

## 4. GOVERNANCE

### 4.1 FACULTY ROLE IN GOVERNANCE

The faculty of the university of Wisconsin-Superior is responsible to the chancellor of the university through the department chairs, the dean of faculties, and the provost/vice chancellor for academic affairs. Chapter 36 of the Wisconsin statutes and the Wisconsin administrative code: rules of the Board of Regents of the University of Wisconsin system states:

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 the responsibility for the immediate governance of such institution and shall actively participate in institutional policy development. As such, the faculty shall have the primary responsibility for academic and educational activities and 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. [UWS 36.09(4)]

Faculty participate in these academic, educational and personnel matters through individual initiative, service on departmental and University committees, and the Faculty Senate.

### 4.2 ACADEMIC STAFF ROLE IN GOVERNANCE

The academic staff members of each institution, subject to the responsibilities and powers of the board, the president, the chancellor and the faculty of the institution, shall be active participants in the immediate governance of and policy development for the institution. The academic staff members shall have primary responsibility for the formulation and review, and shall be represented in the development, of all policies and procedures concerning academic staff members, including academic staff personnel matters. The academic staff members of each institution shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.

Academic staff participate in the institutional governance through individual initiative, service on University committees, and the Academic Staff Senate.

### 4.3 STUDENT ROLE IN GOVERNANCE

The students of each institution or campus 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 institutions. As such, students shall have primary responsibility for the formulation and review of policies concerning student life, services and interests. Students in consultation with the chancellor and subject to the final confirmation of the board shall have the responsibility for the disposition of those student fees which constitute substantial support for campus student activities. The students of each institution or campus shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.

The University Student Senate (USS) is the official, fully representative student governing body charged with the duty of representing student interests and promoting the general welfare of the University students. Students serve on and have voting privileges on a variety of University committees. As an administrative link, USS serves all students who have complaints or suggestions but are uncertain about the proper channels for action.

### 4.4 FACULTY SENATE

The Faculty Senate is the representative body through which the faculty exercises its governance rights and responsibilities. The Faculty Senate is composed of one representative from each academic department and two members elected at-large, including the chair. The business of the Faculty Senate is conducted through five Councils and several standing committees, referred to as 'faculty committees'. The Councils are: the Undergraduate Academic Affairs Council, the Personnel Council, the Planning and Budgetary Council, the Academic Program Review Council, and the Graduate Council. (See Appendix B for Faculty Senate Charter.)

**4.4.1 The Undergraduate Academic Affairs Council**

The Undergraduate Academic Affairs Council reviews, develops, and recommends policies and guidelines regarding curriculum and approves or disapproves requests for new courses, course revisions, new programs, program revisions, major and sub-major academic programs, minors, concentrations, specializations, and other academic policies (e.g., admissions standards, academic calendar, academic reinstatement, decisions on academic credits, class size, grading, issues related to attendance, student concerns related to curriculum and instruction and other responsibilities as directed by the Faculty Senate). Standing committees of the Academic Affairs Council submit recommendations to the Council. The Council in turn submits recommendations to the Faculty Senate for approval. The voting membership of the Undergraduate Academic Affairs Council consists of one member from each academic department.

**4.4.2 The Personnel Council**

The Personnel Council is responsible for reviewing and making recommendations on personnel matters, including personnel rules, salary guidelines, promotion/tenure/post-tenure review guidelines, workload, Affirmative Action and Diversity policies, and faculty/staff development. The Council forwards its recommendations to the Faculty Senate. The Council also appoints a faculty hearing committee to deal with complaints and grievances, and forwards its report to the Chancellor. The Council consists of five faculty members.

**4.4.3 The Planning and Budgetary Council**

The Planning and Budgetary Council is charged to review, develop, and coordinate the faculty governance role in university planning and budgeting processes and make recommendations to the Faculty Senate. The Council consists of five faculty members.

**4.4.4 The Academic Program Review Council**

The Academic Program Review Council's charge is to conduct and supervise the program audit and review process and forward its findings, stipulations, suggestions, and observations to the Faculty Senate for approval. The Council consists of five faculty members.

**4.5 THE GRADUATE COUNCIL**

The Graduate Council is the policy making body for the Graduate Faculty and Graduate Programs, acting within the limits of the University of Wisconsin Faculty Senate and its graduate faculty bylaws, policies of the State of Wisconsin and the Board of Regents of the University of Wisconsin.

**4.6 FACULTY COMMITTEES**

The following are standing committees of the faculty. The Faculty Senate determines the duties, responsibilities and membership of these committees. For the latest information on the charges and membership of all standing governance committees, please visit <http://www.uwsuper.edu/provost/committees/index.cfm>.

**4.6.1 Academic Service Learning Advisory Committee**

The Academic Service Learning advisory committee consists of faculty, academic staff and community partners. This group serves in an advisory capacity for the development of service learning at UW-Superior, and will help to determine how to best expand service learning opportunities across campus. Its responsibilities include: 1) Review of proposed academic service learning courses for "ASL" designation; 2) Regular review of academic service learning course offerings; 3) Development and maintenance of criteria for academic service learning courses. Committee membership includes (1) four faculty members; (2) two instructional academic staff; (1) one Continuing Education representative; VISTA Supervisor; and VISTA volunteer (when the campus has one); community members (as appropriate). The VISTA supervisor serves as an ex officio member. The members will serve three (3) year staggered terms.

**4.6.2 Center for Excellence in Teaching & Learning**

The Advisory Committee for the Center for Excellence in Teaching and Learning (CETL) provides advice and recommendations to the Director and staff of CETL on mission, direction and priorities for the Center to support quality teaching and learning at UW-Superior. The committee membership consists of faculty (5), academic staff (2), and student (1).

**4.6.3 Continuing Education Committee**

The Continuing Education Committee reviews Continuing Education/Extension offerings and activities. Based on this review, the Committee makes recommendations to the Director of Continuing Education/Extension and reports to the Academic Affairs Council. The committee membership consists of four (2) faculty members, two (2) members of the academic staff, and one (1) student.

**4.6.4 Credits and Student Reinstatement Committee**

The Credits and Student Reinstatement Committee is empowered by the Academic Affairs Council to act on petitions from students for deviations from the prescribed curriculum and to resolve problems arising because of curricular changes. The Committee reviews and acts upon all petitions for readmission to the University submitted by students who have been suspended for academic reasons. The Committee also hears appeals from students who complete a petition for reinstatement following an unsuccessful petition for readmission. The Committee membership consists of five (5) Faculty (3 year staggered terms), two (2) Students, Registrar (ex-officio), Director of Academic Advising (ex-officio), Director of Extended Degree (ex-officio), Director of Student Support Services (ex-officio). The committee elects its chair.

**4.6.5 General Education Committee**

The General Education Committee (GEC) provides oversight for the University's General Education Program. Its responsibilities include: 1) Review of proposed general education courses for inclusion and placement within the program; 2) Coordination of general education assessment and continuous improvement, including regular review of general education offerings; 3) Development and maintenance of criteria for general education courses and report criteria changes (or proposed changes) to the Undergraduate Academic Affairs Council (UAAC) and the Faculty Senate; 4) Review of other issues related to the General Education Program as referred to the GEC by the UAAC and/or the Faculty Senate. The GEC reports all of its recommendations to the UAAC. To insure a healthy cross-section of University programs, the GEC will consist of eight people: one non-voting student member and seven faculty members from the following areas: One Faculty (1) from the Fine and Applied Arts (Visual Arts, Communicating Arts, Music, Writing); One Faculty (1) from the Humanities (First Nations Studies, History, Philosophy, WLLC (Chinese, English, German, Spanish)); One Faculty (1) from the Social Sciences (Anthropology, Criminal Justice, Economics, Geography, Global Studies, Health and Human Performance, Legal Studies, Political Science, Psychology, Sociology, Women's Studies); One Faculty (1) from Mathematics, Computer Science and the Natural Sciences; One Faculty (1) from Non-General Education Fields (Business, Education Leadership, Library Science, Reading/Language Arts, Social Work); One Faculty(1) who teaches in the General Education Diversity and/or Non-Western Categories; One Faculty (1) from UAAC to act as liaison between the GEC and UAAC (These responsibilities preclude this faculty member from serving on any other University committees or councils.); One non-voting student member of junior or senior status (1); Provost (ex officio); Registrar (ex officio).

#### **4.6.6 Global Awareness and Education Committee**

The Global Awareness and Education Committee focuses on the fostering of the campus-wide Global Awareness Initiative. This is one of the essential aspects of the public liberal arts mission at UW-Superior. The Committee's specific duties and responsibilities include: recommendations to strengthen and expand the global dimension of the curriculum; policy recommendations for administration of all types of learning abroad programs; encouragement of community outreach activities devoted to global awareness and education; promotion and sponsorship of related conferences, lectures, concerts and other events; advocacy of the interests and welfare of international students attending UW-Superior; promotion of recruitment and admission of international students; and recommendations for faculty and student exchange programs involving universities and other institutions abroad. The Committee makes recommendations to ensure the location of adequate resources to implement campus-wide global initiatives. The Committee communicates all actions to the Faculty Senate and Student Senate for review, and ratification, if necessary. Committee members serve three year staggered terms. The membership consists of Faculty (5); Academic Staff (2); Students (4) (2 returning from Study Abroad, 2 International students); Representative (1) from the Office of International Programs; Associate Dean for International Education and Programs (ex-officio).

#### **4.6.7 Library Advisory Committee**

The Library Advisory Committee reviews the holdings, operations and services of the Jim Dan Hill Library. Based on this review, the Committee makes recommendations to the Director of the Library and reports to the Academic Affairs Council. The Committee membership consists of three (3) faculty, one (1) member of the academic staff, and one (1) student. The Committee elects its chair.

#### **4.6.8 Sabbatical and Faculty Development Committee**

The Sabbatical Committee reviews faculty proposals for sabbatical leaves and forwards recommendations for these leaves to the Vice Chancellor, consistent with provisions of the UW-Superior Faculty Sabbatical Program. In addition, the Committee reviews faculty development project proposals and makes funding recommendations to the Vice Chancellor. The membership of the committee consists of four (4) tenured faculty members serving staggered three-year terms appointed by the Faculty Senate, and one (1) additional faculty member appointed annually by the Vice Chancellor. The committee elects its chair and reports to the Senate Executive Committee.

#### **4.6.9 Teacher Education Advisory Committee (TEAC)**

TEAC performs the following functions: 1. Coordinates all curriculum and instructional matters related to DPI accreditation; 2. Coordinates the accreditation process for content departments; 3. Coordinates the portfolio development and assessment process; 4. Coordinates the program application process; 5. Plans, develops, and implements the teacher education program assessment and continuous improvement process; 6. Plans initiatives to address the college mission and vision in relation to the teacher education program; 7. Establishes *ad hoc* task groups as needed; 8. Proposes agenda items for the Educational Leadership department meetings; 9. Advises the Educational Leadership Department on matters related to teacher certification programs; 10. Reviews and makes recommendations on any curricular change proposed by a department that has an impact on teacher education licensure programs, before the proposed change is considered by the appropriate department and the Undergraduate Academic Affairs Council; 11. Coordinates diversity initiatives.

The Teacher Education Committee meets a minimum of once each month to address tasks associated with the committee's responsibilities. The committee membership consists of: 1. Coordinator of Teacher Education (Committee Chairperson); 2. All faculty from the Teacher Education program; 3. A faculty member from each of the content departments (chosen by the department); 4. A representative from Distance Learning (appointed by Distance Learning Office); and the following ex officio members: 1. Chair of Educational Leadership department; 2.

Certification Officer; 3. Teacher Education Advisors; 4. Student Teaching Director; and 5. Teacher Education Program Recruiter and Advisor.

#### **4.6.10 Terminations Committee**

The Committee on Terminations functions as (1) the standing faculty committee charged with hearing dismissal cases and making recommendations as detailed in Section 4.03 of Chapter, UWS 4 (Procedures for Dismissal) of the Wisconsin Administrative Code; and (2) the faculty hearing committee described in Section 5.11 of UWS 5 (Layoff and Termination for Reasons of Financial Emergency) of the Wisconsin Administrative Code. The Committee membership consists of four (4) faculty members. The Committee elects its chair.

#### **4.6.11 Undergraduate Academic Advisement Committee**

The Undergraduate Academic Advisement Committee reviews the programs and procedures used for academic advisement. Based on this review, the Committee makes recommendations to the Coordinator of Undergraduate Advisement regarding the advisement process and faculty in-service programs. The Committee membership consists of three (3) faculty, two (2) academic staff, and one (1) student. The Committee reports to the Academic Affairs Council.4.5.11.

#### **4.6.12 Undergraduate Research, Scholarship, and Creative Activity Committee**

The Undergraduate Research and Creative Activity Committee promotes and supports undergraduate research, creative activity and scholarship. The committee organizes at least one all-campus UGR celebration day annually and maintains and publishes a calendar of state and national UGR opportunities for UW Superior students. The committee is advisory to the Provost and reports to the Undergraduate Academic Affairs Council. Each member should have an interest in research and building an undergraduate research program. The membership consists of three (3) faculty, one (1) instructional academic staff, and two (2) students.

#### **4.6.13 Writing Across the Curriculum Advisory Group**

The advisory committee is composed of four *members* of the faculty and two members of the teaching academic staff, representing the broad areas of Business/Math/Computer Science, Letters & Science, Fine Arts, and Education. This group (1) advises the WAC Coordinator; (2) reviews proposals as WAC initiative continues to develop and recommends approval or revision; and (3) assists WAC Coordinator with development of ongoing program assessment, reviewing assessment data, and recommending revisions as needed. The membership consists of faculty (4, 3-yr terms), academic staff (2), and students (1)

### **4.7 ACADEMIC STAFF SENATE**

The Academic Staff Senate consists of nine (9) members, elected on a rotating basis. It is the duty of the Academic Staff Senate to:

- Develop policies, practices and recommendations which are in the best interest of the Academic Staff and consistent with the goals and mission of the University.
- Encourage professionalism among academic staff members and promote involvement of the Academic Staff in the activities of the University, and to that end, provide staff representation on University committees.
- Understand and advocate for academic staff on such issues as compensation and career advancement, and to identify goals of academic staff, and take appropriate action to.
- Encourage professional development and review and recommend how development grant funds are allocated.
- Receive and review concerns from Academic Staff, following grievance procedures as defined in the UW-Superior Unclassified Staff Handbook, Chapter 4, Section 4.2.

The Academic Staff Senate may initiate amendments to the local Academic Staff Personnel Rules and Procedures. The Senate also serves as the official academic staff representative consultative body for the Chancellor and the Chancellor's cabinet (see 6.032).

## **4.8. ACADEMIC STAFF COMMITTEES**

### **4.8.1 Academic Staff Personnel/Compensation Committee**

The Academic Staff Personnel/Compensation Committee shall review all requests and policies for promotion, title changes, and/or career progression requests; make recommendation to the Vice Chancellor based on the review of requests. Reviews academic staff compensation issues and policies and informs the academic staff constituency of current issues.

Composition of the membership is five (5) members: two academic staff senators elected from the Academic Staff Senate, two academic staff nominated and elected from the academic staff constituency, and Director of Human Resources. Chairperson is selected by members of the Personnel/Compensation Committee.

### **4.8.2 Academic Staff Senate Legislative Committee**

The Academic Staff Senate Legislative Committee shall keep abreast of legislative issues and trends which may affect academic staff and inform the Senate of bills or legislative trends which may require action.

Composition of the membership shall consist of at least three (3) academic staff members nominated and elected from the academic staff constituency. Additional members, if appropriate, shall be nominated and elected by the Senate. Chairperson is selected by members of the Legislative Committee.

### **4.8.3 Academic Appeals Committee**

Investigates any complaint against an academic staff member and reports findings and recommendations to the Chancellor. Composition of the membership shall consist of at least three (3) academic staff members nominated and elected from the academic staff constituency as needed.

#### **4.8.4.4 Academic Staff Representative to UW System**

Serve as official representative of the academic staff and the Senate externally and in this capacity receive all external communications regarding academic staff. Composition of the membership shall consist of at least one (q1) academic staff member nominated and elected from the academic staff constituency.

## **4.9 UNIVERSITY COMMITTEES**

The following committees serve in an advisory capacity to one or more members of the administration.

### **4.9.1 Academic Misconduct Hearing Committee**

The Academic Misconduct Committee serves as the hearing committee for alleged cases of student academic misconduct as specified in Chapter 14 of the UW Administrative Code. Faculty who suspect academic misconduct in a student's class work may refer the case of alleged misconduct to the Committee. In these cases, the Committee, acting under the procedures set forth in Chapter 14, reviews the case and may recommend a number of disciplinary sanctions. The committee's findings and recommendations are reported to the Chancellor for action. The Committee membership consists of four (4) faculty and three (3) students. The Committee elects its chair.

### **4.9.2 Affirmative Action and Educational Opportunity Committee**

The Affirmative Action/Equal Opportunity Committee (Education and Employment) AA/EO advises the Chancellor concerning programs designed to ensure equal opportunities to all employees, students, applicants for employment, and clients of the university. The committee acts as a voice for students, staff, and faculty regarding AA/EO issues and the creation of an inclusive and respectful campus climate. The committee may review and evaluate any information and statistics regarding AA/EO issues and campus climate. The committee works proactively to educate within the university community on AA/EO issues. It makes such recommendations to the Chancellor and the Affirmative Action Officer to give effect to the letter

and spirit of the AA/EO plan, Title IX regulations, and Plan 2008. The committee is composed of two (2) faculty, two (2) academic staff, two (2) classified staff, (2) two students, the Multicultural Affairs Coordinator, the Affirmative Action/Title IX Coordinator (Convener) (ex-officio), and the Women and Gender Issues Coordinator (ex-officio). The Committee elects a chair at the beginning of each academic year and submits an annual report to the Chancellor and campus governance groups at the conclusion of each year. The committee will meet a minimum of four times per semester.

#### **4.9.3 Alcohol and Other Drug Abuse Committee (AODA)**

This committee is charged with:

- Reviewing the UW-System recommendations for prevention and determining what our campus needs to focus on when dealing with alcohol and other drug issues. (The system guidelines include: Policy & Program Development, Research, Curricular Integration, Assessment, Awareness & Promotion, Collaboration, and Alcohol Beverage Marketing.)
- Reviewing the current campus policies and making recommendations for changes.
- Providing programs and activities that provide education and alternative<sup>3</sup> opportunities to our students and that encourage the reduction of high-risk drinking on campus.
- Creating a strategic plan to address AODA concerns.
- The membership recommendations are as follows two (2) faculty, three (3) academic staff, three (3) students, the AODA Coordinator. Appointees are made by the Superior Mayor.

#### **4.9.4 Athletics Advisory Committee**

The Athletics Committee continually reviews athletic programs and practices in an effort to promote student athletics as an integral part of a liberal education. Items reviewed include such issues as the array of sports offered, resources necessary for individual sports, university policies affecting student athletes and all matters pertaining to the strengthening of athletics. The committee makes recommendations and reports to the Chancellor through the Dean of Students.

The committee membership consists of four (4) faculty, three (3) academic staff, two (2) students and the Athletic Director who serves as the chair in an ex officio capacity. The Athletic Director will call for meetings at least once each semester and will prepare an agenda. Other Committee members may add items to agendas.

#### **4.9.5 Continuous Improvement Planning Team**

The integrated strategic planning process is designed to help the university implement its mission and chart a course for the future. Strategic planning is tied to reaccreditation by the Higher Learning Commission. This reaccreditation process for Superior will begin in Fall 2010 and will result in a completed self-study and reaccreditation visit in 2-012-13.

##### **4.9.5.1 The Charge of the University Continuous Improvement Planning Team (CIPT) is to:**

- Serve as the oversight steering committee for the Higher Learning Commission Self-Study and Reaccreditation processes.
- Recommend both annual and long-term institutional priorities including those priorities related to our Public Liberal Arts Mission, the UW System's Growth Agenda, and Making Excellence Inclusive.
- Review and assess progress toward achieving the strategic priorities.
- Communicate progress toward achieving institutional priorities.
- Facilitate the integrated planning process to include unit and departmental strategic plans across the institution.

**4.9.5.2 Members include:** Provost/Vice Chancellor for Academic Affairs, Vice Chancellor for Administration and Finance, Vice Chancellor for Campus Life, Assistant Vice Chancellor for Technology Services, A representative from Distance Learning, Chair of the Faculty, One member of the faculty Planning and Budgetary Council, to be chosen by the council, Two at-large faculty, to be selected by Faculty Senate, Student Senate President, One at-large student to be selected by Student Senate, Chair of Academic Staff Senate.

**4.9.5.3** The Provost will convene and chair the CIPT.

**4.9.5.4** The Director of Institutional Research will serve as ex officio.

**4.9.5.5** When expert knowledge is needed for particular agenda items, individuals with such expertise will be invited to report and participate in discussion.

**4.9.5.6** This committee reports to the Chancellor.

#### **4.9.6 First Year Experience Advisory Committee**

The First Year Experience advisory committee consists of faculty, academic staff and one student. This group serves in an advisory capacity for the development of first year experience initiatives on campus (as outlined in the First Year Experience Implementation Plan), including but not limited to first year seminars, peer mentoring, early alert programs, and themed programs. The faculty on the committee serve as a subcommittee to review first year seminar proposals and make recommendations to the Academic Affairs Council. The First Year Experience Coordinator serves as ex officio.

The committee membership shall consist of four (4) faculty, three (3) academic staff (one MUST be teaching academic staff), and one (1) student.

#### **4.9.7 Gender Equity Committee**

The Gender Equity Committee works to identify equity issues related to gender, gender identity, gender expression, and sexual identity among students, classified staff, academic staff and faculty. The campus climate for women has been and continues to be one of the committee's primary concerns. The committee works to identify practices that work against equity and to recommend revised practices that move the university toward equity in all of its programs, policies, and procedures. In particular, the committee serves as a consultative body for gender equity programs in Campus Life. The committee will report its work each year to the Provost/Vice Chancellor and campus governance bodies. The committee membership consists of two (2) faculty, two (2) members of the academic staff, one (1) member of the classified staff, one (1) WSEU classified staff representative, and two (2) students. The Women's and Gender Studies Coordinator will be an ex-officio member and will convene the committee each Fall semester. The committee elects its own chair annually. There will be a three year staggered rotation of members from each classification.

#### **4.9.8 Environmental Health and Safety Committee**

The Environmental Health and Safety Committee reviews, develops and promotes safety and environmental health plans. Environmental health and safety issues or concerns that come to any campus office are directed to the Committee for review. Committee recommendations are forwarded to the Vice Chancellor for Administration and Finance for action. The Committee membership consists of three (3) faculty (the chemical safety officers from Biology, Chemistry and Fine Arts), one (1) representative from the Lake Superior Research Institute, one (1) representative of the academic staff, one (1) representative of the classified staff, one (1) representative from Student Life, the Risk Manager, the Worker's Compensation Coordinator, , the Director of Human Resources, a Physical Plant representative, and the following ex officio

members: Director of Environmental Health/Safety and the campus Safety Officer. The Committee elects its chair.

#### **4.9.9 Housing Appeals Committee**

The Housing Appeals Committee considers individual student appeals from Board of Regent policy #173 that requires all non-veterans, unmarried freshmen and sophomore students, under the age of 20, to live in the residence halls and participate in a university meal plan, unless they are living with a parent or legal guardian. These appeals come to the Committee through a petition filed with the Residence Life Office. The Committee forwards recommendations to the Dean of Students who hears any student appeals of a Committee decision. The Committee membership consists of one (1) faculty member, two (2) members of the Academic Staff, three (3) students and the Director of Residence Life (ex officio). The Committee elects its chair.

#### **4.9.10 Information and Instructional Technologies Committee**

The Information and Instructional Technologies Committee advises the Chief Information Officer activities and strategies to be used in implementing the campus Information Technology plan. This advice includes recommendations on new software and technologies as well as recommendations on various technology usage policies and procedures. The Committee membership consists of six (6) faculty members, three (3) members of the academic staff, one (1) member of the classified staff, one (1) student and the Chief Information Officer (ex officio). The Committee elects its chair.

#### **4.9.11 Institutional Animal Care and Use Committee (IACUC)**

The IACUC reviews all proposed research and instructional projects involving animals to ensure that they are justified by their benefits and minimize any animal pain or suffering that might occur. Function:

- Oversee and review the care and treatment of animals in all animal study areas and facilities at least semiannually to evaluate compliance with Public Health Services Policy on Human Care of Use of Laboratory Animals.
- Keep appropriate records on all research protocols submitted for review and approval.
- Keep appropriate records of inspections of all animal facilities.

Committee Membership consists of three (3) members (Terms: 3 years rotating) Chairperson: Appointed by Provost; Scientist: Person familiar with animal use in research and educational activities (faculty); Non-Scientist: Person whose primary concerns are in a nonscientific area; Non-affiliated member: Person not affiliated with the University of Wisconsin Superior, intended to represent general community interests; Veterinarian: Person trained in animal health care. The Committee reports to the Provost.

#### **4.9.12 Institutional Review Board**

The Institutional Review Board (IRB) reviews all research protocols for any UW-Superior project involving human subjects. Such projects can be conducted only after they are approved by the IRB. The IRB works to assure that the rights and welfare of human subjects are protected and that appropriate methods of obtaining informed consent are utilized in projects involving human subjects, consistent with the Code of Federal Regulations, 45 CFR 46 (June 18, 1991). The membership of the committee consists of five (5) faculty members and one community member who is not otherwise affiliated with UW-Superior. The faculty membership includes at least one member whose primary concerns are scientific areas, at least one member whose primary concerns are in non-scientific areas and members representing graduate programs likely to generate research with human subjects. The Committee elects its chair and reports its recommendations to the Dean of Faculties.

#### **4.9.13 Non-Academic Misconduct Hearing Committee**

The Nonacademic Misconduct Hearing Committee convenes when a student requests that a matter be heard by the committee (Ch.17.06). Proceedings of the committee shall comply with

procedures in UW System Admin. Code Ch. 17. (Members of this committee cannot serve on the Academic Misconduct Hearing Committee or the Student Misconduct Appeals Committee. Convener: Student Affairs Officer. The committee shall consist of Chair (voting): (one faculty or academic staff selected by the committee from within its membership), one (1) faculty; two (2) academic staff, and two (2) students.

#### **4.9.14 Parking Appeals Committee**

The Parking Appeals Committee reviews appeals of on-campus parking violations (allegedly) committed by students, faculty and staff, as well as non-university individuals. Appeals are made to the Parking Office and come to the Committee without the name of the appellant. Committee decisions are communicated to the Dean of Students and the Parking Office. The Parking Office notified the petitioner of the Committee decision. The Committee membership consists of two (2) faculty members, two (2) members of the Academic Staff, one (1) member of the classified staff, two (2) students), and the Parking Office program assistant (ex officio). The Committee elects its chair.

#### **4.9.15 Promotion Committee**

Faculty promotion in rank is granted by the Board of Regents based on the positive recommendations of a candidate's department and the Chancellor. The Promotion Committee serves in an advisory capacity to the Chancellor. The Promotion Committee reviews promotion recommendations advanced by departments, and gives fair and full consideration to all relevant materials that are presented on a candidate's behalf. Using the general performance and achievement expectations for the various ranks (See section 7.1.1.2 of the [Staff Handbook](#)), and specific departmental criteria, the Committee evaluates a candidate's accomplishments and makes its promotion recommendations to the Chancellor.

The Committee membership consists of the Provost/Vice Chancellor (Committee chair), the Dean of Faculties, and six (6) professors, representing the range of academic fields, selected by the Faculty Senate. Terms of service for the faculty members shall be three years, with two faculty members being replaced each year.

Early in the fall semester, the Committee holds an informational meeting to describe its review process to potential promotion candidates and other interested parties. Departmental recommendations for promotion are submitted to the Committee (in care of the Provost) by December 1 each year.

With each candidate's file the department submits a copy of the departmental definitions and expectations for teaching, scholarship and service. During December and January the committee members read each file and evaluate the work done in each of the areas of faculty responsibility, based on the department's definitions. During Opening Week of the spring Semester the Committee meets as a group and reviews each candidate's teaching, scholarship and service accomplishments. This review is led by a presenter for each candidate, assigned by the Provost in advance of the meeting. Within a week of the close of this meeting, each committee member submits a vote (yes or no) on a motion to promote each candidate. In the case of a no vote, reasons are included for later Committee discussion.

The Provost tallies the votes, collates reasons associated with negative votes and shares this information with the Committee at its second meeting held in early February. Those candidates earning a majority of yes votes (at least five (5) of the eight (8) Committee members) will be recommended to the Chancellor for promotion. A list of reasons for those candidates not recommended for promotion by the Committee will be prepared at this meeting.

Within seven working days of the Committee's recommendations, the Provost/Vice Chancellor shall communicate these recommendations in writing to the candidate and to the appropriate department chair. A candidate denied recommendation for promotion may file a written request with the Provost/Vice Chancellor asking for the reasons for denial. A department, or candidate, may file a written request with the Provost/Vice Chancellor for committee reconsideration of a denied promotion recommendation within 30 days of written notification of the recommendation.

Requests for reconsideration shall be based upon violations of specified procedures or failure to consider pertinent evidence. The Committee shall reconvene, with adequate notice, and it shall fairly reconsider all relevant materials based on the department's or candidate's request. The Committee shall then provide written notice and explanation of its reconsideration decision to the department, the candidate and the Chancellor.

As in all matters, faculty members who believe their case was not fairly considered may file a complaint or grievance under the provisions of UWS 6.01 or UWS 6.02.

Later in the spring semester, the Committee meets to review its operating procedures. This review may lead to change in these procedures, or a recommendation to the Faculty Senate on qualifications and standards.

#### **4.9.16 Standing Committee on Women's Issues**

The Standing Committee on Women's Issues reviews student and staff concerns and develops recommendations to the Provost/Vice Chancellor for ways to improve the campus climate for women. The Committee works to identify gender issues and parts of the institution's educational and business processes that work against equity, and recommends changes to remove potential discriminatory practices from these processes. The Committee will report its work each year to the Provost/Vice Chancellor, the Faculty Senate, and other representative groups. The Committee membership consists of two (2) faculty, two (2) members of the academic staff, two (2) members of the classified staff, two (2) students, and the Coordinator of Women's and Gender Issues (ex-officio). The Committee elects its own chair. There will be annual rotation of one member from each classification.

#### **4.9.17 Student Misconduct Appeals Committee**

The Judicial Appeals Committee hears all student appeals on rulings by either the hearing examiner, the Nonacademic Misconduct Hearing Committee, or the Academic Misconduct Hearing Committee (Ch. 14.09 or 17.07). As of 3/08, the Chancellor has directed that all student misconduct appeals be handled by the Student Misconduct Appeals Committee. (Members of this committee cannot serve on the Academic Misconduct Hearing Committee or the Nonacademic Misconduct Hearing Committee.)

#### **4.9.18 Student Retention and Enrollment Committee**

This committee shall serve in an advisory capacity to the Assistant Vice Chancellor of Enrollment Management.

The advisory committee shall review and suggest updates to the campus strategies for retention of students and assist campus constituencies with the implementation of these strategies. Review assessments related to retention strategies and suggest future analysis and/or data collection; and recommend new strategies to meet the identified needs brought forth through the assessment. The committee will support the Assistant Vice Chancellor of Enrollment Management in dissemination and training of best practices in retention to the campus community. The committee shall submit an annual report to the Provost for circulation among the Cabinet and to governance bodies. The committee elects its chair annually.

Members consist of three (3) faculty for three-year staggered terms, two (2) academic staff (preferred teaching staff but not required) for three-year staggered terms, two (2) students one-year term, the Director of Academic Advising, the Associate Dean of Continuing Education/Distance Learning, the Assistant Vice Chancellor for Enrollment Management, the Vice Chancellor for Campus Life and Dean of Students, the Director of Admissions, Director of First Year Experience, Director of Career Services and the Director of Institutional Research (ex officio).

#### **4.9.19 Students and Staff Against Sexual Assault**

The Charge of the Sexual Assault Prevention Committee is as follows: To raise consciousness and awareness of sexual assault and issues surrounding sexual assault. Provide links to campus and community resources for those affected by sexual assault. Research and implement sexual

assault prevention and intervention strategies on our campus Encourage reporting and provide resources to those people. Integrate Campus Safety more effectively with campus response. Develop recommendations for campus policy and procedure regarding sexual assault. The Sexual Assault Prevention Committee will include people from the following areas: Psychology faculty representative, Women's studies faculty representative, and Students (2).

#### **4.9.20 Student Technology Fee Committee**

The Student Technology Fee Committee establishes priorities for the expenditure of revenues generated from the student technology fee. The Committee issues a call for proposals for projects that are consistent with the established priorities, reviews the proposals and makes funding recommendations to the Chief Information Officer. The Committee annually reviews the established proposal review process and makes adjustments as needed. The Committee membership consists of two (2) faculty members, one (1) member of the academic staff, five (5) students and the Chief Information Officer (ex officio). The Committee elects its chair.

#### **4.9.21 University Technology Committee**

The University Technology Committee advises the IITS Management Team activities and strategies to be used in implementing the campus Information Technology plan. This advice includes recommendations on new software and technologies as well as recommendations on various technology usage policies and procedures. The previous Student Technology Fee committee will be a subcommittee of this committee. Committee membership includes four (4) faculty, three (3) academic staff, one (1) classified staff, three (3) students, and the Chief Information Officer.

### **4.10 STUDENT COMMITTEES**

#### **4.10.1 International Student Services Committee**

The duties and responsibilities of the International Student Services Committee cover the range of problems and concerns of the international students on the campus. The committee consists of five (5) faculty/staff and three (3) students. The Director of International Student Services convenes the committee.

#### **4.10.2 Student Academic Affairs Council**

The Academic Affairs Council shall be accountable to the Student Senate, as representative of the student who have primary responsibility for student life, service and concerns. All of its actions shall be communicated to the Senate and the Senate has authority over this council. The purposes of the Council shall be to review, develop, and recommend policy and guidelines regarding student life, services, and concerns as determined by the President or directed by the Student Senate. The chair shall be the vice President of the Student Senate. Five Student Senate Members shall serve on this Council, one of who must be a Senator At-Large. The President of Student Senate shall serve as an ex-officio member of this council. The Chair of the Academic Staff Council shall be invited to appoint two voting members to this council. The Vice-Chancellor for Campus Life/Dean of Students shall serve as an ex-officio member.

#### **4.10.3 Student Affairs Hearing Committee**

The Student Affairs Hearing Committee consists of two (2) faculty and/or academic staff members and three (3) students, and acts in cases of nonacademic misconduct by a student when the investigating officer concludes that a sanction less than suspension or expulsion should be sought and when the student selects a committee hearing as the means of informal adjudication. The Dean of Students convenes the committee.

#### **4.10.4 Student Conduct Hearing Committee**

The Student Conduct Hearing Committee acts as a tribunal for cases in which suspension or expulsion of a student is requested by the University's investigating officer. The committee consists of two (2) faculty or academic staff members and three (3) students. The chair, appointed from the committee by the Chancellor, constitutes a quorum, in any hearing pursuant to due notice. Proceedings of the committee shall comply with procedures adopted by UW-

Superior pursuant to Chapter UWS 17, Wisconsin Administrative Code, Section 17.09(4) Hearing Procedures.

#### **4.10.5 Student Financial Aid Committee**

The Student Financial Aid Committee reviews and recommends policy changes regarding the financial aid programs. Information is provided for all committee members so that policies may be revised for the benefit of the greatest number of financial aid recipients in the student body. Report of the committee actions are approved by the Student Affairs Council and the Faculty Senate. An additional duty of the Student Financial Aids Committee is to act as an appeals body for students who wish to appeal the decisions of the Director of Financial Aids as regards the student's personal aid evaluation and awards. The committee includes the Director of Financial Aids, who chairs the committee, at least two (2) other faculty members and at least three (3) student members. Every effort will be made to include a minority student as one of the student members if one expresses interest to serve.

#### **4.10.6 Student Services Advisory Committee (SSAC)**

The Student Services Advisory Committee (SSAC) is a satellite committee of the Student Government Association (SGA). The Committee shall provide recommendations to the SGA on matters pertaining to, but not limited to Student Health & Counseling services and student affairs related matters. The Council may review student affairs issues with the approval of the Student Body President or the University Student Senate (USS) to ensure the issues are within the jurisdiction of the committee. The SSAC shall also be charged with devising the process for and consequently recommending the student commencement speakers for Spring & Winter Commencement, subject to the approval of the USS. The SSAC will be comprised of the Vice-Chancellor of Campus Life/Dean of Students (or his or her designee), two (2) faculty members, one (1) academic staff member, and four (4) students, **excluding the Student Body Vice President, who shall convene and chair this committee**. The SSAC will invite other campus staff on an as needed basis. This committee shall meet at least three (3) times per semester.

#### **4.10.7 Segregated University Fee Allocations Committee (SUFAC)**

The Segregated University Fees Allocation Council (SUFAC) is a standing committee of University Student Senate at the University of Wisconsin-Superior. The Council shall report to and be accountable to the University Student Senate. The President of the Student Senate shall report all of its final actions to the Chancellor. The purposes of this Council shall be the structuring of Segregated Student Fees, dispersing allocable and non-allocable fees within the guidelines of the UW-System, the management of student fee reserves, and policy and procedures for its operation. The chair shall be the Executive Director of the Student Senate. Five Student Senate Members shall serve on this Council. Two student-at-large shall serve on this Council which will be appointed by the president and confirmed by a majority vote of senate. The President of the Student Senate shall serve as ex-officio, non-voting member of this Council.

#### **4.10.8 Yellowjacket Union Student Center Policy Board**

The Yellowjacket Union Board serves as a policy board regarding matters pertaining to use of the Yellowjacket Union, contractual services, program development, building improvements, marketing, etc. The Board is composed of one (1) faculty member, one (1) academic staff member, and six (6) UW-Superior students and the Yellowjacket Union Director. The Student Senate Vice President chairs this committee.