

UW-GREEN BAY FACULTY SENATE MEETING NO. 6

Wednesday, March 11, 2009

Phoenix Room C, 3:00 p.m.

Presiding Officer: Illene Noppe, Speaker

Parliamentarian: Clifford F. Abbott

1. CALL TO ORDER

2. APPROVAL OF MINUTES OF FACULTY SENATE MEETING NO. 5, February 18, 2009 [page 2]

3. CHANCELLOR'S REPORT

4. CONTINUING BUSINESS

- a. Code changes to UWGB Chapters 51 and 3 (second reading) [page 5]
Presented by SOFAS Cliff Abbott
- b. Endorsement of SGA Resolution on Smoking (revised) [page 17]
Presented by Joel Diny, Chair of Health and Safety Committee, Student Government

5. NEW BUSINESS

- a. Memorial Resolution for Associate Professor Emerita Susan Kline-Heim [page 18]
Presented by Jeffrey Entwistle
- b. Memorial Resolution for Associate Professor Emerita Lorraine Noll [page 20]
Presented by Mimi Kubsch
- c. Requests for future business

6. PROVOST'S REPORT

7. UNIVERSITY COMMITTEE REPORT

Presented by Steven Meyer, Chair

8. OPEN FORUM on Higher Learning Commission Report [page 22]

9. ADJOURNMENT

MINUTES 2008-2009
UW-GREEN BAY FACULTY SENATE MEETING NO. 5

Wednesday, February 18, 2009
Phoenix Room C, University Union

Presiding Officer: Illene Noppe, Speaker of the Senate

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

PRESENT: Scott Ashmann (EDU), Lucy Arendt (BUA), Andrew Austin (SCD), Peter Breznay (ICS), Kathleen Burns (HUD), Matthew Dornbush (NAS), Susan Gallagher-Lepak (NUR), Stefan Hall (HUS), Catherine Henze (HUS), Curt Heuer (AVD), William Laatsch (interim Provost, *ex officio*), James Loebel (BUA), John Lyon (NAS), Michael McIntire (NAS alternate), Randall Meder (AVD), Daniel Meinhardt (HUB), Steven Meyer (NAS-UC), Thomas Nesslein (URS), Illene Noppe (HUD-UC), Uwe Pott (HUB), Laura Riddle (AVD-UC), Ellen Rosewall (AVD), Meir Russ (BUA-UC), Jolanda Sallmann (SOCW), John Stoll (PEA), Brian Sutton (HUS-UC), David Ward (Interim Chancellor, *ex officio*), David Voelker (HUS), Jill White (HUD)

NOT PRESENT: Steve Kimball (EDU), Tim Meyer (ICS), Dean VonDras (HUD-UC),

REPRESENTATIVES: Katrina Hrivnak (Academic Staff); Joel Diny (Student Government)

GUESTS: Associate Professor Laurel Phoenix, Dean Scott Furlong, Dean Fritz Erickson, Senior Executive Assistant to the Chancellor Scott Hildebrand, and Associate Provost Tim Sewall

1. Call to Order. With a quorum present, Speaker Noppe called the Senate to order at 3:05 p.m.

2. Approval of Minutes of UW-Green Bay Faculty Senate Meeting No. 4, December 10, 2008. On a motion by Senator S. Meyer (second by Senator Riddle) the minutes were **approved** by a voice vote.

3. Chancellor's Report. The Chancellor had three items: Chancellor-designate Harden's visit to campus (and conferral with the Governor), the search for a provost (chaired by Tim Meyer and now under way), and the budget. For that last item the Chancellor shared a memo, received within the last 24 hours and outlining budget implications from the recent address by the Governor. A few highlights: the budget repair bill for the current budget so far will cost UWGB about \$100,000; in the next biennial budget costs to continue are funded (phase one of the Growth Agenda is ok); phase two of the Growth Agenda is postponed; all state agencies face a 1% across the board cut; some increase in financial aid; a lapse in money from auxiliary funds; no pay plan increases; the right to collective bargaining; some benefits for domestic partners. Further details are still being studied. In response to a question about the process, the Chancellor replied that the next step would be hearings around the state by the Joint Finance Committee, passage through the legislature, and most importantly action by the Governor with his powerful line-item veto.

4. New Business.

a. 2009-2010 Slate of Nominees for Faculty Elective Committees. Laurel Phoenix presented the slate on behalf of the Committee on Committees and Nominations and informed the senators of the process for adding other names to the ballot. **Senator Rosewall (second by Senator Sutton) moved to accept the slate and the motion passed on a voice vote.**

b. Code changes to UWGB Chapters 51 and 3. SOFAS Abbott presented the first reading of this proposed change to combine two currently overlapping chapters on faculty appointments. He presented this not as a change of any current procedure or policy, but simply as a clarification, arguing that the interests of shared governance are better served when the rules are a bit more accessible. One senator's question clarified that the intent is to eliminate chapter 51 and include any nonredundant content into chapter 3. Another senator advised a search for any external references to changed Code sections, always a smart move.

c. Memorial Resolution for Chancellor Emeritus Edward Weidner. This was authored by William Laatsch and Michael Kraft and read by Provost Laatsch.

d. Endorsement of SGA Resolution on Smoking. Joel Diny, chair of the Health and Safety Committee of the Student Government Association, presented a resolution seeking a change in the University's smoking policy. The proposed change is to prohibit smoking within the inner loop on campus, except for unambiguously-designated outside smoking areas, one for each building, located at the discretion of the Safety and Health Committee at least 30 feet from doors and vents. Chair Diny described the process leading to the resolution and its passage by SGA. The discussion, both before and after the vote, raised a number of issues: the need to know the specific locations of the designated smoke areas, the guideline that the designated areas be away from paths between buildings, providing smokers with information or ways to accommodate to new rules, whether the designated areas should have some protection from the elements, any costs of the change, and the wording of the resolution (particularly the use of the word 'stigma'). **Senator Henze moved (second by Senator Rosewall) endorsement of the resolution and the motion failed (8-17-2).** The Speaker urged individual senators to contact Joel Diny with their suggestions for possible improvements in the policy.

e. Requests for future business. The Speaker invited items for future business but received none beyond the possibility of revisiting the smoking policy.

5. Provost Report. The Provost used this opportunity to talk about progress in strategic enrollment planning. He shared with the Senate some preliminary recommendations from a task force that has been working on the issue since last fall. He asked that senators review the document, share it with others, and make their own recommendations. Several senators wondered whether it was appropriate to consider related issues such as daycare facilities, an honors program, marketing methods, and internal enrollment planning. The Provost encouraged a broad perspective.

6. University Committee Report. UC Chair Meyer listed the issues the UC is currently discussing: Code changes in chapters 51 and 3; HLC report; summer salary inequities (the deans reported that the effects of certain non-paying students had been spread across the summer enrollment so as not to disadvantage any one faculty member); administrator evaluation (the committee in charge recommends a lapse in evaluations until there's some more stability in these positions); The Senate Budget and Planning Committee (not much movement); a proposal at UW-EC to put a surcharge on courses students need to repeat; honors programs; textbook rental possibilities (System studies suggest rental is not cost effective, but early adoption is); the task force on interdisciplinarity (the membership is now set); and the need for a faculty representative to student government (any interested faculty member is urged to contact the UC Chair).

7. Open Forum Since the time was approaching for automatic adjournment, this item was postponed until the next meeting.

9. Adjournment. The Speaker adjourned the meeting at 5:00 p.m.

Respectfully submitted,

Clifford Abbott, Secretary of the Faculty and Academic Staff

PROPOSED CODE CHANGE COMBINING CHAPTERS 3 AND 51

The following pages show the changes for essentially adding parts of Chapter 51 to Chapter 3 if they are not already there (these are shown in **bold face**) and removing parts of Chapter 3 that are redundant or need to be eliminated to accommodate renumbering (these are shown with ~~strike-through~~). For reference the following identifies where in Chapter 51 the bold face additions come from:

material in	3.01 (2) comes from	51.01B
	3.03	51.03
	3.04	51.04B
	3.05 (3-5)	51.05 B, C, D
	3.06 (2-3)	51.05 D3 and C
	3.07	51.05 G1
	3.09	51.06
	3.15 (2)	51.08B
	3.17	51.09
	3.20	51.10
	3.21	51.11
	3.22	51.12
	3.23	51.13
	3.24	51.14

Faculty Senate Continuing Business 4(a)
11 March 2009

FACULTY PERSONNEL POLICY PROCEDURES

UWGB CHAPTER 3 FACULTY AND TEMPORARY TEACHING 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.

2. 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.

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.**
- ~~4.~~ **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 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. **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.**

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 TEMPORARY TEACHING APPOINTMENTS OR SPECIAL NON-TENURE TRACK APPOINTMENTS

1. 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. In special circumstances Lecturers may be appointed for two or three years. Beginning no later than the fifth year of consecutive employment, 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 true 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

UWGB 3.21 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.

UWGB 3.22 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.

UWGB 3.23 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 3.24 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)]

RESOLUTION TO CHANGE THE UNIVERSITY OF WISCONSIN GREEN BAY'S CAMPUS SMOKING POLICY

Resolution 11102008-01

Sponsor: Joel Diny, Chair of Health and Safety Committee, Student Government Association
Co-Sponsor: Nick Cibula, Senate Speaker; Casey Janke, Senator; Joe Tyrrell, Senator

Resolution to Change the University of Wisconsin Green Bay's Campus Smoking Policy

Whereas, the students of the University of Wisconsin-Green Bay have expressed a concern with the current smoking policy on campus;

Whereas, the students of the University of Wisconsin-Green Bay have expressed concern over the health effects of smoking and its inconsistency with our image as an ecological university;

Whereas, the Health and Safety Committee sent out a survey to students that received over 1,500 responses and the majority of responses confirmed a desire to change the current smoking policy;

Whereas, the Health and Safety Committee based on the survey results and input from students during open meetings created a new smoking policy for recommendation to the Student Senate;

Therefore be it resolved, the following proposed smoking policy should be approved and be sent to the Chancellor for consideration;

The University of Wisconsin Green Bay shall administer a smoking injunction within the inner loop of the campus as defined by the University of Wisconsin Green Bay Master plan, except in designated smoking areas within the inner loop. These smoking areas shall be thirty-feet from doors, vents, and walkways. Areas should consist of at least one smoking area per building. Creation of these designated smoking areas shall be at the discretion of facilities management with consultation of the Campus Safety and Health Committee. Designated smoking areas shall be clearly marked and easily accessible to the public at large. Public at large should be unambiguously able to identify where such smoking areas are located and where smoking is prohibited. Counseling and Health Services will provide and publicize smoking cessation aides.

**MEMORIAL RESOLUTION
OF THE UNIVERSITY OF WISCONSIN-GREEN BAY
UPON THE DEATH OF ASSOCIATE PROFESSOR EMERITA SUSAN KLINE-HEIM**

Sue Kline-Heim, Associate Professor Emerita of Communication and the Arts: Theatre, died on January 27, 2005, after a prolonged battle with Multiple Sclerosis. Sue is survived by her husband Jim Heim of New Franken and numerous family members still living in the Menominee area in Michigan's Upper Peninsula.

Sue was born in Menominee in 1952 and after graduating high school she moved on to fashion design school in Florida leaving Menominee never to return. Sue did get as close as Marinette to design windows for the Lauerman Brother's Department Store after completing fashion school and it was that creative work and the desire to put her fashion training to work in a more meaningful way that prompted Sue to seek her bachelor's degree in Theatre, focusing on costume technology and design. Like many arts students at UW Green Bay, Introduction to Human Biology was not her most successful subject but any art work that Sue could get her hands on was where she found her passion and later in her undergraduate studies her intellectual curiosity caught up with her artistic bent. After being named the UW-Green Bay's Outstanding Theatre Student, Sue graduated in 1984 and was accepted into the MFA Theatre Design program at Michigan State University. Sue received her terminal degree three years later and she was awarded her first faculty position in a one-year Faculty Sabbatical Replacement position at the University of Michigan - Flint. One year later Sue Kline accepted an Assistant Professor Costume Design position at the university she loved so very much and where she discovered her passion for creative design and problem solving, The University of Wisconsin – Green Bay. The fit was perfect. Sue Kline was one of the few new Assistant Professors on campus who could move seamlessly into teaching unique upper-level interdisciplinary arts courses without batting an eye. Sue's undergraduate preparation with faculty mentors in the arts like Davey Damkoehler and Ray Gabica and Arthur Cohrs allowed her to fit right into the interdisciplinary arts environment on our campus. In 1994, as Chair of Communication and the Arts, I was able to be at her side while Sue made her case for tenure and was promoted to Associate Professor at a school that meant so much to her. The ravages of MS eventually forced Sue to retire early in August of 2000 but her creative spirit and her passion for life long learning never retired as she took advantage of her Emerita status and took various courses across campus and continued to focus on arts attending events at the university and throughout the community.

Sue Kline Heim was in her glory coming back to lead the UWGB Costume Shop and the students flocked to Sue. Sue was such a perfect match for UWGB's unique interdisciplinary mission and she was such a vibrant and creative person with an intellect to match and people were naturally drawn to her. At the end of Sue's very first year at UWGB she hurt her back making plaster molds for face casting. Thinking nothing of it she continued on but the nagging pain did not seem to leave her. After months of testing the diagnosis of Multiple Sclerosis was discovered to be the cause of her pain. Shortly after attending Sue and Jim's wedding at the Ecumenical Center in 1989 we began to see more outward effects of the MS, which were always so frustrating to Sue. At that time however, those physical effects were more of a nuisance than life changing as the creative mind and spirit choose to ignore those kind of physical inconveniences. Sue never gave up and neither it seems did the MS. We designed many shows together and I learned from Sue just how strong the creative spirit could be. To have truly known her was to love her and for those of us lucky enough to have loved and worked with Sue prior to her many years of battling this most insidious disease our lives were all made richer.

Faculty Senate New Business 5(a)
11 March 2009

In the few years following as I stood by and saw how MS can wreak havoc with someone physically, I came to realize that I couldn't muster the physical strength and courage for a single day that I saw Sue dig down and gather up just to get around each and every day of her life. Even after she retired these last few years every time I saw Sue I was able to see in her eyes that spirit so wanting to get out. I knew as I saw her less frequently that she was relying on Jim's strength more and more to simply get through every day. But her gift of "Wings" to the university Art collection after her retirement served as a reminder of how much her spirit could soar regardless of her fettered physical condition.

Just two weeks prior to Sue's passing I happened to see the Chairperson of Theatre at the University of Michigan - Flint who told me to let Sue know they were using some beautiful costumes she had designed back in 1987 in their upcoming mainstage show. This was a Theatre colleague who worked with Sue for less than one calendar year and at the very beginning of Sue's professional career and yet 21 years later she still felt a special bond with Sue Kline Heim and they will never forget her contributions. That's because of the kind of special person and creative spirit that Sue was...and is.

Sue spent her professional life in an art form that focuses on the Human Condition and the Human Spirit...An art form that prompts people to think about ways both big and small to make this world a better place.

Sue Kline-Heim, in ways both small and big, made this world a better place for all of us here today. She is relying on different wings today but without question her spirit will always soar. Sue...“May flights of Angels sing thee to thy rest...”

Jeff Entwistle

**MEMORIAL RESOLUTION
OF THE UNIVERSITY OF WISCONSIN-GREEN BAY
UPON THE DEATH OF ASSOCIATE PROFESSOR EMERITA LORRAINE M. NOLL**

Lorraine M. Noll was an admired and influential faculty member of the University of Wisconsin Green Bay and Associate Professor in the Professional Program of Nursing. She was born on July 28, 1932, in Neillsville, Wisconsin, and died on September 27, 2007, in Two Rivers, Wisconsin, where she lived for many years. In 1953 Lorraine graduated from St. Joseph's Hospital School of Nursing in Marshfield, Wisconsin, with a Diploma in Nursing. In 1980, she graduated from Alverno College in Milwaukee with a Bachelor of Science degree in Nursing. Lorraine earned a Masters Degree in Primary Care Nursing in 1983 from the University of Wisconsin-Oshkosh and earned post-graduate credits toward a Doctorate in Education at Marquette University.

In 1983, Lorraine began her career in nursing education at the University of Wisconsin-Green Bay where she was employed as an Associate Professor in Nursing until her retirement May 1, 2000, when she was awarded Associate Professor Emerita. Lorraine had years of nursing experience in medical-surgical nursing, clinic nursing, and public health nursing. Noll also served in leadership positions with state and national nursing associations. In 1977, she achieved Certification in Community Health Nursing from the American Nurses Credentialing Center (ANCC) and maintained this certification until 2001 when she achieved Board certification until 2006. Lorraine was a member of ANCC Community Health Nurse Test Development Committee from 1981 to 1986 and from 1994 to 2002

Lorraine was best known for her "we'll-come-to-you" outreach that brought nursing instruction to remote places across Northern Wisconsin. In 1986, she led establishment of UW-Green Bay satellite sites at Howard Young Medical Center in Woodruff and Nicolet Community College in Rhineland. Through this effort she provided holders of R.N. diplomas and associate degrees the opportunity to pursue bachelor's degrees. In the days before web-based instruction, she made the near-200-mile drive from her Two Rivers home in all seasons, so dozens of students with busy lives and young families didn't have to. For that, she received the Founders Association Award for Excellence in Community Outreach in 1993, as well as an award from her national association. "From Fond du Lac to Sturgeon Bay and Shawano to Hurley," the Founders citation read, "she was instrumental in extending the UW-Green Bay Professional Nursing Program."

Many students remember Lorraine with great affection and appreciation for the encouragement she gave them to advance their careers in nursing. The fact that her students have gone on to enjoy distinguished careers in community health nursing and in higher education is a tribute to her insistence upon the highest standards of nursing education. Former students Sharon Gajeski, who is currently a UWGB Nursing Program Advisor, and Brenda Tyczkowski who is currently a Lecturer in the Nursing Program, and Amy Henniges Adjunct Professor Bellin College of Nursing are representative of the many who valued Lorraine as a professor and example in the nursing profession. Recalling Lorraine, Sharon wrote "Lorraine's passion for the nursing profession was always evident. Through my clinical experience in her Community Health Nursing course, I developed an understanding and appreciation for the impact that nurses can have when working with minority or underserved populations. Lorraine was an excellent educator and role model. Her support and encouragement impacted my decision to advance my education. I feel fortunate to have had her as a teacher and nurse colleague."

Faculty Senate New Business 5(b)
11 March 2009

Brenda recalls that, “Though my background was not in Community Health, Lorraine helped me to gain an understanding and an appreciation for the role of the nurse in the community setting. My first Community Health experience came when I was assigned to work with one of the Public Health Nurses to do “new mother” visits. Having no children of my own and a background in hospital nursing left me feeling very anxious. Lorraine was able to guide me through what the visit was likely to entail, which boosted my confidence. I made it through the visit successfully. Lorraine was there to cheer my success. Lorraine had a kind and gentle manner of instilling confidence. Her courses were packed with information, which was always delivered with a smile. She was never too busy to answer a question. It was with self-confidence that I was able to further both my education and my career. Lorraine was one of the faculty who helped nurture that self-confidence from a tiny bud to a blossom. I smile even now when I think of that first ‘new mother’ visit.”

Amy remembers Lorraine as “An outstanding nursing professor that made a significant impact on my young career as a nurse. Professor Noll taught me that a comprehensive nursing physical assessment was really the key to a successful patient/client outcome. With great passion and high energy, Professor Noll role modeled how to make physical assessments a non-rudimentary experience for both the patient and the nurse. Professor Noll was also important in helping me truly see and appreciate that the role of nursing could and did extend far beyond the walls of an acute care hospital. Because of professors like Lorraine, I gained the confidence I needed in my BSN program to go on to become the first Home Health Nurse serving the patients of St. Mary’s Medical Center in Green Bay, WI. I will be forever grateful to Professor Lorraine Noll.”

Lorraine’s memory will live on in the minds and hearts of her students, colleagues, and community health directors across the state of Wisconsin. In continuing recognition of Lorraine’s contributions to nursing education, those who aspire to continue their education in nursing will have this opportunity made possible by the generous scholarship created in her memory by Lorraine’s children and their spouses, Andrew and Lisa Noll, Joseph and Sally Noll, Robert and Amy Noll and Sarah (Noll) and Don Geiger. Lorraine taught students the both the art and science of nursing. She modeled caring, compassion, and a warm positive attitude. Lorraine remains a respected colleague, role model, and friend. Her contributions to the University and the field of public health nursing will continue to influence and inspire faculty, students, and graduates for years to come.

Mimi Kubsch
Associate Professor Nursing
University of Wisconsin Green Bay

ASSURANCE SECTION

Page 8 of the HLC Document

IV. FULFILLMENT OF THE CRITERIA

CRITERION ONE: MISSION AND INTEGRITY

1. Evidence that Core Components are met

b. “The unique nature of the University’s Select Mission lies in its claim to provide an “interdisciplinary, problem-focused educational experience.” These interviews, the university self-study report, and other documents, however, acknowledge an institutional discussion about the meanings of such terms as “interdisciplinary” and “problem-focused” that has been ongoing since the University’s founding.”
(**Interdisciplinary:** Action needed – We need to more clearly define “interdisciplinary” and “problem-focused.” Action taken – an Interdisciplinary Task Force is being formed with a specific charge defined by the UC)

Page 9 of the HLC Document

2. Evidence that one or more specified Core Components need organizational attention

“...there is still a need for the University to devote resources to promote and support efforts to increase the representation of female, minorities, and other underrepresented population in all areas of the university, including students, faculty, staff, and administration.” (**Diversity**)

“...interviews with faculty and students suggest that the questions about the nature of interdisciplinary studies and their relation to the University’s Select Mission will need ongoing discussion and attention in a rapidly changing national educational environment.” (**Interdisciplinary:** Action needed – We need to more clearly define “interdisciplinary” and “problem-focused.” Action taken – an Interdisciplinary Task Force is being formed with a specific charge defined by the UC)

CRITERION TWO: PREPARING FOR THE FUTURE

Pages 11 and 12 of the HLC Document

2. Evidence that one or more specified Core Components need organizational attention

a. “...the linkages between planning and budget are not well communicated to faculty and mid-level administrators. Decision making regarding financial planning and resource allocations is relegated to senior administration.” (**Faculty Senate Budget and Planning Committee:** Action needed – The FSBPC needs “a seat at the table”. Action taken – the current administration has agreed to faculty representation at their meetings.)

b. "...IPEDS data does show UWGB receives the least tuition revenue compared to its peers in the UW System (10% below the mean) and just slightly above the average in state appropriations." (**University Fiscal Matters:** Action needed – Determine why UWGB receives such an unfair share of tuition revenue. Action Taken – ?)

d. "...faculty salaries lag behind their counterparts at other UW comprehensive universities and are well below the averages in most ranks for comparable institutions nationwide. Funding for faculty development, research, and entrepreneurial initiatives is extremely limited despite the importance placed on research and scholarship in merit pay and promotion decisions." (**Faculty Salaries and Faculty Resources:** Action needed – ? Action Taken – ?)

3. Evidence that one or more specified Core Components require Commission follow-up

"The reports of the last three site visit teams identified faculty workload as a major concern. In 1988: '...excessive diversification of courses and attendant scheduling and workload issues have not been addressed.' In 1992: '...despite progress, there remain faculty who have too many preparations and who are teaching at the margins of their expertise in some areas.' In 1997: '...representatives of all categories of workers on campus self-report considerable stress from heavy workloads.' (**Excessive Faculty Workload:** Action needed – ? Action taken – ?)

"Interviews with faculty suggest that the short-term and long-term plans of the 'Growth Agenda' have not been shared adequately with faculty and staff. The alignment of the growth agenda with mission, values and goals has not been widely discussed with and input sought from all major constituency groups." (**Growth Agenda:** Action needed – increase faculty involvement in Growth Agenda planning. Action taken – ?)

"The team determined that UWGB should submit a progress report to the HLC. The progress report to the HLC should discuss the alignment of this agenda with the overall mission of the university with the specific focus on how resources will be allocated to improve faculty and staff workload, faculty-student ratio, and enhance quality of instruction and student learning. The report should address also the actions taken to include the governing structures to develop and implement the 'growth agenda' and how the initiative will be structured within the institution's developing cycle of planning, budgeting, implementation, and assessment/evaluation." (**Excessive Faculty Workload and the Growth Agenda:** Action needed – increase faculty involvement in Growth Agenda planning. Action taken – ?)

CRITERION THREE: STUDENT LEARNING AND EFFECTIVE TEACHING

Pages 14 and 15 of the HLC Document

2. Evidence that one or more specified Core Components need organizational attention

c. "Workload continues to be a source of concern for the faculty, who continue to find that they are called upon to do more with less. Faculty report that despite the increased expectation for research and creative activities there has been a lack of release time or appropriate compensation and/or other forms of support for research and creative activity. Unit and department chairs who have the responsibility of recruitment and retention of new faculty, in addition to their teaching and other administrative duties, made particular note of the ongoing workload burden." (**Excessive Faculty Workload and Faculty Resources:** Action needed – ? Action Taken – ?)

g. “The UWGB academic plan is organized to provide an interdisciplinary, problem-focused educational experience. Students are expected to make connections with what they are learning in the classroom to the world beyond. They are also expected to think critically and to address issues in a changing world. The plan, however, is complicated by the needs and expectations of disciplinary programs within the institution’s structure and by differing interpretations of what ‘interdisciplinary’ means among the individual budget units.” **(Interdisciplinary:** Action needed – We need to more clearly define “interdisciplinary” and “problem-focused.” Action taken – an Interdisciplinary Task Force is being formed with a specific charge defined by the UC)

ADVANCEMENT SECTION

Pages 4-6

II. CONSULTATIONS OF THE TEAM

Growth Agenda

“The team recommends that the institution involve faculty, staff, and students in a deliberate process to set the goals and objectives for the ‘growth agenda’ and to examine the effect of the budget cuts on the workloads and operations of academic and support staffs. There is a sense of optimism and pessimism and fear about how the ‘growth agenda’ will be handled and what will result. Campus-wide discussions about the growth agenda should alleviate fears and concerns about the potential impact of the plan on faculty and staff workloads.”

(Excessive Faculty Workload and the Growth Agenda: Action needed – increase faculty involvement in Growth Agenda planning. Action taken – ?)

Assessment

“The team suggests that the University continue to work closely with faculty, staff, and students to promote the culture of continuous student outcome assessment and assessment of support services.”

Communication

“There is a strong perception on the part of some faculty interviewed that communication between administration and faculty is one-way. Faculty members expressed concerns that budget reductions with great impact on their programs were not properly channeled through established governance structures and communicated to the university community. The team suggests that the administrations work closely with faculty, staff, and student leadership to identify ways to improve two-way communication regarding significant campus issues.”

Mission Clarification

“While distinctive, emphasis, on ‘interdisciplinary’ curricula and learning continue to be difficult to articulate to both internal and external constituencies. In view of this difficulty to understand the notion of ‘interdisciplinary,’ the team suggests that interdisciplinary programs should be described with a substantive academic and practical rationale that is comprehensible to students, parents, faculty, staff, and administrators.”

(Interdisciplinary: Action needed – We need to more clearly define “interdisciplinary” and “problem-focused.” Action taken – an Interdisciplinary Task Force is being formed with a specific charge defined by the UC)

Shared Governance

“There is still confusion about what is meant by shared governance and the extent to which the various governance groups participate in the actual governance. The faculty should have an open discussion about how the current structure of their Senate and non-Senate committees works and how they might be improved.”

Revenue Sources

“Efforts should be made to use additional resources to address salary compression among senior level faculty, provide additional support for faculty research and scholarly activities, and provide scholarships for students from disadvantaged backgrounds and merit-based scholarships for talented students.”

Attached is the link to the complete version of the Higher Learning Commission Report

http://www.uwgb.edu/sofas/structures/governance/senate/agendas/HLC_Report.pdf

Report of Academic Affairs Council to Faculty Senate
Curricular Actions

December 2008 - February 2009

Approved by AAC on 12 December 2008

Form C to modify existing minor requirements - adding ENG 290: Introduction to Literary Studies as a lower-level requirement and reducing the number of lower-level electives from 6 to 3.

Form B to modify existing major requirements in English. This included: adding ENG 290: Introduction to Literary Studies as a lower-level requirement; eliminating ENG 304: Advanced Nonfiction Writing and ENG 323: Approaches to Literature as upper-level requirements in the English Literature and English Education tracks; reducing the number of lower-level requirements in Literature track from 9 to 6 and in the Creative Writing track from 6 to 3; and eliminating the requirement of ENG 101: Introduction to Film, ENG 206: Women in Literature, or ENG 224: Practicum in Literary Publishing in the Education track.

Form D to modify existing requirements of an area of emphasis in Ancient and Medieval Studies in the Humanistic Studies major. This included: changing the name of one of the upper-level courses subcategories from "Ancient/Medieval Philosophy" to "Ancient/Medieval Religion and Philosophy"; adding PHIL 401: Plato and Aristotle to the list of courses which satisfy the "Ancient/Medieval Religion and Philosophy" subcategory; adding HUS 323: The Hebrew Bible (the Old Testament) to the list of courses which satisfy the "Ancient/Medieval Religion and Philosophy" subcategory; adding HUS 324: The Writings of the New Testament to the list of courses which satisfy the "Ancient/Medieval Religion and Philosophy" subcategory; changing the upper-level requirements so that students have to take either HUS 334 or HUS 335, but not both; increasing the number of required upper-level electives from 6 to 9 credits.

Form D to modify existing requirements in the Public Management emphasis in PEA. This included adding the following two courses to the Public Administration list of courses students can select from: POL SCI 370: Foreign and Defense Policies to be listed as an elective under the Public Policy set; and PEA 350: Geographic Information Systems to be listed as an elective under Analytic Methods.

Form D to modify existing requirements in the Public Policy emphasis in Environmental Policy and Planning major. This adds PEA 321 Coastal Resources: Their Use and Management as an elective in the Public Policy emphasis.

Form CMF: establish a new course CHEM 109: General Chemistry Laboratory

Form CMF: change credit hours in CHEM 108 General Chemistry

Form CMF: establish a new course Principles of Chemistry I Laboratory

Form CMF: change credit hours for Principles of Chemistry I

Form CMF: establish a new course CHEM 214 Chemistry II Laboratory

Form CMF: change credit hours Principles of Chemistry II

Approved 13 February 2009

Form B to modify existing major requirements for English

Form C to rename minor from Women's Studies to Women's and Gender Studies

Form D to modify existing requirements of an area of emphasis for URS

Recommended that COMM 390: Technical Writing not be moved to IS but be added to IS requirements