UW-Madison Division of Extension Academic Governance Structure

This document outlines the academic governance structure of a unit of the University of Wisconsin-Madison (UW-Madison) titled University of Wisconsin-Madison Extension. This unit was created pursuant to University of Wisconsin Board of Regents resolution 10956 requiring merger of some units of the previously separate institution of University of Wisconsin Extension (prior to merger: Cooperative Extension, Department of Labor Education, and Broadcasting and Media Innovations) into UW-Madison. (See https://www.wisconsin.edu/uw-restructure/download/Board-of-Regents-Restructuring-Proposal-Resolution-7.pdf.) Extension is a Division at UW-Madison as defined by FPP Chapter 3. A department, as defined by FPP Chapter 5, is housed within the division of Extension. The Division comprises the faculty and staff previously part of University of Wisconsin Cooperative Extension and the department is created as a tenure home for faculty.

Structure overview

The Division of Extension is the functional equivalent of a college or school as specified in FPP Chapter 3 – Faculties of the Colleges and Schools, per FPP 3.01.D. It was created by the Chancellor, after consultation with the UW-Madison University Committee and faculty in Extension, under authority granted by the Board of Regents. The chief executive officer of the Division of Extension is a dean holding a tenured faculty rank, appointed by the Chancellor through procedures specified in FPP 6.04.D. The Extension dean provides administrative leadership and support for the overall mission and purpose of Extension.

The Department resides within the Division of Extension. It was created in accordance with FPP Chapter 5 and approved by the University Academic Planning Council (UAPC) on April 18, 2019. The UAPC approval was made with the understanding that the academic sections mentioned in the documents refer to the faculty only. (The documents considered and approved by the UAPC included most of the information about academic sections in an appendix. The full document approved by the UAPC is available at https://uwmadison.box.com/s/wcuyobkudregl44cdkuy21sskh8oj1vi.) The UAPC also requested that the Division of Extension leadership provide a report by October 2020 on the status of the implementation and evolution of this structure to the Provost and to the UAPC. Presentation of this structure to the UW-Madison Faculty Senate constitutes the final step in the creation of the Department. The Department will work over the course of the 2019-2020 academic year to develop policies and procedures, including operating procedures, post-tenure review departmental procedures and criteria, and the like. To the extent feasible, existing Cooperative Extension policies and procedures may be used in the interim by the academic sections and the new Executive Committee to ensure a smooth transition.

The UW-Madison Faculty Senate resolved on November 5, 2018, to transfer the tenure of all existing Extension tenured faculty to Madison. This new Department exists to serve as a tenure home for faculty formerly in Cooperative Extension and to execute the rights and responsibilities of Extension faculty as specified in Chapters 1 and 5 of FPP. The Department is led by a chair (elected by the faculty and appointed by the dean as specified in FPP 5.30.) and is organized into five academic sections, which are based upon the “academic departments” of Cooperative Extension prior to its merger with UW-Madison.

Mission and Purpose of the Division of Extension

Mission: Extend the knowledge and resources of the University of Wisconsin to people where they live and work. Embodying the power of the Wisconsin Idea, we partner to develop and connect the research and educational resources of the University of Wisconsin with the people and communities in our state to facilitate change in the areas of thriving youth, families, organizations and communities; stronger economies; resilient and productive environments; and food safety, food security, and health.
Vision: A thriving, well-known and sought-out educational resource that reflects the rich diversity of the state. Extension conducts applied research, provides educational programs, and creates connections to:
- support the agricultural economy;
- enable communities to solve challenges;
- protect natural resources;
- strengthen Wisconsin’s families;
- support young people.
This work is conducted through its academic sections (see section 4.4a), through several institutes and independent programs, and through Extension-funded support for faculty and staff specialists at UW-Madison in CALS, SoHE, and L&S, and other UW System campuses.

Extension’s programs are developed and measured in terms of its strategic directives and outcomes, developed in collaboration with supporters and stakeholders. In addition to state resources, Extension is also supported by its federal partner (National Institute of Food and Agriculture, United States Department of Agriculture) and by Wisconsin county and tribal governments. These agencies have additional local, regional, and national goals associated with their Extension collaboration.

Organization

1. Faculty

1.1 Governance Faculty: The Extension governance faculty consists of all persons who hold the rank of professor, associate professor, assistant professor, or instructor with at least a one-half time appointment at UW-Madison and a tenure home in Extension on or after July 1, 2019. They have rights and responsibilities as described in FPP 1.20 – Authority and Responsibilities of the Faculty and FPP 3.03 – Duties and Powers of College and School Faculties.

1.2 Joint Governance Appointment: Upon request and with the approval of the department Executive Committee, integrated faculty (those supported with extension funding with tenure homes in other UW-Madison departments) may be granted joint governance appointments per FPP 5.12 for renewable three-year terms.

1.3 Affiliation: Per FPP 5.13, “an affiliation allows a faculty member or a member of the academic staff to be associated with a department without governance rights or a continuing departmental commitment. Affiliations may be granted by the departmental executive committee to probationary and tenured faculty and to academic staff for a specified term of not greater than three years.” Given the statewide nature of Extension activities, faculty and academic staff of any University of Wisconsin campus collaborating on Extension activities or supported in part by Extension funding may be invited to become affiliates.

2. Extension Leadership

2.1 Dean: The chief executive officer of the Division of Extension is a dean holding a tenured faculty rank, appointed by the Chancellor through procedures specified in FPP chapter 6.04.D.

2.2 Associate deans: The Extension Dean may appoint associate deans after consultation with the Academic Planning Council. Associate deans with academic responsibilities (research, education, training) will be tenured faculty hired through procedures specified in FPP chapter 6.04.D.

2.3 Assistant deans: The Extension Dean may appoint assistant deans to assist in administrative responsibilities after consultation with the Academic Planning Council.
3. Academic Planning Council
3.1 The Extension Academic Planning Council (APC), as specified in *FPP* 3.08, is a body that advises the dean on research, outreach, and educational activities, assessment, and strategic planning. The APC serves the needs of shared governance within the Division of Extension.

3.2 Membership
a. Per *FPP* 3.08.A. at least two-thirds of the membership shall be university faculty elected by the division faculty and shall hold no substantial administrative appointment beyond the departmental level.
b. The APC may include one participating joint faculty member elected by the participating joint faculty as defined in part 1.2 above.
c. The APC may include three Extension academic staff educators elected through the Committee on Academic Staff Issues (CASI) by Division of Extension academic staff, representing county and campus-based staff.
d. The APC may include an Extension University Staff member.
e. Associate Dean for Agriculture & Natural Resources (*ex officio*, non-voting)
f. Associate Dean for Youth, Family and Community Development (*ex officio*, non-voting)
g. Dean (*ex officio*, non-voting, and chair, unless delegated per *FPP* 3.08)

3.3 Authority and responsibilities. The APC will provide advice to the dean on:
a. research, education, outreach activities, and Extension programs, particularly establishment of new or discontinuation of existing Extension initiatives
b. budgetary planning
c. personnel decisions, particularly advice on new faculty, director, program manager, and staff educator positions
d. decisions about policies and procedures likely to affect faculty tenure or promotion
e. all Extension decisions requiring interaction with or approval by UW-Madison bodies such as University Committee, UAPC, and Faculty Senate.
f. actions referred to the APC by the Department or its academic sections
g. strategic and long-range planning
h. periodic review of APC structure and functions to assess its effectiveness as a faculty voice and its compliance with *FPP* 3.08.
i. county/tribal relations
j. coordination of geographically dispersed functions.

3.4 Meetings
a. The APC will meet at least once per month. The APC will appoint a recording secretary to keep and distribute meeting minutes.
b. A quorum consists of a majority of voting members. Members may participate in meetings via teleconference or videoconference.
c. Meetings will be conducted according to Robert’s Rules of Order (most recent edition) and in compliance with Wisconsin open meeting requirements.
d. The Dean will serve as chair of the meeting and will consult with APC members to establish each agenda.

4. The Department of Extension Faculty
The Department is created in the Division of Extension, as defined by *FPP* 5.01. It comprises a faculty as defined in part 1 above, an executive committee, an elected chair who is a tenured governance faculty member of Extension, and faculty organized by their five functional units.

4.1 Faculty includes all faculty of Extension as defined in 1.1 above and participating joint faculty as defined in 1.2 above. Duties include:
a. Perform the duties and powers of Extension faculty as defined in *FPP* 3.03, and *FPP* 5.11
b. Participate in a preference ballot for Department Chair selection

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c. Participate in an academic section
d. Conduct research, develop and deliver educational programming, and develop and deliver outreach services
e. Participate in annual preference ballot for academic section vice chair
f. Participate in Academic Planning Council elections as described in 3.2.a above
g. Participate in election of UW-Madison Faculty Senate representatives
h. Participate in the governance of the Division of Extension
i. Lead program and outreach curricula development
j. Generate research and applied scholarship.

4.2 The Department Executive Committee consists of all Extension governance faculty members who hold the rank of Professor or Associate Professor per FPP 5.20. Participating joint faculty may be granted joint executive committee appointments through approval of the Department Executive Committee. Duties include:

a. Perform the general functions of department Executive Committees as defined in FPP 5.21 A.-E., including recommendations to the dean about faculty appointments, recruitment, leaves, non-retentions, dismissals, promotions, and salaries and other departmental budget matters.
b. Provide for the periodic review of faculty as defined in FPP 7.17 and further elaborated in Extension Post Tenure Review procedures documents, based on review and recommendations made by a faculty member’s academic section. Such reviews shall provide for a faculty member to be heard if the faculty member wishes and for the faculty member to be informed of the outcome of the review.
c. Provide to its associate professors, in written form, the expectations for promotion to full professor and consider each of its associate professors’ progress toward promotion to full professor status; inform her/him of the outcome of that consideration.
d. Provide to its probationary faculty, in written form, the expectations for promotion to associate professor with tenure, including expectations of the academic section, the Department, and the appropriate Faculty Divisional Committee as described in FPP Chapter 4.
e. Provide for the annual written evaluation of every probationary faculty member starting in the second year of employment. In a year in which a renewal/promotion review is being carried out, this evaluation shall normally be part of that review.
f. Delegate to the chair or to a subcommittee certain of its authorities including salary recommendations and faculty recruitment, in accordance with FPP 5.22.A.
g. Evaluate and approve requests for joint governance appointments.

4.3 Chair
a. Duties as defined by FPP 5.31:
   - maintains departmental communications, correspondence, and records
   - convenes meetings of the department
   - provides input and reports to the Extension Dean on matters within the department
b. Additional duties:
   - monitors the functions of academic sections
   - oversees coordination between academic sections
   - convenes monthly meetings of all academic section vice-chairs
   - serves as the faculty point-of-contact for communication about matters concerning the faculty of the Department
c. Chair selection: The Department Chair will be appointed by the Dean for renewable one-year terms based on a confidential annual preference ballot of all Extension governance and participating joint faculty, as specified in FPP 5.30.

4.4 Internal Department Structure
a. The Department is organized into academic sections that reflect a set of programmatic themes within the Department to assure responsible, effective research, educational programming, outreach, and engagement. The initial academic sections of the Department are based on the
“academic departments” of Cooperative Extension prior to transition to UW-Madison.
b. Faculty have a primary affiliation with the academic section to which they were hired or subsequently appointed. In the case of faculty affiliated with multiple Extension academic sections, a primary section should be identified for administrative matters.

Academic Sections (information on academic sections included as informational appendix to the UAPC)
a. The following program areas will be referred to as the “academic sections”; their membership will initially consist of the UW-Extension Departments listed below:
   - Agriculture (UW-Extension Department of Agriculture and Life Sciences)
   - Youth Development (UW-Extension Department of Youth Development)
   - Family Development (UW-Extension Department of Family Development)
   - Community Resource Development (UW-Extension Department of Community Resource Development)
   - Natural Sciences (UW-Extension Department of Environmental Sciences)
b. Academic sections shall design, develop, organize and implement their educational programming and scholarship.
c. Academic staff may be invited to participate in the activities of the academic section by the faculty of the section per FPP 5.12.
d. Upon request, and with the approval of both academic section steering committees, and with the consultation and approval required per FPP 5.14, a faculty member may switch academic sections.
e. Restructuring and renaming of academic sections requires an affirmative majority vote of the section faculty, an affirmative vote of Department faculty, and with the consultation and approval of the APC.

Academic Section Vice-chairs
a. Each academic section will be led by a vice-chair, elected on a confidential preference ballot by section faculty to serve renewable one-year terms.
b. The academic section vice-chair shall be a member of the academic section steering committee.
c. The academic section vice-chairs facilitate the operation of the academic section.
d. The Department chair and the academic vice-chairs will meet with the Extension Dean and Division of Extension senior leadership as needed to discuss matters of concern to the department and academic sections.

Academic Section Steering Committee
The Steering Committee of the Academic Sections are all Extension tenured faculty within the section. Duties include:
a. reviewing and providing recommendations to the department executive committee and dean on requests for leaves;
b. forming mentoring committees and providing support for assistant professors within their academic section toward the goals of tenure and promotion;
c. assigning committee service and non-programmatic activities within the section;
d. developing criteria for and initiating periodic post-tenure reviews of section faculty, and providing recommendations to Department Chair and Department Executive Committee;
e. providing criteria for and assessment of research and educational programming emanating from the academic section;
f. providing recommendations to Department Chair and Department Executive Committee on hiring, tenure, promotions, post-tenure review, and section needs.