



# MARATHON COUNTY

A Campus of the University of Wisconsin Colleges

## CONSTITUTION

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## University of Wisconsin-Marathon County

### CONSTITUTION

1.00 **UWMC COLLEGIUM.** Consistent with the University of Wisconsin System (UWS) rules and regulations, the governance of the University of Wisconsin-Marathon County (UWMC) shall be vested in the faculty of UWMC and in its academic staff and students in accordance with the University of Wisconsin Colleges (UWC) Constitution and this document.

1.01 **MEMBERSHIP IN COLLEGIUM.** The UWMC Collegium shall comprise all faculty and academic staff and three students. The three students serving on the Collegium are to be elected by the UWMC Student Association (SA). Student Collegium members may not vote for the election of faculty representatives from UWMC to the UWC Senate.

- A. The term Faculty means persons who hold the rank of professor, associate professor, assistant professor, or instructor in the UWC. The faculty of the UWC shall have the right to determine their own organizational structure and to select representatives to participate in UWC governance. (Some academic staff previously granted faculty status by the UWC Senate may choose to continue as "faculty" for governance purposes as allowed under "Faculty Status" below.)
- B. The term Academic Staff means professional and administrative personnel other than faculty and classified staff. The academic staff of the UWC shall have the right to determine their own organizational structure and to select representatives to participate in UWC governance. For governance purposes, lecturers with 40% to 49.99% appointments will be considered half-time.
- C. The term Faculty Status means only those academic staff members who have been previously granted faculty status by the UWC Senate and who may, at their choice, continue to participate as "faculty" in UWC governance.
- D. Faculty or academic staff members with split appointments shall be members of the UWMC Collegium if their appointments at UWMC are half-time or more and they elect UWMC as their home campus at the time of appointment.
- E. Collegium members holding simultaneous half-time faculty and half-time academic staff appointments shall, for governance purposes, designate themselves as either faculty or academic staff by writing to the chair of the Steering Committee.
- F. Members who must miss Collegium meetings because of other unavoidable obligations may vote on individual issues or elections by proxy so long as they indicate their intention to do so in writing to the recording secretary in advance. Those obligations and times must be spelled out on the written requests. Such proxies shall be counted as present for quorum purposes. The use of proxies shall be limited to specific amendments to constitutions, to senate policies and by-laws, and to elections.
- G. Faculty, academic staff or students who do not attend a particular Collegium meeting and do not obtain a proxy as provided in section 1.01 (F) and faculty or academic staff on professional leaves of absence shall retain their voting status but shall not be counted for purposes of the quorum at meetings they do not attend. Official Collegium votes shall not occur if the number of Collegium members in attendance at a meeting is less than 50% of those in attendance or excused for reasons of professional obligations. All absences for reasons of professional obligations must be previously registered with the recording secretary. Amendments to the local Constitution are covered in 6.0.

H. The UWMC Dean (or the Dean's designee) shall be the non-voting presiding officer of the Collegium.

**1.02 COLLEGIUM JURISDICTION AND RESPONSIBILITIES.** The UWMC Collegium shall be the governance body responsible for the academic program of UWMC. Consistent with UWS and UWC policies it shall, through its standing committees, and in conjunction with UWMC administration, review and initiate recommendations to the UWC Senate on matters of UWC-wide concern and of matters of UWMC concern, and act on matters presented to it by the UWC Senate. The Collegium and its standing committees shall have bylaws specifying their operational policies.

**1.03 DIVISIONS.** In cases where representation on standing committees of the Collegium should be reflective of divisional points of view, the faculty shall be divided into the following three divisions:

<u>Humanities</u>	<u>Natural Sciences/Mathematics</u>	<u>Social Sciences</u>
Art	Biology	Anthropology
Communication Arts	Chemistry	Business Administration
English	Computer Science	Cultural Geography
Foreign Language	Engineering	Economics
Music	Geology	History
Philosophy	Mathematics	Political Science
	Physical Education	Psychology
	Physical Geography	Sociology
	Physics	

- A. Each division shall elect a chair, who shall call divisional meetings and serve on the Budget Committee.
- B. The academic staff shall constitute the functional equivalent of a division where academic staff representation is called for on the divisionally elected committees.

**1.04 STEERING COMMITTEE ELECTED AT LARGE.** The Steering Committee shall be elected by the Collegium at large to carry out the campus responsibilities specified below consistent with the UWC Constitution. It shall comprise seven voting members: a chair, four faculty and one academic staff elected by the Collegium at large from its membership in the order specified in 2.00 below, and one student as designated by the SA Constitution. The Dean shall be an ex-officio, non-voting member.

Steering Committee members shall be elected to serve from the start of the academic year each fall until the start of the next academic year.

The Steering Committee shall have the following duties and responsibilities:

- A. Prepare the agenda for the Collegium meetings and call any special meetings it deems appropriate;
- B. Assign members to the appointed committees and establish ad hoc committees;
- C. Refer specific issues to appropriate Collegium committees;
- D. Act for the Collegium until the next scheduled meeting of the Collegium;
- E. Nominate faculty for possible election or appointment to sundry UWC and UWS committees, including those elected by the UWC Senate as well as various academic staff and administrative search and screen committees;
- F. Appoint one of its faculty members to convene a Sexual Harassment Mediation Committee (consisting of the appointed faculty member from Steering plus one member elected by the academic staff, another elected by the classified staff, and one student appointed by SA) to mediate sexual harassment concerns promptly and informally;
- G. Investigate, consistent with the authority vested in the standing committees of the campus, at the request of faculty, administration, academic staff or students, matters the Committee deems relevant to the campus mission and, if appropriate, make recommendations to the Collegium or the administration;

- H. Review an annual report from the Dean regarding all courses offered on the campus by other institutions;
- I. Assist, at the Dean's request, in the annual evaluation of non-teaching academic staff;
- J. Be responsible for the implementation, oversight and evaluation of UWMC Committee on Diversity.

1.05 **APPEALS AND GRIEVANCE COMMITTEE ELECTED BY FACULTY AT LARGE.** The Appeals and Grievance Committee shall be elected by the faculty at large to carry out the campus responsibilities specified below consistent with the UWC Constitution.

Membership: Three tenured faculty (not on Promotion and Tenure or Evaluation);  
One alternate, to serve whenever a member of this Committee is substantially involved in a case being considered by it.

Duties and responsibilities:

1. Hear appeals and grievances against actions or conduct by a UWMC official or body and make recommendations on such to the Dean and, should the Dean's recommendation differ, to the Chancellor;
2. Such other duties as the Collegium, Steering Committee or administration may request.

1.06 **STANDING COMMITTEES ELECTED BY DIVISIONS.** The following standing committees shall be divisionally elected to carry out specific campus responsibilities for budgetary, curricular and personnel matters consistent with the UWC Constitution: Appointments, Budget, Curriculum, Evaluation, Promotion and Tenure, Research and Professional Development.

Elections for these committees shall be held not later than the twelfth week of classes in the spring semester, with terms to begin with the start of the academic year each fall unless otherwise provided for. Faculty representation on these committees shall be by UWMC divisions, with each division electing its representative(s) to the various committees under the provisions following.

Faculty and staff membership on the divisionally elected committees, with the exception of Research and Professional Development, shall be for two-year terms. No one shall serve simultaneously on Promotion and Tenure and on Evaluation, and members of these two committees may not succeed themselves (with the exception of a mid-term replacement in the second year of a two-year term).

These committees shall meet at least once a semester and post approved minutes within two weeks.

A. **Appointments Committee**

Membership: Three faculty (elected by divisions);  
One student;  
One faculty from the relevant discipline (in addition to the department chair or designee) when available, for all interviews and discussions, ex officio, non-voting.

Duties and responsibilities:

1. Provide for peer review and judgment in the recruiting process for all faculty and teaching academic staff;
2. Screen candidates for each teaching position (including an interview) in conjunction with the departments as specified in the UWC Constitution, and recommend to the Dean a nominee for each position. The screening procedure shall normally include the examination of each candidate's curriculum vita, transcripts, recommendations, and (for candidates with teaching experience) evidence of teaching effectiveness;
3. The local department representative or designee may be included in the interview and discussion as a non-voting ex officio member of the committee."

B. **Budget Committee**

Membership: Three faculty Division Chairs;

One academic staff (elected by staff);  
 Curriculum Committee Chair (ex officio, non-voting);  
 Steering Committee Chair (ex officio, non-voting).

Duties and responsibilities:

1. Review and make recommendations to the Dean of UWMC annual and biennial budget requests prior to their submission to UWC central administration, and advise the Dean on any other budget matters, including those pertaining to the Library, except those specifically delegated to other committees by this document or future Collegium action;
2. Review and recommend to the Dean on all campus capital expenditures;
3. Develop and recommend to the Dean (and at least annually review) a list of items arranged in order of priority for campus purchase when extra funds are available;
4. Appoint, as needed, ad hoc committees for advice on specific budget matters (e.g., competing computer hardware or software requests, library budget priorities, etc.);
5. Such other duties as the Collegium, Steering Committee or administration may request.

C. **Curriculum Committee**

Membership: Three faculty (elected by divisions);  
 One academic staff from Student Services (elected by academic staff);  
 One student.

Duties and responsibilities:

1. Consider for inclusion in the timetable any new courses proposed for addition by a department to the curriculum on this campus;
2. Review the departments' recommendations for increases or decreases in the total number of credits offered by the various departments;
3. Review and approve existing UWC courses not offered on this campus within the previous five years as well as all current topics courses being listed in the timetable;
4. Recommend to the Dean curriculum for the summer sessions, on a two-year basis if possible;
5. Make recommendations to the Dean and the departments regarding curriculum matters to insure a balanced distribution of courses and effective distribution of instructional money in relation to the overall educational goals appropriate to UWMC's mission;
6. Review, with the Dean and the Director of Continuing Education, the planning, implementation and evaluation of the Continuing Education Program;
7. Such other duties as the Collegium, Steering Committee or administration may request.

D. **Evaluation Committee**

Membership: Six faculty, two from each division.

Duties and responsibilities:

1. Evaluate faculty and recommend to the Dean the assignment of campus merit points for purposes of merit increases;
2. Assist with the implementation of the Chancellor's periodic reviews of the Campus Dean and meet with the Dean to discuss the summary report provided by the Chancellor.
3. Advise the Dean on the relative merit of teaching academic staff;
4. Such other duties as the Collegium, Steering Committee or administration may request.

E. **Promotion and Tenure Committee**

Membership: Six tenured faculty, two from each division.

Duties and responsibilities:

1. After securing the recommendation of the departmental executive committee, this Committee shall make recommendations concerning promotions, tenure, and renewal of tenure-track appointments. If the recommendations of both the departmental executive committee and this Committee are affirmative, they shall be sent to the Dean for transmittal to the Chancellor along with the Dean's recommendation. If the department's vote is

affirmative and the local campus committee's vote is negative, then provisions in UWC Senate document #34 will be followed;

2. Nominations for promotions, including tenure, shall be submitted to this Committee by or through the departments;
3. Copies of this Committee's recommendation to the Dean shall also be submitted to the departments;
4. Committee members who have discussed and/or voted on promotion or tenure cases during the departmental deliberations shall absent themselves from this Committee's deliberations on those same cases and the Divisions shall elect eligible replacements;
5. Should Committee members be candidates for promotion or tenure, they shall not participate in that year's deliberations and the Divisions shall elect eligible replacements;
6. During this Committee's tenure considerations the chair shall provide the members with copies of the candidates' extant initial appointment letters and tenure progress review letters;
7. Such other duties as the Collegium, Steering Committee or administration may request.

F. **Research and Professional Development**

Membership: Three faculty, one from each Division, serving one-year terms; members may not apply for grants from this Committee (with the exception of formula-allocated travel funds) which would be reviewed during the time of their service on the Committee.

Duties and responsibilities:

1. Develop and recommend to the Collegium policies to guide professional development and the use of campus resources to support professional development;
2. Provide information on available research and professional development opportunities, and promote and encourage such activities by faculty and teaching academic staff; Inform the Public Information office of research and professional development activities;
3. Review and make recommendations to the Dean on all research and professional development proposals requesting monies for which only UWMC's faculty and teaching academic staff are eligible. Only UWMC's faculty and teaching academic staff shall be eligible for monies recommended for distribution by this Committee;
4. Advise, at the Dean's request, on other research and professional development proposals;
5. Plan UWMC retreats, etc., in consultation with the Dean and appropriate academic staff;
6. Such other duties as the Collegium, Steering Committee or administration may request.

**1.07 APPOINTED STANDING COMMITTEES AND OFFICERS.** The following standing committees and officers shall be appointed by the Steering Committee to carry out specific campus responsibilities: Academic Actions, Academic Honors, Admissions and Institutional Research, Athletic, Diversity, Information and Instructional Technology, Safety, and Scholarship and Awards.

Faculty and academic staff appointments to these committees are made each spring by the Steering Committee in consultation with the Dean, after requesting preferences from all faculty and academic staff.

Faculty and academic staff membership on the appointed committees shall be for two-year terms.

The appointed committees shall meet at least once a semester and post approved minutes within two weeks.

A. **Academic Actions**

Membership: Three faculty (members who are unable to attend a meeting must be replaced by other faculty selected by the Committee's chair);  
One member of Student Services staff (ex-officio, non-voting);  
One student.

Duties and responsibilities:

1. Hear individual student appeals for exceptions to the application of academic regulations; decisions are subject to appeal by the student to the Dean;
2. Such other duties as the Collegium, Steering Committee or administration may request.

**B. Academic Honors**

Membership: Three faculty (each from a different division);  
One member of Student Services staff;  
One student elected or appointed by SA.

Duties and responsibilities:

1. Solicit and approve honors courses to be offered on this campus. Only those courses which have received departmental approval as honors courses will be approved by this committee.
2. Establish policies and regulations for the ongoing operation of the honors program and disseminate this information to faculty and students.
3. Maintain liaison with the campus Curriculum Committee and Scholarship and Awards Committee.
4. Review promotional materials concerning the honors program and make recommendations for updating the information and improving distribution.
5. Take leadership in developing ideas and sponsoring programs to recruit and retain high quality students to the honors program.
6. Such other duties as the Collegium, Steering Committee or administration may request.

**C. Admissions and Institutional Research**

Membership: Three faculty;  
Director of Student Services or designee;  
One student.

Duties and Responsibilities:

1. Assist the Office of Student Services in developing and reviewing programs for the recruitment, selection and retention of students;
2. Be responsible for institutional research;
3. Promote high academic standards;
4. Such other duties as the Collegium, Steering Committee or administration may request.

**D. Athletic**

Membership: Two faculty (including the faculty representative to the Wisconsin Collegiate Conference) and a third member who may be either faculty or academic staff;  
Two students (including one athlete);  
Athletic Director (ex officio, non-voting).

Duties and Responsibilities:

1. Promote awareness of athletic program in accordance with WCC rules and provisions.
2. Ensure the integrity of campus athletic program.
3. Promote a positive image of athletic program on the campus and in the community.
4. Advise on the development of the annual athletic budget, including the configuration of the athletic program and the acquisition of supplies and equipment.
5. Ensure that equity is maintained in programming, funding, and participation in the athletic program.
6. Hear appeals of decisions made by coaches and/or the athletic director with regard to violation of training rules by student athletes.
7. Such other duties as the Collegium, Steering Committee or administration may request.

**E. Committee on Diversity**

Membership: One faculty;

One academic staff member of Student Services;  
 One member of classified staff;  
 One student.

Duties and Responsibilities:

1. Encourage discussion and implementation of UWMC Committee on Diversity, and encourage and recommend to the Steering Committee appropriate action in that regard.
2. Such other duties as the Collegium, Steering Committee or administration may request.

F. **Information and Instructional Technology**

Membership: Three faculty;  
 Instructional Technology Specialist or designee;  
 Network Administrator or designee;  
 One academic staff;  
 One student.

Duties and Responsibilities:

1. Develop plans for the use of information and instructional technology on campus.
2. Carry out periodic evaluations of the status of information and instructional technology on campus.
3. Make recommendations on the acquisition and allocation of needed technology for the campus, including computers, peripherals and software.
4. Review and report on requests relating to information and instructional technology.
5. Such other duties as the Collegium, Steering Committee or administration may request.

G. **Safety**

Membership: One faculty member;  
 Building Maintenance Supervisor plus two designees from Building Maintenance Staff;  
 Hazardous Waste Coordinator;  
 Biology Instructional Specialist;  
 Chemistry Instructional Specialist;  
 Residence Hall Director;  
 One student.

Duties and Responsibilities:

1. Make recommendations regarding workplace health and safety of employees, students, and guests to the campus. When possible, consider the financial implications of such recommendations.
2. Develop written performance and accountability standards for managers and supervisors to reduce workplace injuries and illnesses.
3. Update the Emergency Action Plan for the campus.
4. Identify any training needs and opportunities for faculty and staff.
5. Such other duties as the Collegium, Steering Committee or administration may request.

H. **Scholarship and Awards**

Membership: Three faculty;  
 One academic staff from Student Services.

Duties and responsibilities:

1. Review the acceptance of gifts for financial scholarships and awards;
2. Designate recipients for academic scholarships and awards;
3. Maintain liaison with the Curriculum Committee and any relevant subcommittees to ensure recognition of student accomplishments in the Honors program;
4. Appoint, as needed, ad hoc committees for advice on specific scholarship and award matters;
5. Assist the administration in arranging for those receptions and ceremonies in conjunction with student awards that the Collegium considers appropriate;

6. Select a delegate to represent UWMC on any UWC financial aids committee;
7. Such other duties as the Collegium, Steering Committee or administration may request.

**1.08 ANNUAL REPORTS.** Within one month of the completion of the committee's duties, each Collegium committee shall make an annual report to the Steering Committee chair. The report shall include a record of policies set, the number of meetings held, and the total hours the committee has met.

**1.09 AD HOC COMMITTEES.** Because ad hoc committees are formed for specific topical purposes to be spelled out in their charges, they normally go out of business at the end of each academic year; to continue into the next academic year, such committees must be specifically recharged in either spring or fall; no such committee may be recharged until it has submitted a progress report.

**2.0 COLLEGIUM ELECTIONS.** The Steering Committee shall schedule a special meeting of the Collegium in April of each year to conduct the following elections as needed. The first election shall be for campus faculty representatives to the UWC Senate (only faculty and academic staff with faculty status shall vote in the first election; academic staff and students shall elect their Senators as specified by their procedures). The second election shall be for chair of the Steering Committee. The third election shall be for four faculty members of the Steering Committee. The fourth election shall be for one academic staff member of the Steering Committee. The fifth election shall be for one faculty member to serve a two-year term as campus representative to the Wisconsin Collegiate Conference (see 3.0 below). The sixth election shall be for three tenured faculty and one alternate (not on Evaluation or Promotion and Tenure) to serve on the Appeals and Grievance Committee (as with the Senate election, only persons with faculty status shall vote).

**3.0 WISCONSIN COLLEGIATE CONFERENCE REPRESENTATIVE.** (One faculty member, who must not receive pay primarily for services connected with athletics or the Department of Physical Education.

Duties and Responsibilities:

1. Serve as required by the WCC Constitution;
2. Such other duties as the Collegium, Steering Committee or administration may request.

4.0 No faculty or teaching academic staff member shall be assigned to teach a specific course without UWC departmental approval.

5.0 The Dean shall provide any member of the faculty or academic staff a copy of any filed communication which is related in any way to that person's professional status, as well as an indication that it is being so filed.

**6.0 AMENDMENTS AND CHANGES IN CONSTITUTION.** Except for the changes in the committees and officers specified in 1.07, which may be made by one simple majority vote, any amendment to this constitution shall require three-fifths affirmative vote of all faculty, non-instructional academic staff, and student representatives eligible for collegium membership plus those Instructional Academic Staff present or represented by proxy. Such a vote must occur at two successive Collegium meetings. A proposed amendment shall be published and circulated to the Collegium members at least three days before a Collegium meeting. At such time as the Collegium votes an amendment to the Constitution, it shall be submitted to the UWC Chancellor for approval.