

**CONSTITUTION**  
**UNIVERSITY OF WISCONSIN**  
**WASHINGTON COUNTY**

May, 2017

# CONSTITUTION

## UNIVERSITY OF WISCONSIN-WASHINGTON COUNTY

### CAMPUS MISSION STATEMENT

The University of Wisconsin - Washington County (UWWC), as a part of the University of Wisconsin System (UWS), recognizes a threefold mission.

- I. UWWC, as an institution of higher learning, shares with other such institutions:
  - A. The desire to discover and disseminate knowledge, and to serve the community by
    1. helping to develop the full academic potential of each student;
    2. helping to develop heightened intellectual, cultural, and humane sensitivities; and
    3. helping to develop scientific, professional, and technical expertise.
  - B. The desire to pursue excellence in all academic endeavors, and to impart to each student a sense of the worth of such endeavors.
  
- II. As a campus of the University of Wisconsin Colleges (UWC), UWWC recognizes its mission as a two-year institution, and as such:
  - A. aims to provide a quality two-year liberal arts program that leads to an associate degree and has been selectively determined to meet the needs and interests of students in Washington County and surrounding areas;
  - B. aims to meet the students' needs for university degrees, as well as professional and paraprofessional degrees, by offering collaborative degree programs.
  - C. aims to provide courses that meet requirements for UWC certificate programs.
  
- III. As an institution drawing its support from the City of West Bend, Washington County, and the surrounding areas, UWWC is committed to serving this community to its fullest capacity. This includes but is not limited to:
  - A. meeting off-campus instructional and continuing educational needs of the citizens of the community, including offering collaborative degree programs with other units of the university system;
  - B. providing service to the community, both as a cultural center and as a source of professional and technical expertise.

## **IMPLEMENTATION OF MISSION**

Because of the special character of UWWC as a two-year campus of the UWC within the larger UW System, UWWC places special emphasis on the following areas designed to aid this campus in achieving its stated mission:

### **I. EXCELLENCE IN TEACHING**

This campus recognizes the need for high standards in teaching. The campus expects its faculty and instructional academic staff members to maintain these standards. It supports creative teaching methods, delivery systems, and use of state of the art technology.

### **II. PROFESSIONAL ACTIVITIES**

This campus recognizes the need for faculty and staff members to be professionally active. The campus expects its faculty to engage in research and share the results of research. Faculty and staff members are encouraged to participate in professional meetings and other scholarly activities.

### **III. PERSONALIZED EDUCATION**

This campus recognizes the importance of education that relates to students on a personal level. Faculty members are encouraged to link classroom instruction with community and cultural experiences that strengthen the personal involvement of the students. The campus also provides assistance to special needs students.

### **IV. STUDENT PARTICIPATION**

This campus recognizes the importance of the students' role in campus life and interests. Students have a voice in determination of campus programs and activities through voting membership on most campus committees. The campus is responsive to the educational and cultural needs and interests expressed by students. It provides programs for students in intercollegiate and intramural athletics, fine arts, and lectures.

### **V. COMMUNITY SERVICE**

This campus recognizes the campus' responsibility to the community which it serves. Faculty and staff members are encouraged to serve the community through the use of their professional expertise, serving on community boards and committees, and other volunteer work.

### **VI. CULTURAL AND EDUCATIONAL CENTER**

This campus recognizes its responsibility to be a cultural center for its surrounding community. Serving as an education center for the community, the campus supports fine arts and lecture programs designed to bring to the campus outstanding individuals in various fields of interest for both student and community benefit.

## GOVERNANCE

Governance of UWWC shall be consistent with the Constitution, rules, regulations, and procedures of the UWC, this Constitution, and the UWWC Bylaws. The latest edition of *Robert's Rules of Order* shall be followed in all parliamentary procedures.

- I. The Regional Executive Officer/Dean is the administrative and chief executive officer of the campus. The Regional Executive Officer/Dean shall be responsible to the Chancellor for effective administration and implementation of the academic and fiscal program of the campus, and for those responsibilities the Chancellor delegates to the Regional Executive Officer/Dean.

### II. CAMPUS COLLEGIUM

#### A. Membership

The Collegium shall consist of UWWC faculty, academic staff, university staff, and elected student representatives. Academic staff and university staff in regionalized or consolidated positions whose appointment fulfills the eligibility guidelines in UW Colleges Constitution Chapter 7: Academic Staff or Chapter 10: University Staff and who are housed on the campus shall have full membership rights in the campus collegium, including committee service. University and academic staff who have positions split between campuses or are institutionally-affiliated, when their position meets the percentage-eligible threshold outlined in UW Colleges Constitution Chapter 7 or Chapter 10 (even if not at a single campus) are eligible for full collegium membership. Individuals with split appointments should, on an annual basis at the start of the academic year, identify where they will exercise voting rights by notifying the campus Steering Chair. There shall be five student members of the Collegium as determined by the Student Government Association (SGA).

#### B. Voting

All Collegium members with appointments of one half time or more (understood as 40% for instructional academic staff), and student representatives, may participate in all elections and vote on all Collegium motions, except that only faculty shall vote for the faculty senator, only faculty shall vote on faculty personnel issues, only eligible academic staff shall vote on academic staff personnel issues, and only university staff shall vote on matters pertaining to university staff. Quorum shall be defined as forty percent of the eligible voting members of Collegium.

#### C. Presiding Officer

The Steering Chair or Steering Chair's designee shall be presiding officer of the Collegium. As presiding officer, the Steering Chair will retain full voting rights as a member of collegium.

#### D. Jurisdiction and Responsibilities

The UWWC Collegium shall be the deliberative and legislative body of UWWC. This body shall establish such Bylaws as it deems necessary. Through its committees, the Collegium shall recommend to the Campus Administrator and/or Regional Associate Dean for Academic Affairs means of maintaining and improving the educational

program. It shall recommend to the UWC Senate matters of Colleges-wide concern and act on matters presented to it by the Senate.

#### E. Committee Representation

For purposes of representation on various standing committees, the faculty and instructional academic staff members shall be grouped into three divisions. Academic staff members serve on committees as determined by their duties and responsibilities.

<u>NATURAL SCIENCE AND MATHEMATICS</u>	<u>HUMANITIES</u>	<u>SOCIAL SCIENCES</u>
Biological Sciences	Art	Anthropology
Chemistry	Communication & Theatre Arts	Business
Computer Sciences	English	Cultural Geography
Engineering	Foreign Languages	Economics
Mathematics	Music	History
Physical Education	Philosophy	Political Science
Physical Geography		Psychology
Physics		Sociology

#### F. Annual Reports

Each Collegium standing committee shall present an annual written report at the May Collegium meeting.

#### G. Standing Committees

##### 1. Steering Committee

###### (a) Membership

- (1) Collegium shall elect from its members a steering committee composed of faculty, academic staff, and university staff members, the majority of which must be faculty members. The Campus Administrator shall be a nonvoting ex-officio member.
- (2) The committee shall include the Faculty Senator and the Steering Committee Chair elected as required in Sections IV and V.
- (3) One faculty member from each of the three academic divisions shall be elected. If the Steering Committee Chair is a faculty member, two faculty members from the unrepresented divisions will be elected.
- (4) One elected member of the academic staff, one elected member of university staff, the SGA President or Vice President, and the Campus Administrator, who shall be a nonvoting ex-officio member, shall fill the remaining committee positions. If the Steering Committee Chair is a member of the academic staff, that person shall constitute academic staff representation. If the Steering Committee Chair is a member of the university staff, that person shall constitute university staff representation.

###### (b) Duties and Responsibilities

- (1) Prepare the agendas for the Collegium meetings.
- (2) Call regular and special Collegium meetings.
- (3) Appoint Collegium members to committees listed in Section V.A of the Bylaws.
- (4) Recommend the establishment of standing and ad hoc committees.

- (5) Refer specific issues to appropriate Collegium committees.
- (6) Act temporarily for the Collegium until the next scheduled meeting of the Collegium.
- (7) Act as the UWWC Budget Committee.
  - a) The committee shall solicit and review requests for professional development funding, funding of campus development needs, including lab and classroom improvement, facilities improvements not currently budgeted via city/county funding, and technology needs that benefit students.
  - b) The committee will send all recommendations to the Regional Administration along with recommendations for which proposals to implement and what funding sources to use.

## **2. Tenure, Retention, and Promotion Committee**

### **(a) Membership**

- (1) Membership will consist of six tenured faculty members. Two members shall be elected to replace the two members with the longest current service on the committee every other year. Voting for election of committee members will be restricted to members of the tenured faculty. No member may be elected for a succeeding term, but will be eligible after two years. Nominations shall be made from the floor by tenured faculty at the April Collegium meeting from among those eligible for election. Voting will be by campus mail ballot within one week of the nominations. After the 2007-08 Academic year, no more than one person from a department may serve on the committee at any one time.
- (2) In the case of a committee vacancy, an election, consistent with part 2.(a)(1), shall be held as soon as possible.
- (3) Committee members who discussed and/or voted on a promotion or tenure case in his or her department shall be absent from campus deliberations and votes on those same cases. The committee shall function as a committee of five in that particular matter.
- (4) No committee member may vote or discuss his or her own case. The committee shall function as a committee of five in that particular matter.

### **(b) Duties and Responsibilities**

- (1) The committee shall adhere to the tenure, retention and promotion procedures given in UW Colleges Senate Faculty Personnel Policy 501.
- (2) The committee shall make all recommendations to the Dean regarding tenure, retention, promotion, and emeritus status of faculty members.

## **3. Merit Evaluations Committee**

### **(a) Membership**

- (1) The full committee shall be elected every odd numbered year.
- (2) The committee shall consist of six faculty members, with at least one member from each of the three divisions described in part II. E.

### **(b) Duties and Responsibilities**

- (1) The committee shall adhere to evaluation procedures given in UW Colleges Senate Faculty Personnel Policy 503 and UW Colleges Senate Academic Staff Policy 320.

- (2) The committee shall evaluate faculty and continuing instructional academic staff for purposes of making merit recommendations.
- (3) The committee shall evaluate instructional academic staff members for possible reappointment or retitling by the Regional Associate Dean of Academic Affairs.

#### **4. Appointment Committee**

- (a) Membership and Terms of Office
  - (1) Membership shall consist of one faculty member from each division, one non-instructional academic staff member, and one student member.
  - (2) The faculty and academic staff members shall be elected for a one year term.
  - (3) The student member shall be selected by the SGA each year for a one year term.
- (b) Responsibilities and Duties
  - (1) The Committee shall recommend to the Regional Administration individuals for appointment to new or vacated faculty or non-instructional academic staff positions.
  - (2) For the appointment of a faculty position, if the faculty member of the committee in the division of the appointment is not in the same department as the appointment, then the committee shall, if possible, include a campus (or else regional, or else Colleges-wide) member of that department for the purposes of and only for the duration of consideration of that appointment.
  - (3) The Committee shall adhere to federal, state, and university guidelines for hiring.

#### **5. Curriculum Committee**

- (a) Membership

The committee shall consist of one faculty member elected from each of the three divisions, one member of Student Affairs staff, and one SGA member, and the Regional Associate Dean of Academic Affairs as a non-voting member.
- (b) Duties and Responsibilities
  - (1) The committee shall make recommendations on:
    - i) Specific course offerings for all academic terms.
    - ii) General long-range curriculum and program planning.
    - iii) Any related curriculum matter when advice is requested by the Regional Associate Dean of Academic Affairs or Collegium.
  - (2) The divisional representatives on the committee will be responsible for convening their divisional committees and transmitting their recommendations for course offerings and class scheduling to the Curriculum Committee.
  - (3) In making these recommendations, the committee shall seek the advice of members of the appropriate department or its executive committee.

#### **6. Academic Actions Committee**

- (a) Membership

The committee shall consist of four persons elected from among the faculty and instructional academic staff, one SGA member, and the Regional Associate

Dean of Student Affairs or his/her designee (nonvoting). A majority of the voting members of the committee shall be faculty.

(b) Duties and Responsibilities

- (1) The committee shall hear individual student appeals for exceptions to application of UWS, UWC, and UWWC academic regulations.
- (2) The committee, after hearing each appeal and reaching a decision based on the merits of the particular case, shall make its recommendation to the Regional Associate Dean of Student Affairs.
- (3) The committee procedures shall allow for exclusion of the student member of the committee, at the request of the appellant.
- (4) Official student notification of the committee's decision is the responsibility of the chair.

**7. Grievance Committee**

(a) Membership

The committee shall consist of three persons elected from among tenured faculty.

(b) Duties and Responsibilities

- (1) The committee shall hear faculty grievances. A grievance is a personnel problem involving a faculty member's expressed feeling of unfair treatment or dissatisfaction with actions or conduct by administration, faculty, or academic staff, which disregard or violate University rules or policies and/or violate or adversely affect the working conditions or rights of a faculty member.
- (2) Procedures listed in Chapter 6.07 of the University of Wisconsin Colleges Constitution shall be followed. The procedures shall provide that any committee member who was involved in the action, which led to a particular grievance, shall be replaced by another Collegium member for consideration of that case.

**8. Student Life and Interest Committee (SLIC)**

(a) Membership

The committee shall consist of one persons elected from among the faculty, one member elected from among either the faculty or Student Affairs, the advisor to the Student Government Association, and four students appointed by the SGA.

(b) Duties and Responsibilities

- (1) The committee shall recommend to the Collegium and the Regional Associate Dean of Administration and Finance policies which pertain to activities in nonacademic areas of the campus student community.
- (2) The committee shall recommend to the Regional Associate Dean of Administration and Finance guidelines pertaining to the use of facilities by campus student organizations, either for social activities or for other short-term events.
- (3) The committee shall make recommendations on other matters which are referred to it by the Regional Associate Dean of Administration and Finance, Collegium, Steering Committee, or Student Government Association.

### III. SENATOR

The Faculty Senator shall be elected in even-numbered years by the faculty from among the faculty as specified in section 2.02 of the UWC Constitution. The Faculty Senator shall be elected for a two-year term. The UWWC Steering Committee chair or his/her designee shall serve as the senate alternate.

### IV. STEERING COMMITTEE CHAIR

The Collegium shall elect from among the faculty, academic staff, and university staff with voting privileges the chair for the UWWC Steering Committee. This election shall be held prior to the nomination of campus committees. The Steering Committee Chair shall be elected for a two-year term, and shall serve no more than three terms consecutively.

### V. STUDENT GOVERNMENT ASSOCIATION

Students shall organize and maintain a Student Government consistent with UWS statutes, Regents Policy, and the UWC Constitution, to be the representative of the student body. Duties of the Student Government Association shall include the responsibilities assigned to it elsewhere in this Constitution, the UWWC Bylaws, and the SGA Constitution.

### VI. AMENDMENTS

Amendments to this Constitution may be made by the following procedure:

- A. Notification to all Collegium members by publication of the proposed amendment in the agenda.
- B. A majority vote of the voting members present at a meeting of the Collegium.
- C. A two-thirds majority of the votes cast by campus mail ballot.
- D. Approval by the Regional Executive Officer/Dean and the Chancellor.

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