

AGENDA

UW-GREEN BAY FACULTY SENATE MEETING NO. 3

Wednesday, November 18, 2009

Alumni Rooms AB University, 3:00 p.m.

Presiding Officer: Laura Riddle, Speaker

Parliamentarian: Clifford F. Abbott

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES OF FACULTY SENATE MEETING NO. 2, October 14, 2009** [page 2]
- 3. CHANCELLOR'S REPORT**
- 4. CONTINUING BUSINESS**
 - a. Code Change chapters 3 and 51
Presented by Cliff Abbott [page 5]
- 5. NEW BUSINESS**
 - a. Recommendation on the Granting of Degrees
Presented by Brian Sutton [page 24]
 - b. General Education Mission
Presented by Brian Sutton [page 25]
 - c. Latin motto
Presented by Brian Sutton [page 26]
 - d. Requests for future business
- 6. PROVOST'S REPORT**
- 7. ACADEMIC AFFAIRS COUNCIL REPORT** [page 27]
- 8. UNIVERSITY COMMITTEE REPORT**
Presented by Brian Sutton, Chair
- 9. OPEN FORUM** on raising GPA requirements for University Honors
Presented by Steve Meyer [see data beginning on page 28]
- 10. ADJOURNMENT**

[draft]

MINUTES 2009-2010

UW-GREEN BAY FACULTY SENATE MEETING NO. 2

Wednesday, October 14, 2009
Alumni Rooms AB, University Union

Presiding Officer: Laura Riddle, Speaker of the Senate

Parliamentarian: Clifford Abbott, Secretary of the Faculty and Academic Staff

PRESENT: Scott Ashmann (EDU), Andrew Austin (SCD), Kimberly Baker (HUB), Peter Breznay (ICS), Kathleen Burns (HUD), Toni Damkoehler (AVD), David Dolan (NAS-UC), Adam Gaines (AVD), Stefan Hall (HUS), Doreen Higgins (SOCW alternate), Tim Kaufman (EDU-UC), Mimi Kubsch (NUR), James Loebel (BUA), John Lyon (NAS), Michael McIntire (NAS), Randall Meder (AVD), Daniel Meinhardt (HUB), Steve Meyer (NAS alternate), Thomas Nessler (URS), Illene Noppe (HUD-UC), David Radosevich (BUA alternate), Laura Riddle (AVD-UC), John Stoll (PEA), Brian Sutton (HUS-UC), Julia Wallace (Provost, *ex officio*), Jennifer Zapf (HUD)

REPRESENTATIVE: Megan Loritz (student government)

NOT PRESENT: Caroline Boswell (HUS), Michael Draney (NAS-UC), Thomas Harden (Chancellor, *ex officio*), Steve Kimball (EDU), Christopher Martin (HUS)

GUESTS: Dean Scott Furlong, Interim Dean Derryl Block

1. Call to Order. Speaker Riddle called the Senate to order at 3:02 p.m

2. Approval of Minutes of UW-Green Bay Faculty Senate Meeting No. 1, September 16, 2009. On a motion by Senator Sutton (Senator Meinhardt second) the Speaker called the minutes approved when there were no objections or corrections.

3. Chancellor's Report. Chancellor Harden was unavailable so Speaker Riddle demonstrated her improvisational skill and called upon the Provost for her report and the Provost was happy to offer it (see below at item 6).

4. Continuing Business. The Speaker asked for any continuing business. There were two items tabled from the previous meeting but no interest in removing them from the table.

5. New Business.

a. Ombudsperson Proposal. Speaker Riddle introduced the resolution and described how it differed from the one offered at the last meeting - basically the addition of a charge for the ombudsperson. She then asked Deputy Speaker Noppe to preside so that she (Senator Riddle) could be part of the discussion. **Senator Sutton (Senator S. Meyer second) moved the resolution.** Senator Riddle added some additional pieces of background, including that the work of the Ombudsperson should not replace the procedures already available for more formal complaints. A discussion of the limits of confidentiality resulted in a slight editorial change

connecting two sentences, a maneuver agreed upon by the mover and seconder without objection from the Senate. (The two sentences “All inquiries will be confidential unless the Ombudsperson is given permission by the complainant to go to a third person. In certain cases University policy and the law may require disclosure of information.” became “All inquiries will be confidential unless the Ombudsperson is given permission by the complainant to go to a third person or unless University policy and the law may require disclosure of information.”) Further discussion focussed on the handling of conflicts of interest. The general understanding was that either the Ombudsperson or the complainant should help identify possible conflicts of interest. **The motion passed (23-1-0).** Speaker Riddle resumed presiding over the meeting.

b. Course Repeat Policy. This proposal was introduced by Senator Sutton, who provided the rationale (course access and graduation rates), possible downsides (increased red tape), and some estimates by the Registrar on the number of students affected (perhaps 500-700 students per semester are repeating courses). **Senator Meyer (Senator Loebel second) moved adoption of the proposal.** There was a good deal of discussion, most of it trying to sort out when allowing students to repeat courses was a good idea and when it was being abused. There were also several alternatives suggested to control any abuse besides the delayed registration and instructor waivers that were part of the proposal: better advising, 3 strikes and you’re out, focus on upper level courses, first week instructor drop, and fee for course repeats. A few senators wanted better data. **Senator Sutton (Senator Austin second) moved to table the motion. The motion to table passed (24-1-0).**

c. Proposal to Increase Involvement of New Faculty in Shared Governance. Senator Noppe introduced this item citing the problem as limited access by newer faculty to committee service. **Senator Kubsch (Senator Damkoelher second) moved to approve the proposal for a committee apprentice program.** Several senators questioned whether there was indeed a problem with access to committee service; whether institutional service really was valued in promotional reviews; whether non-voting service wasn’t a bit demeaning; and whether the variability across units made this proposal worthwhile. It was suggested that the real problem was that the institution was dependent on the same small group of tenured faculty for service leadership. **The motion was defeated (8-15-2).**

d. Faculty Representative. Senator Noppe introduced the proposal to have a senator serve a two year term as UW Green Bay faculty representative to UW System meetings. She provided some background on how other schools handle their faculty reps (typically with multiple year terms) and the nature of the meetings including the time commitment involved (typically 6 Fridays a year in Madison and reports to the Senate). **Senator Kaufman (Senator Loebel second) moved adoption of the proposal.** There were questions on logistics, a discussion of release time, a search for alternative individuals to fill the role and eventually a vote. **The motion passed (12-2-11).**

6. Provost Report. Provost Wallace announced two administrative searches: one for Associate Provost of Outreach and Adult Access with the hope to fill the position by January 1, 2010 and one for a possibly redefined Dean of Students position, to be filled by July 1, 2010. She then mentioned that she is still learning about the institution and hopes to share some first impressions with the Senate in another month or so.

7. University Committee Report. UC Chair Sutton reported the UC is waiting for a proposal to change the residency requirement for all-university honors. There is a proposal to adopt a kind of academic forgiveness (or academic bankruptcy) so students can wipe a prior record of failure clean and start over and a proposal to coordinate the required times of declaring a major and filing an academic plan. Both of these will be considered by the Committee on Academic Actions before they return to the UC. A code change passed by the Senate last spring is being held up by System lawyers and may require revisiting. There is still a need to find a Faculty Rep to System and one to student government. There has also been some consultation with the administration about the job description of the Dean of Students.

At this point the Speaker improvised a call for any future business, since this item had been omitted from the agenda, but there was none.

8. Adjournment. On a motion by Senator Nessler and a voice vote of support Speaker Riddle adjourned the meeting at 4:25 p.m.

Respectfully submitted,

Clifford Abbott, Secretary of the Faculty and Academic Staff

With Proposed Additions Highlighted and Proposed Deletions Crossed Out:

FACULTY PERSONNEL POLICY PROCEDURES

UWGB CHAPTER 3 FACULTY APPOINTMENTS

UWGB 3.01 TYPES OF APPOINTMENTS.

1. Faculty appointments carry the following titles: professor, associate professor, assistant professor, and instructor. Faculty appointments are either tenure or probationary appointments.

UWGB 3.02 RECRUITING.

Recruiting for faculty shall be the responsibility of individual departments or administrative units. The faculty shall develop procedures relating to recruitment of members of the faculty, after consultation with appropriate students and with the appropriate Dean(s) and/or the Provost/Vice Chancellor for Academic Affairs (hereinafter referred to as Provost/Vice Chancellor). These procedures shall be subject to the approval of the Chancellor. Recruitment shall be consistent with State and Federal laws regarding nondiscriminatory and affirmative action procedures and provide for departmental peer review and judgment in the recruiting process.

UWGB 3.03 LETTER OF APPOINTMENT

Each person to whom a new appointment is offered must receive an appointment letter in which an authorized official of the institution details the terms and conditions of the appointment, including, but not limited to, duration of the appointment, salary, starting date, ending date, general position responsibilities, probationary or tenure status, and crediting of prior service. Accompanying this letter for new faculty shall be an attachment detailing University and System rules and procedures relating to faculty appointments. If the appointment is subject to advance approval of the Board of Regents, a statement to this effect must be included in the letter.

~~UWGB 3.03~~ **3.04 APPOINTMENTS – GENERAL**

Probationary appointments are made by the Chancellor only upon the affirmative recommendation of an interdisciplinary unit executive committee and the appropriate Dean(s), and in consultation with the Provost/Vice Chancellor. Tenure appointments **and promotions to tenure**, in addition, require the advice of the Personnel Council. If an appointment is to be divided among several interdisciplinary units or between an interdisciplinary unit and University Extension (a "collaborative appointment"), one interdisciplinary unit shall be the principal sponsor of the recommendation for appointment and the responsibility for that appointment is with the principal sponsor.

~~UWGB 3.04~~ **3.05 TENURE APPOINTMENTS**

Tenure appointment means an appointment, one-half time or more, for an unlimited period normally granted to all professors and associate professors and to other members with faculty appointments designated as having tenure by the Board of Regents.

1. Except as provided under 2., the Board may grant a tenure appointment upon the affirmative recommendation of the appropriate interdisciplinary unit, the appropriate Dean(s), and the

Chancellor in consultation with the Provost/Vice Chancellor, via the President of the System. The privilege of serving on unit executive committees and the authority to vote on personnel, budget, and curriculum matters is associated with the awarding of tenure rather than with rank. Neither the Chancellor nor the appropriate interdisciplinary unit executive committee nor Dean may base a tenure recommendation upon impermissible factors, as defined by the Board by rule.

2. The Board may grant a tenure appointment without the affirmative recommendation of the appropriate interdisciplinary unit executive committee and Dean if all of the following apply:

- a. The Board has the affirmative recommendation of the Chancellor.
- b. The Committee on Rights and Responsibilities, on appeal, has reviewed the negative recommendation of the interdisciplinary unit or Dean, and finds that the negative decision was based upon impermissible factors, as defined in UWS 3.08 and UWGB ~~3.10~~ **3.12**.
- c. The Board has the affirmative recommendation of a special faculty committee appointed by the Chancellor, only after all normal reconsideration and appeal procedures have been exhausted, to review the individual's record with reference to criteria for tenure as published in the Faculty Handbook. No person may be appointed to the special committee unless the person is knowledgeable or experienced in the individual's academic field or in a substantially similar academic field. No member of the special committee may be a member of the individual's interdisciplinary unit if that body made the negative decision. The special committee may not base its tenure recommendation upon impermissible factors, as defined in UWS 3.08 and UWGB ~~3.10~~ **3.12**.

3. Personnel Council Advice on Tenure Appointment. Before an appointment is made within an interdisciplinary unit to a position of tenure or to associate professor where tenure had been granted previously at a lower rank, the appropriate Dean(s) shall seek the advice of the Personnel Council.

4. Tenure is not acquired solely because of years of service. Provisions as to duration of the probationary period merely establish limits beyond which decisions and actions may not be delayed.

5. Changes in Proportion of Time. The percentage of time specified in a tenured faculty appointment may not be diminished or increased without the mutual consent of the faculty member, the executive committee of the interdisciplinary unit, and the appropriate Dean(s) unless the faculty member is dismissed for cause, pursuant to 36.13 (5) of the Wisconsin Statutes, or is terminated or laid off pursuant to 36.21 of the Wisconsin Statutes.

UWGB ~~3.05~~ **3.06** PROBATIONARY APPOINTMENTS

1. A probationary appointment is for no less than half time and is normally held at the rank of instructor or assistant professor, and may be held on initial appointment at the rank of associate professor or full professor, during the probationary period that precedes determination of tenure status. A full-time probationary appointment shall not exceed seven academic years. A longer maximum probationary period is provided for part-time appointments of at least half time.

2. Computation of Part-time Service. Part-time service at less than one-half time shall not be counted in the probationary period of the instructor or assistant professor. Each year of service at the rate of at least one-half time but not more than three-quarters time shall count as half of a year for probationary purposes, and service at a rate greater than three-quarters time shall be counted as a full year. In no case shall the probationary period exceed 13 years, with the decision to retain or dismiss being made no later than the 12th calendar year.

3. Changes in Proportion of Time. The percentage of time within the term provided for in a probationary appointment, full or part-time, may not be diminished or increased without the mutual consent of the faculty member, the executive committee of the interdisciplinary unit, and the appropriate Dean(s) unless the faculty member is dismissed for just cause pursuant to 36.13 (5) of the Wisconsin Statutes or is terminated or laid off pursuant to 36.21 of the Wisconsin Statutes.

~~1.~~ **4.** Previous probationary service in other colleges and universities may be taken into account in computing a person's probationary period and so indicated in the letter of appointment. If a credit is given for prior service, it shall affect only the date by which a decision on tenure must be made. It shall not apply to notice provisions under UWGB ~~3.11~~ **3.13**, seniority under UWGB 5.07, or other provisions of these rules, unless otherwise specified in appointment letters.

~~2. Tenure is not acquired solely because of years of service.~~

~~3.~~ **5.** A leave of absence, sabbatical or a teacher improvement assignment does not constitute a break in continuous service and shall not be included in the seven year period under UWGB ~~3.05~~ **3.06**.

~~4.~~ **6.** Circumstances in addition to those identified under sub. ~~(3)~~ **(5)** that do not constitute a break in continuous service and that shall not be included in the seven year period include responsibilities with respect to childbirth or adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond the control of the faculty member, when those circumstances significantly impede the faculty member's progress toward achieving tenure. It shall be presumed that a request made under this section because of responsibilities with respect to childbirth or adoption shall be approved. A request shall be made before a tenure review commences under UWGB ~~3.08~~ **3.10 (2)**.

a. A request for additional time because of responsibilities with respect to childbirth or adoption shall be initiated in writing by the probationary faculty member concerned and shall be submitted to the Provost/Vice Chancellor for Academic Affairs who shall consult with the faculty member's budgetary unit chair and the appropriate Dean(s). A denial of a request shall be in writing and shall be based upon clear and convincing reasons. The Provost/Vice Chancellor shall specify the length of time for which the request is granted. More than one request may be granted.

b. A request for additional time because of responsibilities other than childbirth or adoption shall be submitted to the Provost/Vice Chancellor for Academic Affairs who shall consult with the faculty member's budgetary unit and the appropriate Dean(s). A denial of a request shall be in writing and shall be based upon clear and convincing reasons. More than one request may be granted but the total, aggregate length of time of all requests, except for a request because of responsibilities with respect to childbirth or adoption, granted to one faculty member shall be no more than one year.

~~UWGB 3.06~~ **3.07** PROBATIONARY ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS, OR PROFESSORS

The initial probationary appointment at the rank of ~~either~~ assistant professor, associate professor, or professor shall be for no more than three years. After not more than six years of full-time service at this university, as an assistant professor, associate professor, or professor, or after the equivalent of not more than six years of full-time service at this university in the ranks of instructor and assistant professor combined, a faculty member will be notified in writing by the interdisciplinary unit or the administration no later than the end of his/her sixth year that he/she

will be recommended for tenure or will not be recommended for tenure. **Promotion to the rank of associate professor after an initial probationary appointment always includes the granting of tenure.** The above provisions do not preclude the awarding of tenure after a period of service shorter than six years.

UWGB ~~3.07~~ 3.08 PROBATIONARY INSTRUCTORS

Instructors are appointed annually. After not more than six years of service at this university as an instructor, an instructor shall be notified in writing by the interdisciplinary unit or the administration no later than the end of his/her sixth year that he/she will be recommended for tenure or will not be recommended for tenure. The above provisions do not preclude promotion and tenure after a period of service shorter than six years.

UWGB 3.09 PART-TIME FACULTY APPOINTMENTS

1. An individual may be given a tenured or probationary appointment if he/she serves one-half time or more. Tenure may be granted only to a faculty member whose appointment is at least one-half time.

2. A faculty member who is on a part-time appointment shall be so designated in the University budget. The letter of appointment shall clearly state the fraction of appointment and assignment and any subsequent modification shall be in writing, with copies to all parties concerned. The fraction of appointment may be changed only by mutual agreement of the faculty member, the interdisciplinary unit executive committee, and the appropriate Dean(s).

3. If tenure for a part-time faculty member is recommended by the interdisciplinary unit executive committee, the following procedures shall be followed:

a. The appropriate Dean(s) and the Personnel Council shall follow the normal tenure review procedures as provided in UWGB 3.05.

b. The interdisciplinary unit is responsible for making clear to the appropriate Dean(s), to the Personnel Council, and to the persons involved, what portion of a position (e.g., one-half or three-quarters time) would be assured by granting tenure.

c. In all respects other than the length of the probationary period, standards of performance and scholarly quality shall be the same for part-time as for full-time assistant professors. As with other probationary faculty members, a decision concerning tenure may be made before the end of the probationary period if the quality of the candidate's work warrants it.

UWGB ~~3.08~~ 3.10 REVIEW PROCEDURES (MERIT, PROMOTION, RENEWAL)

1. Merit Review Procedures for all Faculty

a. The performance of each tenured faculty member shall be reviewed annually or biennially (every second year) by the faculty member's interdisciplinary unit executive committee. Non-tenured faculty will be reviewed annually by the executive committee, or the review may be combined with a retention review in a given year. The review shall be of the faculty member's performance from the beginning of one appointment period to the beginning of the next appointment period. The results of the review shall be communicated to the faculty member by his/her chairperson within 30 days of the completion of the review.

b. Each curricular unit in which the faculty member serves, including UW-Extension, shall participate in the review process. Each unit other than the interdisciplinary unit in which the

faculty member votes shall prepare an evaluation based on the faculty member's participation in that unit and forward this evaluation to the chairperson of the interdisciplinary unit in which the faculty member votes, with a copy to the appropriate Dean(s).

The recommendation of the interdisciplinary unit executive committee shall be forwarded to the appropriate Dean(s) and shall reflect all evaluations received from each curricular unit. In cases of significant disagreement in merit evaluations between curricular units, consultation between the chairpersons of each unit, for purposes of resolving the differences, shall take place before the final recommendation is forwarded to the appropriate Dean(s) by the interdisciplinary unit chairperson.

c. Merit reviews will be open unless the reviewing committee, in accordance with state law and proper notification, authorizes a closed review. The faculty member under consideration has the right to attend reviews, whether open or closed.

d. Secret ballots may not be taken at any review session, open or closed, and any member of the reviewing committee may require that a vote be taken in such manner that the vote of each member be ascertained and recorded.

2. Requested Reviews for Promotion and Renewal at all Ranks

a. A faculty member may request, in writing, of his/her interdisciplinary unit chairperson consideration for promotion once in any of the first six years of his/her appointment. This request for consideration is to be honored.

b. A probationary faculty member may be considered for promotion in any of the first six years of his/her appointment if so requested by two members of his/her interdisciplinary unit executive committee, professorial committee (or advisory committee). Such a consideration must be with the knowledge and consent of the faculty member.

3. Responsibility for Reviews for Promotion and Renewal at all Ranks

a. For faculty below the rank of associate professor, the review will be conducted by the interdisciplinary unit executive committee.

b. Promotion to tenure requires the review and recommendation of the interdisciplinary unit executive committee and the advice of the Personnel Council. The advice of the Personnel Council is required also for promotion of tenured assistant professors to the rank of associate professor.

c. For promotion review of associate professors, the initial review will be conducted by the full professors of that interdisciplinary unit. Where there are not at least three full professors in the interdisciplinary unit, the interdisciplinary unit executive committee will invite professors, in consultation with the appropriate Dean(s), from related interdisciplinary units to be part of the professorial committee. If the initial review results in a positive recommendation, this recommendation will be forwarded by the appropriate Dean(s) to the Committee of Six Full Professors, elected by the faculty, for advice.

4. Authority for Decisions for Renewal and Promotion at all Ranks

a. All recommendations on renewal or nonrenewal, promotion, and tenure shall be initiated by the interdisciplinary unit executive committee (or the interdisciplinary unit of full professors in the case of associate professor to professor promotion considerations). It is the responsibility of the reviewing executive committee to solicit, receive, and show evidence of having considered the evaluations or recommendations of every curricular unit in which the faculty member has served, including UW-Extension. The units will determine, based on the participation of the faculty member, whether an evaluation or a recommendation is

appropriate, except in the instance when a faculty member or his/her interdisciplinary unit executive committee requests that a recommendation be forwarded. The review meeting will be open unless the reviewing committee, in accordance with state law and proper notification, authorizes a closed review. The faculty member under consideration has the right to attend reviews, whether open or closed. The chairperson of any executive committee making a recommendation on renewal or nonrenewal, promotion and tenure, shall notify the faculty member in writing 20 days prior to the date of the executive committee review held for the purpose of formulating that recommendation. This document shall be adequate notification to all faculty members in regard to periodic reviews affecting them.

b. For renewal the reviewing executive committee shall forward its recommendation to the appropriate Dean(s). Where positive recommendations for renewal are received, the appropriate Dean(s) shall forward his/her recommendation (if positive) through the Provost/Vice Chancellor to the Chancellor.

c. For promotion, the reviewing executive committee or interdisciplinary unit professorial committee shall forward its recommendation to the appropriate Dean's Office. Where positive recommendations for tenure or promotion to associate professor are received, the appropriate Dean's Office shall forward the recommendation and documentation to the Personnel Council for advice. Where positive recommendations for promotion to full professor are received, the appropriate Dean's Office shall forward the recommendation and documentation to the Committee of Six Full Professors for advice. On receipt of the appropriate committee's advice, the appropriate Dean(s) shall forward his/her recommendation (if positive) through the Provost/Vice Chancellor to the Chancellor. The Chancellor shall make his/her recommendation in consultation with the Provost/Vice Chancellor and forward it (if positive) to the President.

d. The faculty member shall be notified in writing of the recommendation and reasons for the recommendation by the committee or office making the recommendation within 20 days after each recommendation at each reviewing level. The faculty member and Executive Committee members should receive a copy of the transmittal letter.

5. Conduct of the Review for Promotion and Renewal at all Ranks

a. Review (whether required or by request) by executive committees, by the Personnel Council, by the interdisciplinary unit professorial committees, or by the Committee of Six Full Professors, shall be open unless the reviewing committee, in accordance with state law and proper notification, authorizes a closed review. The faculty member under consideration has the right to attend reviews, whether open or closed.

b. The faculty member under consideration shall be notified in writing 20 days (25 days if by first class mail) prior to the date of review of the time and place of the review session.

c. Secret ballots may not be taken at any review session, open or closed, and any member of the interdisciplinary unit executive committee, the Personnel Council, the interdisciplinary unit professorial committee, or the Committee of Six Full Professors, may require that a vote be taken in such manner that the vote of each member be ascertained and recorded.

d. The review of the faculty member shall be based upon the promotion and merit file, and oral evidence introduced by members of the Reviewing Committee. However, no new evidence reasonably expected to affect negatively the outcome of the review should be introduced unless the candidate has prior knowledge of such evidence. The faculty member's promotion and merit file shall be open to the faculty member, the reviewing committees, and reviewing offices only. During an open review, and only during an open review, the faculty

member's promotion and merit file is open.

e. At the time of notification of the date of review, the faculty member shall be invited to clarify materials in his/her promotion and merit file. The faculty member may answer questions from the reviewing committee if he/she desires.

f. Accurate summary notes shall be made of all review sessions and the final recommendation to the appropriate Dean(s) shall be accompanied by a clear statement of reasons used in reaching the recommendation.

UWGB ~~3-09~~ 3.11 NONRENEWAL OF PROBATIONARY APPOINTMENTS

1. Statement of Reasons

In cases of a negative recommendation, if requested in writing by the faculty member within 10 days of the receipt of a decision, a more detailed explanation of the reasons will be provided in writing to the faculty member within 10 days of the receipt of the request by the chairperson of the interdisciplinary unit executive committee, the appropriate Dean(s), or the Chancellor, depending upon the level at which a decision was reached.

2. Reconsideration Procedure

Every faculty member for whom a negative recommendation is made will have the right of reconsideration upon written request of the faculty member within 15 days of receipt of written reasons. The reconsideration review shall be held within 20 days of the written request for reconsideration.

a. The purpose of reconsideration of a non-renewal decision shall be to provide an opportunity to a fair and full reconsideration of the nonrenewal decision, and to ensure that all relevant material is considered.

~~1-~~ b. The reconsideration committee or office will either be the interdisciplinary unit executive committee, the appropriate Dean(s), or the Chancellor, depending upon the level at which the decision was reached. Such reconsideration shall include, but not be limited to, adequate notice of the time of reconsideration of the decision, an opportunity to respond to the written reasons and to present any written or oral evidence or arguments relevant to the decision, and written notification of the decision resulting from the reconsideration.

~~2-~~ c. Reconsideration is not a hearing, or an appeal, and shall be non-adversarial in nature.

~~3-~~ d. The format and conditions will be as outlined for the original review, see UWGB ~~3-08~~ **3.10(5)**. The faculty member will be notified in writing of the decision of the chairperson of the reconsideration committee, the appropriate Dean(s), or the Chancellor, within 20 days, with a copy to all levels of review within UWGB.

~~4-~~ e. In the event that a reconsideration affirms the nonrenewal decision, the faculty member may appeal under the procedures specified in UWGB ~~3-10~~ **3.12** and UWS 3.08.

UWGB ~~3-10~~ 3.12 APPEAL OF NONRENEWAL DECISION

The Committee on Rights and Responsibilities shall be the faculty hearings and appeals committee. In the event a reconsideration affirms a nonrenewal decision, a faculty member may appeal a nonrenewal decision to the Committee on Rights and Responsibilities. Written requests for an appeal shall be forwarded by the faculty member to the Committee on Rights and Responsibilities within 20 days of receipt of the reconsideration decision (25 days of notice if by first class mail). If the faculty member wishes to have counsel present, he/she must so advise in writing the chairperson of the Committee on Rights and Responsibilities so that the Committee

on Rights and Responsibilities may have counsel present.

Such review shall be held not later than 20 days after the request, except that this time limit may be enlarged by mutual consent of the parties, or by order of the review committee. The faculty member shall be given at least ten days' notice of such review. The burden of proof in such an appeal shall be on the faculty member, and the scope of the review shall be limited to the question of whether the decision was based in any significant degree upon one or more of the following factors, with material prejudice to the individual:

- a. conduct expressions, or beliefs which are constitutionally protected, or protected by the principles of academic freedom, or
- b. factors proscribed by applicable State or Federal law regarding fair employment practices, or
- c. improper consideration of qualifications for reappointment or renewal as defined above. For purposes of this section, "improper consideration" shall be deemed to have been given to the qualifications of a faculty member in question if material prejudice resulted because of any of the following:
 1. The procedures required by rules of the faculty or Board were not followed, or
 2. Available data bearing materially on the quality of performance were not considered, or
 3. Completely unfounded or arbitrary assumptions of fact were made about work or conduct.

The Committee on Rights and Responsibilities shall report its decisions as to the validity of the appeal to the body or official making the nonrenewal decisions and to the Provost/Vice Chancellor and the Chancellor.

Such a report may include remedies which may, without limitation because of enumeration, take the form of a reconsideration by the decision maker, a reconsideration by the decision maker under instructions from the committee, or a recommendation to the next higher appointing level, or directly to the Chancellor if provisions under ~~51.04~~ and UWGB ~~3.04~~ **3.05** pertain in the case of a negative decision regarding tenure. Cases shall be remanded by the decision maker in all instances unless the Committee on Rights and Responsibilities specifically finds that such a remand would serve no useful purpose. The Committee on Rights and Responsibilities shall retain jurisdiction during the pendency of any reconsideration. The decision of the Chancellor will be final on such matters.

Within UWGB, any question concerning the interpretation of these guidelines shall be resolved by a decision of the Committee on Rights and Responsibilities.

UWGB ~~3.11~~ 3.13 NOTICE

A faculty member who is employed on probationary appointment (UWGB ~~3.06~~ **3.07** and ~~3.07~~ **3.09**) shall be given written notice of his/her reappointment or non-reappointment for another academic year in advance of the expiration of his/her current appointment as follows:

- a. When the appointment terminates at the end of the academic year, not later than 28 February of the first academic year and not later than 30 November of the second consecutive academic year of service;
- b. If the initial appointment terminates during the academic year, at least three months prior to its termination; if a second consecutive appointment terminates during the academic year, at least six months prior to its termination;
- c. After two or more years of continuous service at an institution of the University of Wisconsin System, such notice shall be given at least 12 months before the expiration of the

appointment.

UWGB ~~3.12~~ **3.14** ABSENCE OF PROPER NOTIFICATION

If proper notice is not given in accordance with UWGB ~~3.11~~ **3.13** above, the aggrieved faculty member shall be entitled to a one-year terminal appointment. Such appointments, however, shall not result in the achievement of tenure.

UWGB ~~3.13~~ **3.15** LEAVE OF ABSENCE

1. A faculty leave of absence is defined as an extended absence from full or partial university responsibilities, granted by the appropriate Dean(s), upon recommendation of the UWGB interdisciplinary unit executive committee. A leave shall neither constitute a break in continuous service nor shall it be included in a probationary period. Ordinary leave is granted for one year. Only under exceptional conditions, and with the recommendation of the unit, may a year-long leave be extended an additional year. A leave of absence implies a return to university duties at the end of the leave.

2. Leaves and Committee Service. Any faculty taking a sabbatical or leave of absence for one semester or more shall relinquish his/her right of participation in All-University governance during the remaining term of the governance unit to which he or she was elected or appointed. A letter of resignation from any All- University standing elected or standing appointed council or committee must be tendered to the Secretary of the Faculty and Academic Staff well in advance of the beginning of the fall semester of the academic year involved.

UWGB ~~3.14~~ **3.16** MILITARY LEAVE

In accordance with State statutes and national policy, the university cooperates in facilitating the return to normal occupation of a faculty member who serves the Federal Government in the interest of national defense. Military leave is granted as follows:

1. Faculty with tenure shall be granted leaves of absence for Federal service and the departure and return shall be in accordance with Section 45.50 of the Wisconsin Statutes.
2. Faculty in probationary status shall be granted leaves of absence for Federal service, and the departure and return shall be in accord with the general intent of Section 45.50, Wisconsin Statutes, to the extent that university requirements and standards will allow. To prevent prejudice against the person concerned, leave granted here under shall not be deemed probationary service.

UWGB ~~3.15~~ **3.17** RETIREMENT

Retirement policy for members of the faculty is determined by the Board of Regents. Information about retirement policy and specific benefits may be obtained from the Office of Human Resources.

UWGB ~~3.16~~ **3.18** SICK LEAVE

Sick leave policy for members of the faculty is governed by the provision of UWS 19. The Family and Medical Leave Act of 1993 requires covered employers to provide up to 12 weeks of unpaid, job protected leave to eligible employees for certain family and medical reasons. Information about the sick leave policy and the Family Medical Leave Act may be obtained from the Office of Human Resources.

UWGB 3.17 3.19 LIMITATION

Tenure and probationary appointments at UWGB are confined to UWGB, except that other institutions within the University of Wisconsin System may agree to share tenure appointments through established procedures. The explicit agreement shall specify both the tenure responsibility and the budget responsibility.

UWGB 3.20 EMERITUS TITLES

- 1. Emeritus designation is an honorary title which may be granted to professorial faculty upon their retirement from UWGB. It normally corresponds to the faculty title last held by the faculty member. In exceptional cases the emeritus title may correspond to an administrative title held at the time of retirement from UWGB (e.g., Dean Emeritus).**
- 2. The nomination of a faculty member for emeritus status may come from any member of the University community, but requires a recommendation by the appropriate faculty unit, the appropriate Dean(s), the Provost/Vice Chancellor for Academic Affairs, and the Chancellor. In those exceptional cases where there is no appropriate faculty unit, the University Committee will consider the nomination, and submit its recommendation to the Chancellor.**
- 3. Emeritus status, although allowing a continuation of some of the perquisites of a faculty member, does not permit a person to participate in the governance of the University. [See the appropriate Dean(s) for the perquisites granted.]**

UWGB 3.21 AMENDMENTS

Amendments of this chapter are under the jurisdiction of the Faculty and must carry by a two-thirds majority of the Faculty Senate.

[for ch 3]

Board of Regents Originally Approved Chapters 3-6 on 5 September 1980
UWGB Faculty Senate Revised and Approved 13 May 1992 [3.08 1(a),(c)]
Board of Regents Approved Revisions 10 July 1992
UWGB Faculty Senate Revised and Approved 19 October 1994 [3.05 (3-4)]
UWGB Faculty Senate Revised and Approved 15 April 1998 [3.08 1(a)]
UWGB Faculty Senate Revised and Approved 17 February 1999 [3.05 1]
UWGB Faculty Senate Revised and Approved 18 February 2004 [3.08 1(c), 4(a), 5(a)(b)]
Board of Regents Approved Revisions 10 September 2004
UWGB Faculty Senate Revised and Approved 15 March 2006 [3.08 4(d); 3.09 1]
UWGB Faculty Senate Revised and Approved 13 September 2006 [3.09 2(a) 1-4]
Chancellor Approved 22 September 2006
Board of Regents Approved 10 November 2006 - Revisions to 3.08 and 3.09

[for ch 51]

UWGB Faculty Senate, 12 May 1976
UWGB Faculty Senate, as amended, 23 February 1977
Effective 1 September 1977
UWGB Faculty Senate, as amended, 22 February 1989
UWGB Faculty Senate, revised and approved, 18 April 1990

UWGB Faculty Senate, revised and approved, 16 October 1991

51.04 A.--language changes, approved via System Administration, 28 May 1992

51.12--language changes, approved via System Administration, November 1992

UWGB Faculty Senate, revised and approved, 21 September 1994 [51.05 D (5)]

UWGB Faculty Senate, revised and approved, 24 March 1999 [51.05 D (2-3)]

With Proposed Additions Highlighted and Proposed Deletions Crossed Out:

UWGB CHAPTER 51
APPOINTMENTS AND TEMPORARY TEACHING APPOINTMENTS

51.01 TITLES

A. ~~Faculty appointments carry the following titles: professor, associate professor, assistant professor and instructor.~~

~~B. Temporary teaching appointments carry the following titles: lecturer, laboratory teaching specialist, teaching specialist, athletic specialist, community lecturer, teaching assistant and those that carry visiting, adjunct, and clinical titles.~~

~~51.02 TENURE AND PROBATIONARY APPOINTMENTS~~

~~Faculty appointments are either tenure or probationary appointments. Probationary appointments are granted only upon the affirmative recommendation of the interdisciplinary unit executive committee, the appropriate Dean(s), and the Chancellor in consultation with the Provost/Vice Chancellor. Tenure appointments and promotions to tenure require, in addition, the advice of the Personnel Council. If an appointment is to be divided among several interdisciplinary units or between an interdisciplinary unit and University Extension (a "collaborative appointment"), one interdisciplinary unit shall be the principal sponsor of the recommendation for appointment, and the responsibility for that appointment is with the principal sponsor.~~

~~51.03 LETTER OF APPOINTMENT~~

~~Each person to whom a new appointment is offered must receive an appointment letter in which an authorized official of the institution details the terms and conditions of the appointment, including, but not limited to, duration of the appointment, salary, starting date, ending date, general position responsibilities, probationary or tenure status, and crediting of prior service. Accompanying this letter for new faculty shall be an attachment detailing University and System rules and procedures relating to faculty appointments. If the appointment is subject to advance approval of the Board of Regents, a statement to this effect must be included in the letter.~~

~~51.04 TENURE APPOINTMENT~~

A. ~~Definition.~~ Tenure appointment means an appointment, one half time or more, for an unlimited period granted normally to all professors and associate professors and to other members with faculty appointments designated as having tenure by the Board of Regents.

1. ~~Except as provided under 2., the Board may grant a tenure appointment upon the affirmative recommendation of the appropriate interdisciplinary unit, the appropriate Dean(s), and the Chancellor in consultation with the Provost/Vice Chancellor, via the President of the~~

~~System. The privilege of serving on unit executive committees and the authority to vote on personnel, budget, and curriculum matters is associated with the awarding of tenure rather than with rank. Neither the Chancellor nor the appropriate interdisciplinary unit executive committee nor Dean may base a tenure recommendation upon impermissible factors, as defined by the Board by rule.~~

~~2. The Board may grant a tenure appointment without the affirmative recommendation of the appropriate interdisciplinary unit executive committee and Dean if all of the following apply:~~

~~a. The Board has the affirmative recommendation of the Chancellor.~~

~~b. The Committee on Rights and Responsibilities, on appeal, has reviewed the negative recommendation of the interdisciplinary unit or Dean, and finds that the negative decision was based upon impermissible factors, as defined in UWS 3.08 and UWGB 3.10.~~

~~c. The Board has the affirmative recommendation of a special faculty committee appointed by the Chancellor, only after all normal reconsideration and appeal procedures have been exhausted, to review the individual's record with reference to criteria for tenure as published in the Faculty Handbook. No person may be appointed to the special committee unless the person is knowledgeable or experienced in the individual's academic field or in a substantially similar academic field. No member of the special committee may be a member of the individual's interdisciplinary unit if that body made the negative decision. The special committee may not base its tenure recommendation upon impermissible factors, as defined in UWS 3.08 and UWGB 3.10.~~

~~B. Personnel Council Advice on Tenure Appointment. Before an appointment is made within an interdisciplinary unit to a position of tenure, or to associate professor where tenure had been granted previously at a lower rank, the appropriate Dean(s) shall seek the advice of the Personnel Council.~~

~~C. Tenure is not acquired solely because of years of service. Provisions as to duration of the probationary period merely establish limits beyond which decisions and actions may not be delayed.~~

~~D. Changes in Proportion of Time. The percentage of time specified in a tenured faculty appointment may not be diminished or increased without the mutual consent of the faculty member, the executive committee of the interdisciplinary unit, and the appropriate Dean(s) unless the faculty member is dismissed for cause, pursuant to 36.13 (5) of the Wisconsin Statutes, or is terminated or laid off pursuant to 36.21 of the Wisconsin Statutes.~~

~~51.05 PROBATIONARY APPOINTMENT~~

~~A. Definition. A probationary appointment is for no less than half time and is held during the probationary period that precedes determination of tenure status. Although a probationary appointment is ordinarily made at the rank of instructor or assistant professor, a person from outside the University of Wisconsin Green Bay may be granted an initial probationary appointment at the rank of associate professor or professor.~~

~~B. Length of Probationary Appointment. A full time probationary appointment shall not exceed seven academic years. Recommendations on promotion to tenure may only come within the first six years of full time appointment (see UWGB 3.06 and 3.08). The seventh year of a~~

probationary appointment is, by this definition, specifically precluded as one in which a recommendation for promotion to tenured rank may be initiated. A longer maximum probationary period is provided for part-time appointments of at least half time (see 51.05 D.4).

C. Changes in Proportion of Time. The percentage of time within the term provided for in a probationary appointment, full or part time, may not be diminished or increased without the mutual consent of the faculty member, the executive committee of the interdisciplinary unit, and the appropriate Dean(s) unless the faculty member is dismissed for just cause pursuant to 36.13 (5) of the Wisconsin Statutes or is terminated or laid off pursuant to 36.21 of the Wisconsin Statutes.

D. Calculating the Probationary Period

1. Leave of Absence. The period of an approved leave of absence is not counted in the probationary period.

2. Probationary Service from Other Institutions. Previous probationary service in other colleges and universities may be taken into account in computing a person's probationary service and the number of years to be counted for this purpose will be indicated in the letter of appointment.

3. Computation of Part-time Service. Part-time service at less than one-half time shall not be counted in the probationary period of the instructor or assistant professor. Each year of service at the rate of at least one-half time but not more than three-quarters time shall count as half of a year for probationary purposes, and service at a rate greater than three-quarters time shall be counted as a full year. In no case shall the probationary period exceed 13 years, with the decision to retain or dismiss being made no later than the 12th calendar year.

4. Circumstances in addition to those identified under sub. (1) that do not constitute a break in continuous service and that shall not be included in the seven year period include responsibilities with respect to childbirth or adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond the control of the faculty member, when those circumstances significantly impede the faculty member's progress toward achieving tenure. It shall be presumed that a request made under this section because of responsibilities with respect to childbirth or adoption shall be approved. A request shall be made before a tenure review commences under UWGB 3.08 (2).

a. A request for additional time because of responsibilities with respect to childbirth or adoption shall be initiated in writing by the probationary faculty member concerned and shall be submitted to the Provost/Vice Chancellor for Academic Affairs who shall consult with the faculty member's budgetary unit chair and the appropriate Dean(s). A denial of a request shall be in writing and shall be based upon clear and convincing reasons. The Provost/Vice Chancellor shall specify the length of time for which the request is granted. More than one request may be granted.

b. A request for additional time because of responsibilities other than childbirth or adoption shall be submitted to the Provost/Vice Chancellor for Academic Affairs who shall consult with the faculty member's budgetary unit and the appropriate Dean(s). A denial of a request shall be in writing and shall be based upon clear and convincing reasons. More than one

~~request may be granted but the total, aggregate length of time of all requests, except for a request because of responsibilities with respect to childbirth or adoption, granted to one faculty member shall be no more than one year.~~

E. Probationary Assistant Professors

~~1. If a person is appointed assistant professor, the initial appointment shall be for no more than three years.~~

~~2. After not more than six years of full-time service at this University as an assistant professor, or after the equivalent of not more than six years of full-time service at this University in the ranks of instructor and assistant professor combined, an assistant professor shall be notified in writing by the interdisciplinary unit or the administration no later than the end of his/her sixth year that he/she will be recommended for tenure or will not be recommended for tenure. The above provisions do not preclude promotion and tenure after a period of service shorter than six years.~~

F. Probationary Instructors

~~1. Instructors are appointed annually.~~

~~2. After not more than six years of service at this University as an instructor, an instructor shall be notified in writing by the interdisciplinary unit or the administration no later than the end of his/her sixth year that he/she will be recommended for tenure or will not be recommended for tenure. The above provisions do not preclude promotion and tenure after a period of service shorter than six years.~~

G. Probationary Professors or Associate Professors

~~1. An initial faculty appointment to the rank of professor or associate professor may be made with or without the granting of tenure. Promotion to the rank of associate professor always includes the granting of tenure.~~

~~2. The initial probationary appointment at the rank of either professor or associate professor shall be for no more than three years.~~

~~3. After not more than six years at this university as a probationary professor or associate professor, a faculty member will be notified in writing by the interdisciplinary unit or the administration no later than the end of his/her sixth year that he/she will be recommended for tenure or will not be recommended for tenure. The above provisions do not preclude the awarding of tenure after a period shorter than six years.~~

51.06 PART TIME FACULTY APPOINTMENTS

~~A. An individual may be given a tenured or probationary appointment if he/she serves one-half~~

~~time or more. Tenure may be granted only to a faculty member whose appointment is at least one half time.~~

~~B. A faculty member who is on a part-time appointment shall be so designated in the University budget. The letter of appointment shall clearly state the fraction of appointment and assignment and any subsequent modification shall be in writing, with copies to all parties concerned. The fraction of appointment may be changed only by mutual agreement of the faculty member, the interdisciplinary unit executive committee, and the appropriate Dean(s).~~

~~C. If tenure for a part-time faculty member is recommended by the interdisciplinary unit executive committee, the following procedures shall be followed:~~

~~1. The appropriate Dean(s) and the Personnel Council shall follow the normal tenure review procedures as provided in 51.04. 19~~

~~2. The interdisciplinary unit is responsible for making clear to the appropriate Dean(s), to the Personnel Council, and to the persons involved, what portion of a position (e.g., one-half or three-quarters time) would be assured by granting tenure.~~

~~3. In all respects other than the length of the probationary period, standards of performance and scholarly quality shall be the same for part-time as for full-time assistant professors. As with other probationary faculty members, a decision concerning tenure may be made before the end of the probationary period if the quality of the candidate's work warrants it.~~

51.07 NOTICE PERIODS

~~A. A faculty member holding a probationary appointment shall be given written notice of his/her reappointment or non-reappointment for another academic year in advance of the expiration of his/her current appointment as follows:~~

~~1. When the appointment expires at the end of an academic year, not later than 28 February of the first academic year and not later than 30 November of the second consecutive academic year of service;~~

~~2. If the initial appointment expires during an academic year, at least three months prior to its expiration; if a second consecutive appointment terminates during the academic year, at least six months prior to its expiration;~~

~~3. After two or more years of continuous service, such notice shall be given at least 12 months before the expiration of the appointment.~~

~~B. Absence of Proper Notification. If proper notice is not given in accordance with the above, the faculty member shall be entitled to a one-year terminal appointment. Such appointments, however, shall not result in the achievement of tenure.~~

51.08 LEAVE OF ABSENCE FOR FACULTY

~~A. Definition. A faculty leave of absence is defined as an extended absence from full or partial University responsibilities, granted by the appropriate Dean(s) upon recommendation of the interdisciplinary unit. A leave shall neither constitute a break in continuous service nor shall it be included in a probationary period. Ordinarily leave is granted for one year. Only under exceptional conditions and with the recommendation of the unit, may a year-long leave be extended an additional year. A leave of absence implies a return to University duties at the end of the leave period.~~

~~B. Leaves and Committee Service. Any faculty taking a sabbatical or leave of absence for one semester or more shall relinquish his/her right of participation in All University governance during the remaining term of the governance unit to which he or she was elected or appointed. A letter of resignation from any All University standing elected or standing appointed council or committee must be tendered to the Secretary of the Faculty and Academic Staff well in advance of the beginning of the fall semester of the academic year involved.~~

~~C. Military Leave. In accordance with state statutes and national policy, the University cooperates in facilitating the return to normal occupation of faculty who serve the federal government in the interest of national defense. Military leave is granted as follows:~~

~~1. Faculty with tenure shall be granted leaves of absence for federal service, and their departure and return shall be in accord with Sec. 45.50, Wisconsin Statutes. Following return, they shall continue in tenure status.~~

~~2. Faculty on probationary status shall be granted leaves of absence for federal service, and their departure and return shall be in accord with the general intent of Sec. 45.50, Wisconsin Statutes, to the extent that University requirements and standards will allow. To prevent prejudice against the person concerned, leave granted hereunder shall not be deemed probationary service.~~

~~51.09 RETIREMENT~~

~~Retirement of a faculty member is no longer a mandatory requirement according to State Statutes. Any retired faculty member may be engaged for service at the discretion of the Chancellor.~~

~~51.02 51.10 TEMPORARY TEACHING APPOINTMENTS OR SPECIAL NON-TENURE TRACK APPOINTMENTS~~

~~A. Lecturers and Laboratory Teaching Specialists. Lecturer, and laboratory teaching specialist, are titles for persons who possess qualifications appropriate for carrying out independent instructional responsibilities in the academic program of UWGB but for whom a tenured or probationary appointment is inappropriate. The individual may hold a full or part-time appointment on an annual, academic, or shorter term basis, or, in special circumstances, two or three years. These titles carry no tenure or probationary implications. Lecturers and laboratory teaching specialists are appointed by the appropriate Dean(s) on the affirmative recommendation~~

of the appropriate interdisciplinary unit executive committee.

Note: The following paragraph from the Academic Staff Governance Handbook 2.02(2)(b) applies to Lecturers:

Appointment as a lecturer on a one-half (50%) time or greater basis. Lecturers will receive a one-year appointment through the fourth year of employment. Beginning no later than the fifth year of consecutive appointment, they will receive a two-year appointment; beginning no later than the eleventh year of consecutive employment, they will receive a three-year appointment. All appointments will be fixed-term appointments and will be subject to all provisions (including notification periods) governing fixed-term appointments. This provision for multiple-year appointments will hold only for persons on 102 or predictable funding.

Note: the following notice periods apply to lecturers:

1 year appointment (1st & 2nd years) 3 months notice

1 year appointment (3rd & 4th years) 6 months notice

2 year appointment (5th through 10th years) 1 year notice

3 year appointment (begins 11th year) 1 year notice

All notice deadlines are prior to the ending date of the appointment. If an employee is notified earlier than the notice date, he or she still remains employed until the end of the appointment.

B. Specialists: Teaching and Athletic. Specialists, teaching and athletic, are titles for persons who participate in educational programs on a temporary or regular basis, but for whom a tenure or probationary appointment is inappropriate. The individuals may hold a full or part-time appointment for a specified period of time, normally on an annual, academic, or shorter term basis. These titles carry no tenure or probationary implications. Athletic specialists and teaching specialists are appointed by the appropriate Dean(s) on the affirmative recommendation of the appropriate interdisciplinary unit executive committee.

C. Teaching Assistant. Teaching assistant is a title for the graduate student with a part-time appointment for a specified period of time, who is assigned teaching responsibilities in an academic program under the supervision of a faculty member. The title carries no tenure or probationary implications. Teaching assistants are appointed by the appropriate Dean(s) on advice of the appropriate interdisciplinary unit and the Associate Dean of Graduate Studies.

D. Visiting Titles. When a person holding a ranked faculty position or its equivalent and on leave from another institution assumes a temporary academic assignment at the University for a period normally not longer than one year, the appropriate title shall be his/her ranked faculty title as used in the other institution, preceded by the qualifying term "visiting." Visiting faculty are appointed by the appropriate Dean(s) on the affirmative recommendation of the appropriate interdisciplinary unit executive committee.

E. Adjunct Title. A person whose training and qualifications are comparable to those of ranked faculty and whose duties and program responsibilities are designed to advance the educational and research functions of the University, but whose assignments do not include the full range of expectations of teaching, scholarship, and service, may be assigned a ranked faculty title preceded by the qualifying term "adjunct." The title may be used for part-time appointments and is to be used for individuals whose principal professional careers are outside of University instruction but who are asked by the institution to assume recurring special teaching

assignments. Adjunct titles are made upon a positive recommendation of the appropriate interdisciplinary unit executive committee with the approval of the appropriate Dean(s). The appointment is made for a fixed period of time and the adjunct title shall be so designated at the time of the initial appointment. Such titles carry no expectation of tenure and are not subject to the provisions of UWS 1 to 8.

F. Community Lecturer. A person whose professional career is outside of the University but who is given occasional responsibilities designed to assist the educational and research functions of the University, may be given the title of "Community Lecturer" on recommendation of the appropriate interdisciplinary unit executive committee and with the approval of the appropriate Dean(s). This title carries no expectation of compensation or tenure, is not subject to the provisions of UWS 1 to 8, and is annually renewable.

G. Clinical Lecturer. Lecturers whose instructional responsibilities are in the supervision of the clinical training of students may be given the title "Clinical Lecturer." This title carries no expectation of tenure, and is annually renewable. Clinical lecturers are appointed by the appropriate Dean(s) on the affirmative recommendation of the appropriate interdisciplinary unit executive committee.

51.03 ~~51.11~~ CONVERSION OF PROBATIONARY APPOINTMENTS TO NON-TENURE APPOINTMENTS

An interdisciplinary unit executive committee may not convert a probationary appointment to that of adjunct appointment or academic staff appointment or other temporary appointment in which that person would perform academic or teaching duties similar to those of his/her probationary appointment in order to circumvent a decision on promotion, or a decision between retention or non-retention.

51.04 ~~51.12~~ FACULTY STATUS

Members of the academic staff teaching fifty percent or more (14 or more credits per year or its equivalent) will normally be granted "Faculty Status" by the Provost/Vice Chancellor, usually during the first year of an appointment. The designation is initiated as a recommendation from the appropriate interdisciplinary unit executive committee to the appropriate Dean(s), who recommends to the Provost/Vice Chancellor, who then must seek the approval of the University Committee. Faculty status is conferred for the duration of the lecturer's appointment. Faculty Status will continue with any renewal of the initial appointment, so long as the conditions of appointment remain the same. However, both the reappointment recommendation to the appropriate Dean(s) and the Dean's reappointment letter will stipulate any continuation of Faculty Status. Any substantive change in the conditions of the lecturer's reappointment will require a full-process reconsideration of Faculty Status. Members of the academic staff who have been given faculty status have employment rights under the rules and policies concerning academic staff. In addition, they shall be counted in Faculty voting districts, and have the right to vote for and serve on faculty committees, including the Faculty Senate, when not excluded by the non-tenured nature of their appointments.

51.05 ~~51.14~~ AMENDMENTS

Amendments of this chapter are under the jurisdiction of the Faculty and must carry by a two-thirds majority of the Faculty Senate.

APPROVED:

UWGB Faculty Senate, 12 May 1976

UWGB Faculty Senate, as amended, 23 February 1977

Effective 1 September 1977

UWGB Faculty Senate, as amended, 22 February 1989

UWGB Faculty Senate, revised and approved, 18 April 1990

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UWGB Faculty Senate, revised and approved, 21 September 1994 [51.05 D(5)]

UWGB Faculty Senate, revised and approved, 24 March 1999 [51.05 D(2-3)]

Faculty Senate Continuing Business
November 18, 2009

RECOMMENDATION ON THE GRANTING OF DEGREES

(Implemented as a Faculty Senate Document #89-6, March 21, 1990--action to be taken in advance of each commencement exercise and in the following language--dated as appropriate):

Be it resolved that the Faculty Senate of the University of Wisconsin-Green Bay, on behalf of the Faculty, recommends to the Chancellor and the Vice Chancellor of the University that the students certified by the Registrar of the University as having completed the requirements of their respective programs be granted their degrees at the fall 2009 Commencement.

Faculty Senate New Business 5(a)
November 18, 2009

General Education Purpose and Mission

The UWGB General Education Program supports the University's Select Mission by providing an interdisciplinary, problem-focused educational experience that prepares students to think critically and address complex issues in a multicultural and evolving world.

To that end, the UWGB General Education Program will help to develop a liberally educated student and facilitate their living in an ever changing world by:

- Introducing students to the value and practice of interdisciplinarity;
- Providing knowledge that includes disciplinary breadth;
- Working with students to develop an understanding of critical social problems;
- Supporting the development of important academic skills including communication, critical thinking, problem solving, and quantitative and information literacy.

Further elaboration on major components:

To that end, the UWGB General Education Program will help to develop a liberally educated student and facilitate their living in an ever changing world by:

- Introducing students to the value and practice of interdisciplinarity;
 - This goal relates most directly to the primary mission of UWGB and ensures that students have some introduction to interdisciplinarity and its importance early in their career.
- Providing knowledge that includes disciplinary breadth;
 - Students must have adequate breadth of knowledge and course work that is representative of distinct ways of thinking.
- Working with students to develop an understanding of critical social problems;
 - In order to have an appropriate understanding of problems and issues such as sustainability regardless of their eventual major, students must have background and/or a variety of experiences from global and multicultural perspectives. In addition, UWGB's select mission recognizes the importance of a university education to promote engaged citizens. The general education program will help foster these elements of a student's education.
- Supporting the development of important academic skills including communication, critical thinking, problem solving, and quantitative and information literacy.
 - Certain skills are critical for any liberally educated individual in order to promote life-long learning and understanding of the complexity of the issues and problems of our world.

A number of the elements above are considered "essential learning outcomes" by the Association of American Colleges and Universities (AAC&U) and supported by their research related to Liberal Education and America's Promise (LEAP). These outcomes are:

- Knowledge of human cultures and the physical and natural world;
- Intellectual and practical skills;
- Personal and social responsibility;
- Integrative learning.

Faculty Senate New Business 5(b)
November 18 2009

Proposal for University Motto

Proposal: UWGB should adopt “*Ad Scientiam Renovandam*” as its official motto.

Rationale: The motto was created for UWGB roughly a decade ago, but apparently has never been officially endorsed or adopted. *Ad* means “towards” or “for”; *scientiam* is the source of our word “science,” but in the Latin of ancient Rome it meant both “learning” and “knowledge,” and thus spans the teaching and research aspects of academic life; *renovandam* comes from a verb that means “to renew,” “recreate,” or “innovate,” arguably tying in not only with the school’s original innovative focus and our mission for innovative teaching, but also to the Phoenix being recreated from the ashes.

Faculty Senate New Business 5(c)
November 18, 2009

Academic Affairs Council Report to Senate October 2009

AAC Members: Woo Jeon, Mimi Kubsch, Dennis Lorenz, Cristina Ortiz, Christine Style (chair), Tim Sewall (Administrative Liaison)

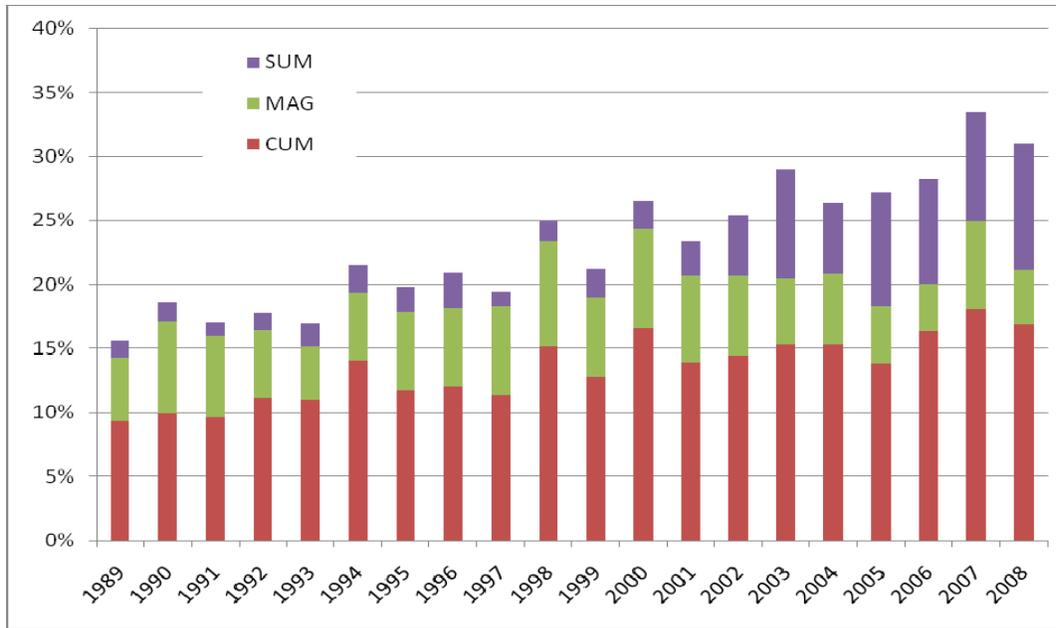
1. The AAC did not approve the following Curricular Form submission in October:
 - a) Form C. to establish a new minor in Education: ESL /Bilingual. Dennis Lorenz moved to approve this Form C and Woo Jeon seconded. After discussion, AAC members unanimously opposed the ESL/Bilingual minor as it is currently conceptualized and AAC comments as why it was not approved were listed in the AAC Form Z with encouragement for them to re-submit.
The AAC applauds the Education Program for putting forth this minor. There is great need for this minor in the community. However, the current proposal for a new UWGB minor in ELL/Bilingual has many inconsistencies that will need to be clarified and clearly communicated.
2. The AAC approved the following Curricular Forms in October:
 - a) Form CMF to establish a new course: MUSIC 353 Music History I was approved unanimously
 - b) Form CMF to establish a new course: MUSIC 354 Music History II was approved unanimously
 - c) Music Ed./BM Curricular Form B to add AVD 329 World Music to the upper-level requirements for the B.M. in Music Education was approved unanimously.
 - d) Human Development Form B: Proposed Changes to Human Development Major Requirements. Discussion ensued regarding the need to change the curriculum. The AAC's attention was drawn to a number of changes in Human Development including new faculty offering new courses, a realignment of courses because of changes in Human Biology, and finally the interest to cultivate greater diversity in course options. The Form B was approved: 4 in favor, 1 abstention.
 - e) Public Administration Form C: PUENAF 425 Fundraising and Marketing for Nonprofit Organizations to be added as an elective in the PA minor was approved unanimously
 - f) PEA Form C: PUENAF 324 Transitioning to Sustainable Communities as an elective in the EPP minor was approved unanimously
3. The AAC discussed the feedback received from unit chairs about using credit for Prior Learning as Residency Credit. The feedback received was generally positive and further clarification of the definition of "prior learning" was received. The AAC will review the final draft of this policy in an early November meeting before sending.
4. The AAC discussed the feedback received from unit chairs about our draft of an Internship Limits policy. The feedback was not favorable to limit the number of credits for internship and the AAC decided to not take further action upon this policy draft.
5. Program Reviews:
 - a. Environmental Sciences & Policy Master's Program report was discussed in depth during portions of two AAC meetings before inviting the chair in to clarify and address our concerns. Questions were drafted and sent to the ES&P Master's Program chair for the chair to respond to at the AAC meeting with ES&P Master's Program chair.

Environment Science & Policy Master's Program meeting with ES&P Master's Program chair Patricia Terry with Dave Dolan, Nathan Bacheler, Kevin Fermanich, and Derryl Block as guests was on October 23. AAC review of the ES&P Master's Program is in being written and will be sent out in early November.

Number and Percent of bachelor's recipients graduating with various honors

Year	None	CUM	DIM	MAG	SUM	Total	CUM	MAG	SUM	All3
1989	561	62		33	9	665	9%	5%	1%	16%
1990	549	67		48	10	674	10%	7%	1%	19%
1991	550	64		42	7	663	10%	6%	1%	17%
1992	620	84		40	10	754	11%	5%	1%	18%
1993	592	78		30	13	713	11%	4%	2%	17%
1994	614	110		41	17	782	14%	5%	2%	21%
1995	641	94		49	15	799	12%	6%	2%	20%
1996	618	94		48	21	781	12%	6%	3%	21%
1997	684	96		60	9	849	11%	7%	1%	19%
1998	625	126		69	13	833	15%	8%	2%	25%
1999	612	99		48	18	777	13%	6%	2%	21%
2000	581	131		61	17	790	17%	8%	2%	26%
2001	655	119		58	23	855	14%	7%	3%	23%
2002	656	128	5	55	42	886	14%	6%	5%	25%
2003	644	139		46	78	907	15%	5%	9%	29%
2004	663	141	14	50	51	919	15%	5%	6%	26%
2005	698	133		43	85	959	14%	4%	9%	27%
2006	684	156		35	78	953	16%	4%	8%	28%
2007	651	177		67	84	979	18%	7%	9%	34%
2008	676	165		42	97	980	17%	4%	10%	31%

(these are calendar years, for simplicity)



Cumulative GPA at graduation of bachelor's recipients with 60 or more graded credits

Year	2.0-3.49	3.5-3.59	3.6-3.69	3.7-3.79	3.8-3.89	3.9-4.0	Total	2.0-3.49	3.5-3.59	3.6-3.69	3.7-3.79	3.8-3.89	3.9-4.0
1989	502	27	21	28	11	19	608	83%	4%	3%	5%	2%	3%
1990	468	30	22	32	15	24	591	79%	5%	4%	5%	3%	4%
1991	474	26	27	31	21	11	590	80%	4%	5%	5%	4%	2%
1992	554	47	26	27	23	18	695	80%	7%	4%	4%	3%	3%
1993	508	49	26	22	19	14	638	80%	8%	4%	3%	3%	2%
1994	554	56	37	32	22	20	721	77%	8%	5%	4%	3%	3%
1995	569	45	33	31	27	20	725	78%	6%	5%	4%	4%	3%
1996	538	48	35	36	22	26	705	76%	7%	5%	5%	3%	4%
1997	606	47	34	34	30	13	764	79%	6%	4%	4%	4%	2%
1998	547	66	49	23	38	25	748	73%	9%	7%	3%	5%	3%
1999	538	46	35	39	14	27	699	77%	7%	5%	6%	2%	4%
2000	517	53	50	43	35	24	722	72%	7%	7%	6%	5%	3%
2001	579	57	46	32	35	26	775	75%	7%	6%	4%	5%	3%
2002	583	60	51	34	36	40	804	73%	7%	6%	4%	4%	5%
2003	552	67	48	47	62	36	812	68%	8%	6%	6%	8%	4%
2004	581	59	56	47	43	26	812	72%	7%	7%	6%	5%	3%
2005	598	65	37	60	42	50	852	70%	8%	4%	7%	5%	6%
2006	582	58	60	53	43	47	843	69%	7%	7%	6%	5%	6%
2007	541	79	58	68	65	48	859	63%	9%	7%	8%	8%	6%
2008	570	69	54	55	61	54	863	66%	8%	6%	6%	7%	6%

(these are calendar years, for simplicity)

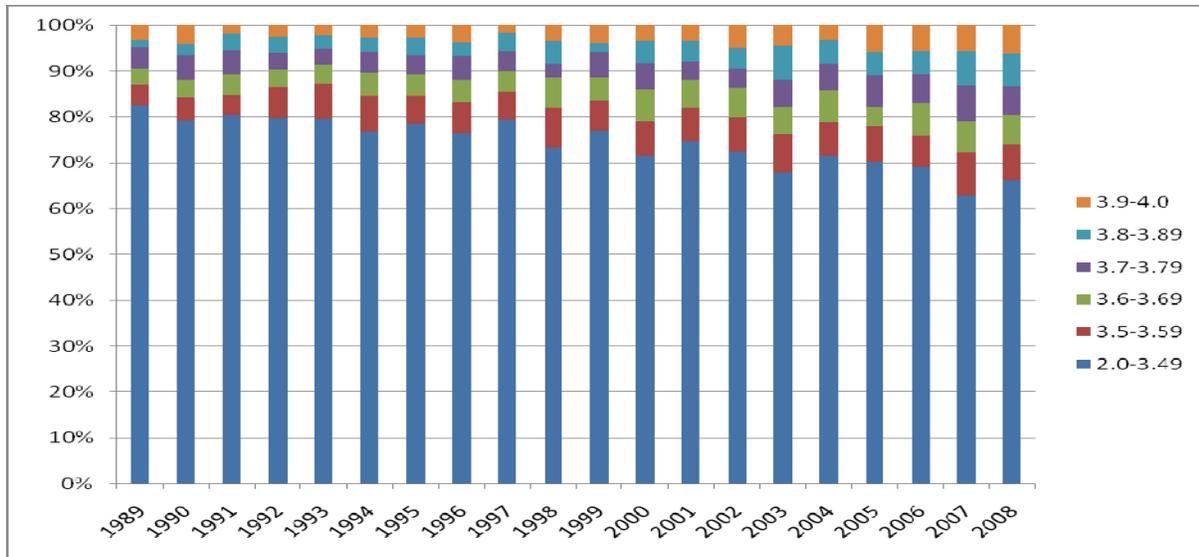


Table 1. Number and percent of UWGB bachelor’s recipients graduating with honors

	1989-1993	2005-2008
Any all-university honors*	17%	30%
<i>Summa Cum Laude</i>	1%	9%

*Combined total for *cum laude*, *magna cum laude*, and *summa cum laude*.

Table 2. Cumulative GPA at graduation of UWGB bachelor’s recipients with 60 or more graded credits at UWGB.

	1989-1993	2005-2008
3.5 or higher	20%	33%
3.9 or higher	3%	6%

UNIVERSITY OF WISCONSIN SYSTEM
PROPOSED POLICY FOR MAKING TEXTBOOKS MORE AFFORDABLEⁱ
11-11-09

I. Background

In the effort to alleviate the burden placed on students by the rising costs of textbooks, the University of Wisconsin System has undertaken a number of activities designed to keep textbooks affordable. Some institutions within the System have encouraged their faculty to adopt textbooks early to enable students to purchase books from competitively priced sources, while others have established textbook rental programs. To date, seven UW institutions, including the UW Colleges, have textbook rental programs: UW-Eau Claire; UW-La Crosse; UW-Platteville; UW-River Falls; UW-Stevens Point; UW-Stout; UW-Whitewater; UW-Barrow County; and UW-Richland. Pilot textbook rental programs have been established at UW-Marshfield/Wood County and UW-Sheboygan. Despite these efforts, the unabated rising cost of textbooks continues to be a major concern for the University of Wisconsin System. In order to maintain access and affordability for UW System students while ensuring the quality of the educational experience, this concern needs to be addressed.

In May 2009 the Board of Regents (BOR) of the University of Wisconsin System approved a set of interim guidelines intended to bring some relief to students regarding the rising cost of textbooks. In approving the interim guidelines, the BOR instructed the University of Wisconsin System Administration to develop a policy aimed at making textbooks more affordable to students. This proposed policy is in keeping with the that instruction, and takes into consideration several factors including: 1) the UW System governance structure; 2) primary role or responsibility of the faculty and instructional academic staff in selecting textbooks as an integral element in curriculum development; and 3) market forces that involve bookstores and textbook publishers.

II. Federal Requirement

In addition to the urgency felt by UW System institutions and their students to alleviate the burden placed on students by textbook costs, the Federal Government is also proposing action. By July 2010, all institutions within the University of Wisconsin System will need to comply with Section 133 of the 2008 Higher Education Opportunity Act which, among its provisions, requires that *“to the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall:*

1. *Disclose on the institution’s Internet course schedule and in the manner of the institution’s choosing, the International Standard Book Number (ISBN) and retail price information of required and recommended college textbooks and supplemental materials for each course listed on the institution’s course schedule used for preregistration and registration purposes.*
2. *If the ISBN number is not available for such college textbook or supplemental material, then the institution shall include in the Internet course schedule the*

author, title, publisher and copyright date for such college textbook or supplemental material. If the institution determines the disclosure of the information required above is not practicable for a college textbook or supplemental material, then the institution shall so indicate by placing the designation "To Be Determined" in lieu of the information required."

III. Policy

- A. All institutions within the University of Wisconsin System will work towards developing and implement schedules for the early adoption of textbooks in ways that are effective in allowing students time to order textbooks from competitively priced sources. It is expected that all institutions will achieve this goal by the end of 12 months from the effective date of this policy.
- B. Each bookstore owned by a UW institution shall provide faculty and instructional academic staff who are placing book orders with current information about the retail price of selected course materials. A bookstore not owned by a UW institution, but granted a contract to operate on a campus prior to the development of this policy, shall, to the extent possible, also provide faculty and instructional academic staff who are placing book orders with current information about the retail price of selected course materials.
- C. To the extent feasible and appropriate, faculty and instructional academic staff teaching the same course for multiple semesters are encouraged to use the same textbooks and course materials for multiple semesters.
- D. Whenever appropriate within the goals of the course, faculty and instructional academic staff are encouraged to order new editions of textbooks only if older editions are not of comparable educational content or are no longer available through normal distribution channels. In such cases, instructors are encouraged to list information pertinent to previous editions which are acceptable for use.
- E. When available, and economically advantageous to students, faculty and instructional academic staff shall request unbundled versions of textbook and course materials.
- F. To the extent possible, if bundled materials are assigned, bookstores owned by UW institutions shall make available both bundled and unbundled versions of the materials for purchase. In situations where bundled materials are assigned, institutions and bookstores should clarify on the bookstore website whether students should purchase either the bundled package or all required portions of the bundle individually.
- G. When appropriate and available, faculty and instructional academic staff shall encourage students to purchase electronic versions of textbooks or textbooks available for purchase online.
- H. All UW institutions shall look for creative ways to lessen the financial hardship of college textbook purchases, such as: targeted scholarship and financial aid funds, exploration of economically viable textbook rental programs for selected courses,

consideration of placing selected course materials on reserve in campus libraries, using information in the public domain (custom publishing), and encouraging student-managed initiatives such as textbook swaps.

ⁱ This policy was developed using UW System BOR approved Guidelines for making textbook more affordable. The BOR approved Guidelines were developed using input from UW Faculty and Academic Staff Representatives, UW Provosts, UW Chief Business Officers, Section 133 of the HEOA of 2008, and the University System of Maryland Textbook Policy of 2009.