Changes to Faculty Policies and Procedures Chapters 1, 2, 3, 4, and 6:
Amending FPP 1.30 (Meetings of the Faculty), FPP 2.06 (Meetings of the Senate), FPP 3.04 (Meetings of College and School Faculties), FPP 3.06 (Meetings of the Graduate Faculty), FPP 3.07 (Graduate Faculty Executive Committee), FPP 3.08 (School and College Academic Planning Councils), FPP 4.04 (Divisional Meetings), FPP 4.30 (Divisional Executive Committees: Procedures), FPP 4.40 (Divisional Committee Review Council), and FPP 6.10 (Meetings)

Robert’s Rules of Order requires that bodies who hold virtual meetings include language in their bylaws permitting these types of meetings. The language included in each section of Faculty Policies and Procedures is driven by the need to provide the opportunity for simultaneous aural communication. This document will bring FPP in line with the requirements listed in Robert’s Rules of Order for holding electronic meetings.

1.30. MEETINGS OF THE FACULTY.

A. CALLING OF MEETINGS. Meetings of the faculty shall be held at the call of the chancellor; or at the request of the University Committee; or on the written petition, to the secretary of the faculty, or of any hundred members of the university faculty, and shall be consistent with the provisions of the state’s Open Meetings Law. Robert’s Rules of Order most recent edition, shall be the parliamentary manual for all meetings of the university faculty.

B. ELECTRONIC MEETINGS. The chair of the University Committee may determine that a meeting of faculty shall be held entirely or partially by electronic or other communications means so long as the electronic or other communications facilities provide for simultaneous aural communication among all members equivalent to those held in one room or area. These electronic meetings of the faculty shall be subject to all rules adopted by the University Committee to govern them, which may include any reasonable limitations on, and requirements for, faculty members’ participation, subject to appeal to the assembled faculty. A person participating in a meeting by such means is deemed to be present at the meeting and votes taken at such a meeting fulfill any requirement that a vote be cast.

C. PRESIDING OFFICER. The chancellor is the presiding officer at meetings of the faculty. If the chancellor is absent, the vice chancellor for academic affairs and provost serves as the presiding officer. In the absence of both, the chair of the University Committee (see Chapter 6) shall serve as the presiding officer.

D. SPEAKING AND VOTING PRIVILEGES. All members of the faculty and full-time members of the academic staff, may speak at meetings of the faculty, but only members of the university faculty and members of the academic staff holding faculty status (as defined in 1.02. and 1.03.C.) may offer motions, second motions, or vote.

E. COMMITTEE OF THE WHOLE. At any meeting of the faculty, time may be set aside for the faculty to meet as a committee of the whole for discussion of matters of general interest. The University Committee is responsible for preparing the agenda for committee-of-the-whole meetings, and the chair of the University Committee presides over them.
Executive Session. The faculty may meet in executive session; i.e., with only university faculty present where permitted by state law (see 19.85 of Wisconsin Statutes, Open Meetings of Governmental Bodies). Business of a confidential nature is indicated on the calendar and in the published minutes by title or some other brief form and is explained and discussed on the floor of the faculty meeting in executive session.

2.06. Meetings of the Senate.

A. The senate shall hold regular meetings on the first Monday of each month during the academic year. If the first Monday of the month falls on a holiday, the meeting shall be scheduled at a date as close to the original date as possible. The announced time and place of the meeting may be changed at the discretion of the chancellor with consent of the Executive Committee. Regular meetings may be cancelled by the chancellor with the consent of the Executive Committee if there is no significant business to be transacted.

B. The Chancellor, Executive Committee chair or Executive Committee by majority vote may determine that a meeting of faculty senate shall be held entirely or partially by electronic or other communications means so long as the electronic or other communications facilities provide for simultaneous aural communication among all members equivalent to those held in one room or area. These electronic meetings of the faculty senate shall be subject to all rules adopted by the Executive Committee to govern them, which may include any reasonable limitations on, and requirements for, faculty senate members’ participation, subject to appeal to the assembled Senate. A person participating in a meeting by such means is deemed to be present at the meeting and votes taken at such a meeting fulfill any requirement that a vote be cast.

B.C. Special meetings of the senate shall be held at the call of the chancellor; or at the request of the Executive Committee; or on the written petition to the secretary of any fifteen senators. Notice of a special meeting shall be sent to each senator so as to be received at their office at least twenty-four hours prior to the meeting, unless the Executive Committee finds that an emergency exists that requires reduction of the period of notice to the minimum notice specified by law.

3.04. Meetings of College and School Faculties.

A. Meetings of each faculty are held at the call of the dean, or as the faculty provides, and shall be consistent with the provisions of the state’s Open Meetings Law. (See 8.02.B.)

B. Each faculty shall make rules of procedure and provide for committees. Robert’s Rules of Order Newly Revised, 11th edition, shall be the default parliamentary manual for all meetings of school/college faculties, but in case of conflict between Robert’s and any rules adopted by those bodies, the latter shall take precedence.

C. The dean may determine that a meeting of school or college faculty shall be held entirely or partially by electronic or other communications means so long as the electronic or other communications facilities provide for simultaneous aural communication among all members equivalent to those held in one room or area. These electronic meetings of the school or college faculty shall be subject to all rules adopted by the school or college faculty to govern them, which may include any reasonable limitations on, and requirements for, school or college faculty members’
participation. A person participating in a meeting by such means is deemed to be present at the meeting and votes taken at such a meeting fulfill any requirement that a vote be cast.

CD. The dean is the presiding officer of the college or school faculty and ex officio member of all of its standing committees.

DE. Each faculty appoints a secretary who keeps a record of its proceedings. A copy of the proceedings of each faculty meeting is furnished by its secretary to the chancellor, to the secretary of the faculty, and to the secretary of the Board of Regents.

EF. The dean or secretary of each college or school faculty shall transmit to the university faculty for consideration all matters that are within its concern or that relate to more than one college or school.

EG. The dean or secretary of each faculty shall communicate to the chancellor, for transmission to the president and the Board of Regents, faculty action that does not require consideration by the university faculty but which requires consideration by the Board of Regents or which departs from the established routines and methods of the university.

3.06. MEETINGS OF THE GRADUATE FACULTY.

A. Meetings of the graduate faculty shall be held at the call of the dean; or at the request of the Graduate Faculty Executive Committee; or on the written petition to the dean of any 25 members of the graduate faculty.

B. The dean, with the consent of the Graduate Faculty Executive Committee chair, may determine that a meeting of graduate faculty shall be held entirely or partially by electronic or other communications means so long as the electronic or other communications facilities provide for simultaneous aural communication among all members equivalent to those held in one room or area. These electronic meetings of the graduate faculty shall be subject to all rules adopted by the Graduate Faculty Executive Committee to govern them, which may include any reasonable limitations on, and requirements for, graduate faculty members’ participation. A person participating in a meeting by such means is deemed to be present at the meeting and votes taken at such a meeting fulfill any requirement that a vote be cast.

BC. The agenda for a meeting of the graduate faculty is set by the Graduate Faculty Executive Committee in consultation with the dean. Any ten members of the graduate faculty may propose a matter for consideration at any meeting of the graduate faculty by submitting it to the dean. Matters submitted under this provision shall be examined by the dean and the Graduate Faculty Executive Committee and shall be included in the agenda if they are within the jurisdiction of the graduate faculty and in a form suitable for expeditious consideration.

CD. Except when there is an urgent need for immediate action, an announcement of a meeting of the graduate faculty and a copy of the agenda shall be distributed to all graduate faculty at least ten days prior to the meeting.

DE. A matter not on the agenda for a meeting of the graduate faculty meeting may not be considered at that meeting except by unanimous consent by the body.
3.07. GRADUATE FACULTY EXECUTIVE COMMITTEE.

A. MEMBERSHIP AND SELECTION OF MEMBERS. The Graduate Faculty Executive Committee consists of sixteen members of the graduate faculty, elected as specified below, the dean, and not more than four associate deans appointed by the dean.

1. One member of the graduate faculty shall be elected from each faculty division each year for a four-year term. No more than one member may be elected from any department or graduate program.

2. Each divisional executive committee shall solicit suggestions from departments and graduate programs each year and shall nominate two candidates for the Graduate Faculty Executive Committee. Additional nominations may be made by at least five members of the graduate faculty. In the case of faculty having affiliation with more than one department or graduate program, the nominator shall specify which program or department the nominee is to be considered as from, for the purposes of the membership restriction in 3.07.A.1., above.

3. In each division, ballots shall be distributed to all members of the graduate faculty in that division. If no candidate receives a majority of the votes cast, then a run-off election shall be held to choose between the two candidates receiving the largest number of votes in the initial election.

B. FUNCTIONS.

1. The Graduate Faculty Executive Committee exercises the powers of the graduate faculty in accord with 3.05. This includes but is not limited to the establishing or modifying of graduate degree programs, reviewing graduate programs, setting standards for admission of graduate students and degree requirements, and excusing minor deficiencies of graduate students.

2. The Graduate Faculty Executive Committee selects a subcommittee of five faculty from among its elected members to serve, together with the dean, as the academic planning council of the Graduate School. One of the elected members shall be chosen from each faculty division and the fifth elected member shall be chosen at-large. The dean may invite associate deans or others to attend meetings of the academic planning council as advisors. The academic planning council advises the dean on policy and budgetary planning and presents faculty views and opinions to the dean. It also has the responsibility of assisting the graduate faculty in understanding budget and policy decisions and constraints.

Subjects on which the dean shall share information and consult with the academic planning council include, but are not limited to:

   a. Program review and the future development or contraction of graduate programs.

   b. Allocation of fellowships.

   c. Appointments of committees of the Graduate School. The council shall report regularly to the Graduate Faculty Executive Committee, and distribute a written report to the graduate faculty at least once each year.

C. PROCEDURES.

1. The Graduate Faculty Executive Committee meets at the call of the dean, or on petition of any five or more members. Meetings are chaired by the dean or their designee.
2. The dean, with consent of the Graduate Faculty Executive Committee chair, may determine that a meeting of Graduate Faculty Executive Committee shall be held entirely or partially by electronic or other communications means so long as the electronic or other communications facilities provide for simultaneous aural communication among all members equivalent to those held in one room or area. These electronic meetings of the Graduate Faculty Executive Committee shall be subject to all rules adopted by the Graduate Faculty Executive Committee to govern them, which may include any reasonable limitations on, and requirements for, Graduate Faculty Executive Committee members’ participation. A person participating in a meeting by such means is deemed to be present at the meeting and votes taken at such a meeting fulfill any requirement that a vote be cast.

23. The Graduate Faculty Executive Committee may establish rules for its operation, including establishing the agenda for meetings, conduct of business, and the creation of subcommittees.

34. Whenever possible, policy questions to be discussed shall be identified in advance and information distributed to graduate departments and programs for comment. Comments received shall be reported by the dean to the committee before action is taken.

45. Meetings of the academic planning council shall be held regularly, not less than once per semester. The council shall be chaired by the dean or their designee. The agenda for each meeting is prepared by the dean but a matter shall be added to the agenda at the request of any three members.

3.08. SCHOOL AND COLLEGE ACADEMIC PLANNING COUNCILS.

The faculty of each school or college shall establish an academic planning council with which the dean shall consult on school or college programs and budgetary planning. The council shall advise the dean on such matters and present departmental, school, or college views and opinions.

A. MEMBERSHIP. Since considerable variance exists in the size and method of administration of each school or college, the size of each council, the term of membership, and the selection process may vary. Each school or college shall, however, adhere to the following provisions:

1. The dean shall be a member ex-officio.

2. All elected and appointed members of each academic planning council shall be faculty or academic staff whose primary responsibilities are instruction, outreach/extension, and/or research or be academic associate deans.

3. Except as provided elsewhere for the Graduate School Academic Planning Council, at least two-thirds of the membership shall be university faculty elected by the school or college faculty and shall hold no substantial administrative appointment beyond the departmental level.

4. Except as provided elsewhere for the Graduate School Academic Planning Council, at least one member shall be academic staff from the school or college.

5. The process of selection should foster representation of the major divisions of study within a school or college.

Changes in procedures for nomination or election of faculty members shall be approved by the school or college faculty, and transmitted to the University Committee.
B. PROCEDURES. Except as provided elsewhere for the Graduate School Academic Planning Council:

1. Each council shall be chaired by the dean or their designee. At least three times per semester, the council shall meet and the dean shall consult with it on such matters as program review and future development or contraction of academic programs within the school or college. The dean shall schedule an academic planning council meeting within a reasonable time if requested to do so by at least one-third of council faculty members.

2. The dean may determine that a meeting of academic planning council shall be held entirely or partially by electronic or other communications means so long as the electronic or other communications facilities provide for simultaneous aural communication among all members equivalent to those held in one room or area. These electronic meetings of the academic planning council shall be subject to all rules adopted by the academic planning council to govern them, which may include any reasonable limitations on, and requirements for, council members’ participation. A person participating in a meeting by such means is deemed to be present at the meeting and votes taken at such a meeting fulfill any requirement that a vote be cast.

23. Each dean shall consult with the academic planning council, and the academic planning council shall advise the dean in developing strategic plans and long-range planning for the school or college. In addition, the council may consider any other factors relevant to the capacity of the school or college to fulfill its mission.

a. Each school and college council shall adopt rules governing advance circulation of council agendas, how items may be added to agendas by a council member, how appropriate summaries of council meetings shall be made available to the faculty of the school or college and how the faculty of the school or college shall be notified of the council membership. These rules and any subsequent modifications shall be filed with the University Committee.

b. At intervals which shall not exceed five years, the elected faculty members of each council shall review its structure and functions to assess its effectiveness as a faculty voice and its compliance with Faculty Policies and Procedures 3.08. The self-study report shall be submitted to the dean, the faculty of the school or college, and to the University Committee.

34. a. Each dean shall consult with the academic planning council, and the academic planning council shall advise the dean on program decisions likely to affect promotions to tenure or nonrenewal of probationary faculty appointments. When advising the dean the council shall give appropriate weight to:

1. the anticipated responsibilities of the department and of the school or college for teaching, research, and public service of high quality;
2. existing and potential budgetary commitments in relation to present and anticipated resources of the school or college;
3. the effect of the proposed program decision in strengthening the capacity of the school or college to carry out its mission;
4. the goals of the university’s affirmative action programs.
b. Academic planning councils shall afford the affected departments an opportunity to present their position during the course of the discussions.

4.04. DIVISIONAL MEETINGS.

A. MEETINGS. The division’s chair may call meetings of the division’s faculty and must do so on the written request of ten members.

B. ELECTRONIC MEETINGS. The division’s chair may determine that a meeting of the division shall be held entirely or partially by electronic or other communications means so long as the electronic or other communications facilities provide for simultaneous aural communication among all members equivalent to those held in one room or area. These electronic meetings of the division shall be subject to all rules adopted by the Divisional Executive Committee to govern them, which may include any reasonable limitations on, and requirements for, division members’ participation. A person participating in a meeting by such means is deemed to be present at the meeting and votes taken at such a meeting fulfill any requirement that a vote be cast.

4.30. DIVISIONAL EXECUTIVE COMMITTEES: PROCEDURES.

A. MEETINGS. Each executive committee shall meet at least monthly throughout the academic year unless the chair considers there is insufficient business. The schedule of meetings shall be announced at the beginning of each academic year.

B. ELECTRONIC MEETINGS. The chair or the executive committee by majority vote may determine that a meeting of executive committee shall be held entirely or partially by electronic or other communications means so long as the electronic or other communications facilities provide for simultaneous aural communication among all members equivalent to those held in one room or area. These electronic meetings of the executive committee shall be subject to all rules adopted by the executive committee to govern them, which may include any reasonable limitations on, and requirements for, executive committee members’ participation. A person participating in a meeting by such means is deemed to be present at the meeting and votes taken at such a meeting fulfill any requirement that a vote be cast.

BC. SPECIAL MEETINGS. The chair may call a special meeting of an executive committee at any time, and they must call one on the request of one-third of the members of the committee.

CD. QUORUM RULE. A majority of the members of a committee shall constitute a quorum.

4.40. DIVISIONAL COMMITTEE REVIEW COUNCIL

A. Membership. The Divisional Committee Review Council (DCRC) shall consist of four faculty members, one from each faculty division, selected by the relevant divisional executive committee in April or May of each year to serve on the DCRC the following year. Anyone who has completed a full term on the divisional committee is eligible for selection. The DCRC shall select its own chair, except when the DCRC is consulted under section 7.17.C.7., in which case it shall be chaired for the purposes of that consultation by the member from the same division as the post-tenure review case.
In PTR cases (under 7.17.C.7.) where a member of the committee is from the same department as the individual being reviewed, the committee member is disqualified from participation and the University Committee shall select a replacement for the duration of that case from among members of past divisional executive committees. Any such disqualification does not create a vacancy on the committee, but the replacement member shall sit on the committee until termination of the case.

B. Electronic Meetings. The university committee chair or the Divisional Committee Review Council by majority vote may determine that a meeting of Divisional Committee Review Council shall be held entirely or partially by electronic or other communications means so long as the electronic or other communications facilities provide for simultaneous aural communication among all members equivalent to those held in one room or area. These electronic meetings of the Divisional Committee Review Council shall be subject to all rules adopted by the Divisional Committee Review Council to govern them, which may include any reasonable limitations on, and requirements for, Divisional Committee Review Council members’ participation. A person participating in a meeting by such means is deemed to be present at the meeting and votes taken at such a meeting fulfill any requirement that a vote be cast.

BC. Functions. The DCRC serves as a consultative resource to the provost on matters relating to tenure, including promotion review and post-tenure review (under section 7.17.C.7.).

6.10. MEETINGS.

A. A faculty committee meets at the call of its chair. A meeting may also be called at the request of a simple majority of members of the committee.

B. Electronic Meetings. The committee chair or committee by majority vote may determine that a meeting of the committee shall be held entirely or partially by electronic or other communications means so long as the electronic or other communications facilities provide for simultaneous aural communication among all members equivalent to those held in one room or area. These electronic meetings of the committee shall be subject to all rules adopted by the committee to govern them, which may include any reasonable limitations on, and requirements for, committee members’ participation. A person participating in a meeting by such means is deemed to be present at the meeting and votes taken at such a meeting fulfill any requirement that a vote be cast.

BC. Faculty should be familiar with and follow the university’s open meetings and open records policies, which will also be communicated to committee chairs as part of the committee confirmation letter.

CD. Meeting agendas should be prepared and distributed in a timely manner by the chair (in conjunction with any committee staff assigned to the committee). Specific rules governing meeting agendas will be communicated to the chair as part of the committee appointment letter.

DE. Quorum rule: For the purposes of this chapter, a quorum exists when a majority of the voting members of a committee is present.

EF. Minutes: Will be taken and retained for the meetings of all committees. Guidelines for minutes will be included in committee appointment letters to chairs. Outgoing chairs should give committee documents to the Office of the Secretary of the Faculty to pass on to the next chair.