduate and graduate instruction, respectively, to insure UW-Superior is in compliance with the requirements of the Higher Learning Commission (HLC). Specifically, UAAC and GC need clarify the definition of disciplines component of these policies, as both councils have broad disciplinary representation. UAAC and GC should forward their recommendations to Personnel Council for review by May 2, 2016. Based on these recommendations, Personnel Council is charged to write a statement to replace section 7.4.4.1 of the Unclassified Handbook titled "minimum qualifications" for approval at the final Faculty Senate meeting of the academic year on May 17, 2016. Attached is a memo from Provost Hensrud initiating this charge, along with several supporting items to help with the work.

I sincerely apologize for the expedited timetable to complete this work, particularly at the end of the academic year, but it is extremely important that we get this done now as it will have ramifications on the HLC Assurance Argument currently being drafted and for the HLC site visit next year. Please let me know if you have any questions and thank you, as always, for your excellent service!

-Brent