

CHS FACULTY DOCUMENT 102

College of Health Sciences and its Faculty  
The University of Wisconsin-Milwaukee

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1.01 Definition of Faculty, Voting Privileges and Document Terms

(1) The College of Health Sciences Faculty at the University of Wisconsin-Milwaukee, consists of Professors, Associate Professors, Assistant Professors and Instructors. All faculty in the College have voting privileges. In addition, voting privileges may be granted by the voting members of the College of Health Sciences to instructional academic staff members who have a probationary or indefinite appointment and voting privileges within their respective departments. For the purposes of this document the term “Faculty” refers to all voting members of the CHS.

(2) Only Faculty as defined in 1.01(1) may vote.

- (a) A quorum must be established to legally transact business. A quorum is constituted by the presence of one third of the legal voting members with at least two voting members from each department. In a meeting where a quorum is established, a majority vote must be obtained to approve a motion. In the event of a tie, the presiding faculty member can vote to break the tie.
- (b) By a majority vote of those present and voting, any matter properly brought before the College meeting may be committed to mail ballot at the request of any voting member present. Such ballot shall be prepared and distributed by the Steering Committee, which shall be responsible for the counting of votes. Unless specified otherwise in the referring motion, such mail ballots must be received by the Steering Committee within eighty-four (84) working hours of initial distribution to be counted as valid. A legal quorum is implied. The results of a mail ballot must be reported by the Steering Committee at the next scheduled Faculty meeting and accepted into the record.

(3) Terms found in the document relating to committee functions shall be defined as:

- (a) Advocate: One that pleads the cause of another
- (b) Approve: To give formal or official sanction
- (c) Establish: To institute by enactment
- (d) Facilitate: To make easier
- (e) Monitor: To watch, observe, check, keep track of, regulate or control
- (f) Recommend: Advise and transmit to appropriate authority
- (g) Report: To describe and make known

(h) Review: An act of inspecting or examining. (Implies recommendation to appropriate authority.)

## 1.02 Powers and Jurisdiction of the College Faculty

- (1) The College of Health Sciences Faculty is in charge of all educational matters which concern more than one department or which are otherwise of general interest.
- (2) The CHS Faculty provide input on budgetary decisions that impact the College mission and initiatives.
- (3) The College of Health Sciences Faculty may adopt rules and regulations for the conduct of its proceedings.
- (4) The College of Health Sciences Faculty may create committees and adopt rules and regulations for their operation.
- (5) The College of Health Sciences Faculty may delegate functional authority and responsibility to committees, other groups or administrative offices; however, such bodies or offices are accountable to the College of Health Sciences Faculty which retains final jurisdiction over all educational and relevant budgetary matters of general concern in the College of Health Sciences.
- (6) Among the matters within the jurisdiction of the College of Health Sciences Faculty are the following:
  - (a) Questions concerning the educational interest or educational policies of the College of Health Sciences. The Faculty has general charge of those questions of scholarship which pertain to more than one department, and may make necessary rules relating to scholarship and the enforcement of student discipline.
  - (b) Requirements for admission to and graduation from any part of the College, and title of the degree to be conferred or certificate to be awarded upon the completion of any course of study. When a department Faculty has taken action with respect to these academic matters, these actions must be approved by the College of Health Sciences Faculty before they become effective, and, in some cases, by the UWM Faculty Senate.
- (7) If there is a conflict of jurisdiction between the College of Health Sciences Faculty and the Faculty of any department, the decision rests with the College of Health Sciences Faculty. Questions of jurisdictional conflict not resolved by the Faculty, meeting as a body, are to be resolved by the Dean, with Steering Committee consultation.
- (8) The enumeration made in this section is only illustrative of the nature of the powers and jurisdiction of the College and is not to be construed as limiting.

## 1.03 Conduct of College Faculty Business

- (1) Meetings of the College of Health Sciences will be determined at the first College meeting of the academic year. In exceptional circumstances, the date and time of the meeting may be changed at the discretion of the Dean with the approval of the Faculty Steering Committee (1.04). The first regular academic year meeting will include reports and discussion concerning the state of the College.

- (2) Special meetings of the College of Health Sciences Faculty may be called by the Dean, at the request of any one department chairperson, or on written petition to the Steering Committee of any five members of the College of Health Sciences Faculty. A quorum of 50% of the voting Faculty members of the current academic year is required to convene any special meeting.

#### 1.04 College Faculty Standing Committee Structure

- (1) There will be six Standing Committees:

- (a) Steering
- (b) Course and Curriculum
- (c) Research and Graduate Program
- (d) Faculty/Student Affairs
- (e) Information Technology Policy Committee
- (f) Academic Planning

- (2) Committee Structure and Size:

- (a) Steering—one tenured faculty member from each department
- (b) Course and Curriculum—one Faculty member from each department and at least one but not more than two student members. If there are two student members, the students shall represent different departments.
- (c) Research and Graduate Program—one graduate faculty member from each department and at least one but not more than two graduate student members. If there are two student members, the students shall represent different departments.
- (d) Faculty/Student Affairs—one Faculty member from each department and at least one but not more than two student members. If there are two student members, the students shall represent different departments.
- (e) Information Technology Policy Committee—one Faculty member from each department and at least one but not more than two student members. If there are two student members, the students shall represent different departments.
- (f) Academic Planning—one Faculty from each department in addition to the Steering Committee members.

- (3) A quorum consists of three Faculty members; for the Academic Planning Committee, a quorum consists of five members, with a minimum of one member from each department.

- (4) Student committee members have voting privileges.

- (5) Committee elections are held in the spring with the chairperson for each committee elected annually prior to the end of the academic year.

- (6) In the event none of the members of a standing committee accepts the role of chairperson for the committee, the chairperson will be appointed by the Steering Committee.

- (7) Students are appointed on/before the first committee meeting of a given academic year.

(8) Faculty are elected to a two-year term. Initial and succeeding elections will be staggered to assure continuity and representation from each department. Steering Committee members are elected to a three-year term. Academic Planning Committee members are elected to a one-year term.

(9) Standing Committees will meet monthly or at the call of the chairperson.

#### 1.05 Standing Committee Functions

##### (1) Steering Committee

- (a) Serve as the executive committee of the Faculty.
- (b) Serve on the Academic Planning Committee for the College.
- (c) Prepare agenda for faculty meetings in collaboration with the Dean.
- (d) Serve in a consulting role to the Dean of the College of Health Sciences.
- (e) Review all planning documents and make recommendation to the Dean.
- (f) Review all faculty, committee, staff and administrative actions for compliance to official CHS faculty documents.
- (g) Conduct nominations and election to the faculty Standing Committees prior to the end of the academic year.
- (h) Serve as the codification committee which reviews and recommends changes to faculty documents.
- (i) Perform other tasks as delegated by the Faculty.

##### (2) Course and Curriculum Committee

- (a) Review and take action on all new undergraduate (U) courses and undergraduate/graduate (U/G) courses.
- (b) Review and take action on all proposals for new programs, majors, sub-majors, minors, and certificate programs pertaining to undergraduate students.
- (c) Review and take action on changes to existing undergraduate (U) courses and undergraduate/graduate (U/G) courses.
- (d) Review and take action on departmental/programmatic changes in undergraduate requirements for graduation, to include:
  - (i) General Education Requirements (GER)
  - (ii) Program requirements for accreditation
  - (iii) Majors, minors, submajors and certificate programs
- (e) Review any CHS planning documents for undergraduate curricular-based issues and make recommendations to the Steering Committee.
- (f) Review College, University and System undergraduate curricular issues to determine College interests and responses.

##### (3) Research and Graduate Program Committee

- (a) In conjunction with the Dean, promote original research and submission of proposals for intramural and extramural funding. This may be accomplished by:

- (i) Coordinating the Stimulus for Enhancing Extramural Development (SEED) program;
- (ii) Organizing the CHS Student Research Poster Competition;
- (iii) Participating in the review of proposals for the CHS Graduate Student Research Grant award;
- (iv) Contributing to the design and delivery of College-wide programs or workshops that facilitate research and/or funding opportunities.

- (b) If solicited, recommend CHS faculty for various campus-wide committees that govern research activities (e.g., Central IRB, Animal Use Committee, Biohazards Committee, etc.)
- (c) Review all CHS policy documents for research-related issues and make recommendations to the Dean and/or Steering Committee.
- (d) Review and take action on all new graduate (G) courses and changes to existing graduate (G) courses.
- (e) Review and take action on all proposals for new programs, majors, sub-majors, minors, and certificate programs pertaining to graduate students.
- (f) Review and take action on all requests for new undergraduate/graduate (U/G) courses, and changes to existing undergraduate/graduate (U/G) courses following approval by the Course and Curriculum Committee.
- (g) Review and take action on changes to existing graduate (G) courses, and undergraduate/graduate (U/G) courses following approval by the Course and Curriculum Committee.

#### (4) Faculty/Student Affairs Committee

- (a) Review and revise, as needed, policies and procedures for the selection of college-wide student scholarship and service awards.
- (b) Select college-wide student award recipients and assist with departmental/program award selection, if requested.
- (c) Review and revise policies and procedures for awarding students college-wide academic honors.
- (d) Review college-wide policies for student admission, retention and graduation.
- (e) Review student advising policies of the CHS Office of Student Affairs and, as needed, related departmental/program policies.
- (f) Serve as the CHS academic student appeals board.
- (g) Review CHS planning documents for faculty/student affairs-based issues and make recommendations to the Steering Committee.
- (h) Review college-wide faculty/staff developmental activities and programs, especially as they pertain to academic programs and student learning; make recommendations to the Steering Committee and Dean, where indicated.

#### (5) Information Technology Policy Committee

- (a) Establish policies and procedures, based on input from faculty and staff, for administrative, research and educational labs, to ensure a coordinated Information Technology Policy Committee plan wherever possible.
- (b) Review, assess and provide feedback on IT issues and changes impacting health sciences professions as a whole, whether brought from faculty/staff or from outside sources.

- (c) Maintain leading edge knowledge base related to IT in healthcare and health related sciences, serving to respond to questions and issues on CHS IT and its application.
- (d) Review and recommend IT skills and competency standards for the CHS students.
- (e) Facilitate identification, sharing and integration of technological resources and expertise within the College.
- (f) Advise programs and departments who maintain computer resources.
- (g) Provide input and recommendations for the selection of computer hardware and software for the College, including but not limited to servers, workstations and related IT.
- (h) Recommend College faculty for various campus wide computer committees.
- (i) Review all CHS planning documents for computer issues and make recommendations to the Steering Committee.
- (j) Review University and System IT issues to determine CHS interests and related expenses.
- (k) Maintain CHS computer hardware/software directory, either directly or through contract with third party.
- (l) Review and assess IT support services and make recommendations to the CHS.

(6) Academic Planning Committee

- (a) Make recommendations to the Dean regarding the development of strategic initiatives for the College that support high quality academic programs, research and community initiatives.
- (b) Review academic program plans and related budgetary proposals prepared by the departments.
- (c) Afford departments ample opportunity to present information and position statements during programmatic and budgetary discussions.
- (d) Advise the Dean regarding criteria and priorities for budget adjustments.
- (e) Advise a department, and the Dean in the event the department and Dean disagree over specific programmatic and/or budgetary decisions, including but not limited to faculty and academic staff positions.
- (f) Advise departments and the dean in the event they disagree over decisions that may compromise academic programs, including but not limited to space allocations and academic support services.
- (g) Perform the final CHS standing committee review of all undergraduate and graduate programmatic changes (major, submajor, certificate). The review must include consideration of any budgetary and resource needs resulting from programmatic changes. The committee will forward recommendations to the full CHS Faculty and Dean.

**Refer to College of Health Sciences Academic Program Approval Matrix for a graphic illustration of the program approval process.**

1.06 Procedures for Amending Faculty Document 102

- (1) The CHS Faculty Document 102 may be amended at any regular business meeting if:
  - (a) The proposed changes were submitted in writing at the previous regular business meeting, as well as circulated by mail to all voting faculty; and if
  - (b) Approved by a vote of two-thirds of the voting members present, a quorum being present.

Amended Sec. 1.05[6] [b]-new, 1.05[6][e]-revised, 1.05[6][f]-new; approved March 3, 2006

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