PART II: CONSTITUTION OF THE UNIVERSITY FACULTY
AND UNIVERSITY ACADEMIC STAFF

(Constitution of the University Faculty ratified by the University Faculty May 1982; Amended May 1984, March 1986, May 1987, May 1992, May 2010; Constitution of the University Academic Staff ratified by the University Academic Staff May 1987; Amended May 1992, May 2010. Constitution of the University Faculty and the University Academic Staff ratified by the University Faculty and the University Academic Staff May 1998; Amended May 2010.)

ARTICLE ONE: UNIVERSITY FACULTY

Section A – Name:
The name of this organization is the University Faculty of the University of Wisconsin-Eau Claire.

Section B – Purpose:
The purpose of this organization is to enable the University Faculty to exercise its responsibility for the immediate governance of the institution under the leadership of the Chancellor and within the framework established by the Board of Regents of the University of Wisconsin System in accordance with Chapter 36.09 of the Wisconsin State Statutes.

Section C – Definitions:
The University Faculty is composed of three groups:
1. tenured or probationary faculty who hold the rank of professor, associate professor, assistant professor, or instructor in an academic department or its functional equivalent;
2. academic staff who have been designated as having faculty status by the faculty and the Chancellor of the University of Wisconsin-Eau Claire, as outlined in the Bylaws; and
3. limited appointees (e.g., academic deans, director of libraries) who hold concurrent ranked faculty appointments in academic departments or functional equivalents. (US 10/04)
For purposes of eligibility for membership on University Faculty committees that require academic staff membership, academic staff is academic staff without faculty status that are eligible to vote in academic staff elections.

Section D – Voting:
University Faculty who are employed for one-half time or more have the privilege of voting.

Section E – Meetings:
The University Faculty shall meet in regular sessions two times a year at the call of the Chancellor. One of those meetings shall be at or near the beginning of the fall semester. The second meeting, to be held in April, shall include the report of the nominating committee, as outlined in the Bylaws of the University Faculty, and provide an opportunity for nominations from the floor. Special meetings of the University Faculty may be called by the Chancellor or upon the request of 15 percent of the University Faculty
members eligible to vote. Written notice of the time, place, and agenda of University Faculty meetings shall be given to each University Faculty member at least 48 hours in advance.

Section F – Presiding Officer:
The Chancellor or the Chancellor's designated representative presides at University Faculty meetings.

Section G – University Faculty Committees:
Standing committees of the University Faculty shall be established or abolished following the same procedures as those established for amending this Article. Membership and functions of all University Faculty standing committees shall be included in the Bylaws. The University Faculty may, either directly or by action of the University Faculty members of the University Senate, establish ad hoc committees. (UF 5/10)

Election is by mailbox ballot following nominations from the floor at the spring University Faculty meeting. In the event an elected member of a committee is unable to fulfill the duties of the committee due to an official leave (sabbatical, medical leave, etc.), the Committee Chair may request a temporary replacement of that member following the established procedures for filling vacancies on committees as outlined in the Bylaws of the University Faculty. (US 11/03)

Section H – Relationship of the University Faculty to the University Senate:
The University Senate is empowered to act for the University Faculty, which may review and overrule any action of the University Senate. Such review may be initiated by a request for a special meeting as provided in Article One, Section E.

ARTICLE TWO: UNIVERSITY ACADEMIC STAFF

Section A – Name:
The name of this organization is the University Academic Staff of the University of Wisconsin-Eau Claire.

Section B – Purpose:
The purpose of this organization is to enable the University Academic Staff to be active participants in the immediate governance of and policy development for the University within the framework established by the Board of Regents of the University of Wisconsin System in accordance with Chapter 36.09 of the Wisconsin Statutes.

Section C – Definitions:
The University Academic Staff is composed of four groups:
1. indefinite or probationary administrative and professional academic staff;
2. fixed term administrative and professional academic staff;
3. instructional academic staff without "faculty status," and
4. limited appointees with academic staff back-up positions.

Section D – Voting:
University Academic Staff who are employed for one-half time or more have the privilege of voting.

Section E – Meetings:
The University Academic Staff shall meet in regular sessions two times a year at the call of the Chancellor. One of those meetings shall be at or near the beginning of the fall semester. The second meeting, to be held in April, shall include the report of the nominating committee, as outlined in the Bylaws of the University Academic Staff, and provide an opportunity for nominations from the floor. Special meetings of the University Academic Staff may be called by the Chancellor or upon the request of 15 percent of the University Academic Staff members eligible to vote. Written notice of the time, place, and agenda of University Academic Staff meetings shall be given to each University Academic Staff member at least 48 hours in advance.

Section F – Presiding Officer:
The Chancellor or the Chancellor's designated representative presides at University Academic Staff meetings.

Section G – University Academic Staff Committees:
Standing committees of the University Academic Staff shall be established or abolished following the same procedures as those established for amending this Article. Membership and functions of all University Academic Staff standing committees shall be included in the Bylaws. The University Academic Staff may, either directly or by action of the University Academic Staff members of the University Senate, establish ad hoc committees. (UAS 5/10)

Election is by mailbox ballot following nominations from the floor at the spring University Academic Staff meeting.

Section H – Relationship of the University Academic Staff to the University Senate:
The University Senate is empowered to act for the University Academic Staff, which may review and overrule any action of the University Senate that comes under the primary responsibility of the University Academic Staff. Such review may be initiated by a request for a special meeting as provided in Article Two, Section E.

ARTICLE THREE: UNIVERSITY SENATE

Section A – Name:
The name of this organization is the University Senate of the University of Wisconsin-Eau Claire.

Section B – Purpose:
The University Senate is a deliberative body empowered to act for the University Faculty and the University Academic Staff in matters of faculty and academic staff responsibility and concern.

Under Wisconsin State Statute 36.09, primary responsibility for curricular matters and faculty personnel policy rests with the University Faculty, and primary responsibility for academic staff personnel policy rests with the University Academic Staff. Therefore, after discussion by the full Senate, voting on all matters directly related to curriculum shall be reserved for those senators who are members of the University Faculty. After discussion by the full Senate, voting on personnel policies shall be reserved for those senators who are members of the group, University Faculty or University Academic Staff, to which the policy applies. If those members of the Senate without primary responsibility desire to vote their concern on a matter, a member of that group of senators may request that a vote be taken by those members. The results would be forwarded to the Chancellor along with the vote of the members with primary responsibility.
Section C – Membership:
The name of this organization is the University Senate of the University of Wisconsin-Eau Claire.

1. University Faculty Senators (US 10/04)
   a. All members of the University Faculty who are eligible to vote in the University Faculty meeting and who have served at least three semesters are eligible for membership in the University Senate. University Faculty members of the Senate are expected to serve as representatives of the University Faculty as a whole, regardless of the manner in which they have been elected.
   b. Each academic department having four or more positions shall elect one senator. For purposes of senate representation, Library Services shall be considered the equivalent of an academic department. The department election shall take place at a regularly scheduled department meeting following the election of senators at large. The election shall provide for nominations from the floor. It shall be conducted by secret ballot at the meeting or by mailbox ballot following the meeting. Any department member who is a member of the University Faculty with half-time or more appointment within that department is eligible to vote in the department's election and to be elected as a senator, but no person shall vote or be a candidate in more than one department. The department chair shall notify the Chair of the University Senate of the results of the election as soon as possible. If a vacancy occurs, the department shall elect another senator to serve the remainder of the unexpired term.
   c. Additional University Faculty senators shall be elected at large by the University Faculty. The number of University Faculty senators at large shall be determined according to part 4 in this section and shall include at least one from each of the Colleges. These senators shall be nominated by the University Faculty Nominating Committee and elected in the spring election. Approximately one-fourth of the senators at large shall be elected each year.

2. University Academic Staff Senators
   a. All members of the University Academic Staff who are eligible to vote in the University Academic Staff meeting and who have served at least three semesters are eligible for membership in the University Senate. University Academic Staff members of the Senate are expected to serve as representatives of the University Academic Staff as a whole, regardless of the manner in which they have been elected.
   b. Each nonteaching unit having at least four academic staff positions shall elect one senator. Each unit having twenty or more academic staff positions shall elect two senators. The unit election shall take place at a regularly scheduled unit meeting following the election of academic staff senators at large. The election shall provide for nominations from the floor. It shall be conducted by secret ballot at the meeting or by mailbox ballot following the meeting. Any unit member who is a member of the University Academic Staff with half-time or more service in a unit is eligible to vote in the unit's election and to be elected as a senator, but no person shall vote or be a candidate in more than one unit. The director shall notify the Chair of the University Senate of the results of the election as soon as possible. If a vacancy occurs, the unit shall elect another senator to serve the remainder of the unexpired term.
   c. Additional University Academic Staff senators shall be elected at large by the University Academic Staff. The number of University Academic Staff senators at large shall be determined according to part 4 in this section. These senators shall be nominated by the University Academic Staff Nominating Committee and elected in the spring election. Approximately one-fourth of the senators at large shall be elected each year.

3. Administrative Senators
The Chancellor and Vice Chancellor(s) are non-voting members of the Senate. (US 10/09)

4. Senator Balance
Each year the Senate Executive Committee will review the size of the University Senate and distribution of senators, as described in the Bylaws of the University Senate. The percentage of University Faculty senators and the percentage of University Academic Staff senators within the University Senate shall reflect, as closely as possible, the percentage of University Faculty and the percentage of University Academic Staff, respectively, within the total number of University Faculty and University Academic Staff eligible to vote.

The Senate Executive Committee or authorized representatives will work with the appropriate administrators to determine the numbers of University Faculty and University Academic Staff eligible to vote using the Official Frozen File created for that academic year. (Eligibility to vote is defined in Article One: Section D and Article Two: Section D of this constitution.) Based on this information, recommendations pertaining to the number and distribution of senators may be made.

Any recommendations for changes in the number and distribution of senators at large and procedures for implementing the change must be approved by the University Senate. Upon approval, such changes shall be reflected in the spring elections of senators at large. (US 3/05)

Section D – Term of Office of Senators:
Senators are elected to serve terms of four years, beginning the first day of the official opening of the fall semester and terminating on the day previous to the official opening of the fall semester. Approximately one-fourth of the University Faculty senators at large and approximately one-fourth of the department University Faculty senators shall be elected each year according to procedures set forth in the University Faculty bylaws. Approximately one-fourth of the University Academic Staff senators at large and approximately one-fourth of the unit University Academic Staff senators shall be elected each year according to procedures set forth in the University Academic Staff bylaws. In case a senator cannot complete a term, a replacement shall be elected to serve for the unexpired portion of the term, according to procedures set forth in the bylaws.

Section E – Officers of the University Senate:
1. The University Senate shall elect a Chair-elect in April of the even-numbered years. The Chair-elect will serve on the Executive Committee for one year and then become Chair of the University Senate for two years, taking office at the end of the academic year in the odd-numbered years. The Chair-elect is to be elected from among the current members of the University Senate. The Senate will elect a Vice chair in the second April meeting of the odd-numbered years, and the Vice chair shall take office for two years at the end of that academic year. If the Chair-elect is a University Faculty member, then the Vice chair is to be elected from among the current University Academic Staff members of the University Senate. If the Chair-elect is a University Academic Staff member, then the Vice chair is to be elected from among the current University Faculty members of the University Senate. If the Senate term of either expires before the expiration of the term as a Senate officer, the officer becomes an ex officio (voting) member of the Senate for the remainder of the term of office. In these cases the original Senate membership will be filled following normal procedures. In the event of a vacancy in the office of Chair, the current Chair-elect (or if none, the Vice chair) shall assume the office of Chair. In the event of a vacancy in the office of Vice chair, the Senate shall elect a Vice chair to serve the unexpired term. In the event of a vacancy in the office of Chair-elect, the Senate shall elect a Chair-elect to serve the unexpired term.
2. The Chair of the University Senate shall serve as the representative of the University Faculty and the University Academic Staff at official occasions and functions. The Chair of the University Senate will serve as the Chair of the Senate Executive Committee and will continue as a voting member for one year after the completion of the term as Senate Chair.

3. The secretary of the University Senate is a member of the regular clerical staff at the University.

Section F – Meetings:
1. The University Senate shall normally meet monthly at a time and place determined by the Chair. Special meetings of the Senate may be called by the Chair, at the direction of the Executive Committee, or on the written request of 10 senators or 20 members of the University Faculty and the University Academic Staff.

2. Meetings of the University Senate are open. Written notice of the agenda of the Senate meetings shall be given to all University Faculty and University Academic Staff members at least 24 hours in advance of the meetings. The items on which action is taken shall be related to items on the agenda when practicable. Any University Faculty or University Academic Staff member or group of University Faculty or University Academic Staff members may request the Chair to place a matter on the Senate agenda.

Section G – Committees:
The University Senate shall create and maintain standing and ad hoc committees to assist in its deliberations. Such committees are responsible to the University Senate and their recommendations on matters of policy become effective only after receiving approval from the University Senate. Chairs of University Senate standing committees must be senators. In the event an elected member of a committee is unable to fulfill the duties of the committee due to an official leave (sabbatical, medical leave, etc.), the Committee Chair may request a temporary replacement of that member following the established procedures for filling vacancies on committees as outlined in the Bylaws of the University Senate. (US 11/03)

Membership and functions of all University Senate standing committees shall be included in the Bylaws. (US 5/10)

Section H – University Senate Student Relations:
1. Students who visit University Senate meetings may speak or make presentations with the prior consent of the presiding officer. Meetings of the University Senate will be open meetings.

2. The Senate Chair shall receive all communications from the Student Senate, inform the Senate of actions taken by the Student Senate that are relevant to the concerns of the faculty and academic staff, and refer such actions to the appropriate Senate committees.

Section I – University Senate – Chancellor Relations:
The University Faculty and the University Academic Staff and their primary legislative body, the University Senate, shall serve as a consultative body to provide the Chancellor with faculty and academic staff recommendations for making those policy decisions for which the Chancellor assumes responsibility in consultation with the faculty under Wisconsin State Statute 36.09 [4] and with the academic staff under Wisconsin State Statute 36.09 [4m]. University Senate consultation with the Chancellor will follow standard administrative and University Senate procedures, with the Senate committees recommending appropriate actions to the University Senate and reporting to the Senate any actions the committees may have taken in consultation with the Chancellor as authorized by the constitutional charge to the committee.
For those University Senate actions that are directed to the Chancellor, the following procedures shall be followed:

1. The Chair of the University Senate shall transmit the recommendations of the University Senate to the Chancellor who will act on them or refer them to the appropriate administrative body.

2. The University Senate will expect the Chancellor, or a member of the faculty or academic staff designated by the Chancellor, to report to the University Senate without unnecessary delay the action taken on University Senate recommendations. If no action is reported to the University Senate Office within 60 days of receipt of the recommendation, the recommendation will be considered approved. (US 4/10)

3. In the event that the Chancellor finds a University Senate recommendation unacceptable in whole or in part, these procedures will be followed:
   a. For University Senate or faculty concerns:
      1) If the recommendation deals primarily with matters of concern to the University Faculty, a subcommittee composed of the University Faculty members of the Executive Committee will consult with the Chancellor concerning those aspects of the recommendation which are unacceptable. For University Senate concerns, the Executive Committee will consult with the Chancellor concerning those aspects of the recommendation which are unacceptable.
      2) If the Executive Committee or subcommittee feels that a modification of the recommendation would be acceptable to both the Chancellor and the University Senate, they may work with the Chancellor in an attempt to modify the recommendation.
      3) If the parties agree on the modification, it shall be presented to the University Senate for action.
      4) If the Executive Committee or subcommittee does not agree to a modification suggested by the Chancellor, the Chancellor's objections to the recommendation shall be reported to the University Senate along with the Executive Committee's or subcommittee's position.
      5) If the University Senate does not agree to a modification of its original recommendation, the original recommendation shall be returned to the Chancellor for final action.
   b. For University Academic Staff concerns:
      1) If the recommendation deals primarily with matters of concern to the University Academic Staff, a subcommittee composed of the University Academic Staff members of the Executive Committee and the four University Academic Staff Senators on the Academic Staff Personnel Committee will consult with the Chancellor concerning those aspects of the recommendation which are unacceptable.
      2) If the University Academic Staff subcommittee feels that a modification of the recommendation would be acceptable to both the Chancellor and the University Senate, they may work with the Chancellor in an attempt to modify the recommendation.
      3) If the parties agree on the modification, it shall be presented to the University Senate for action.
      4) If the University Academic Staff subcommittee does not agree to a modification suggested by the Chancellor, the Chancellor's objections to the recommendation shall be reported to the University Senate along with the University Academic Staff subcommittee's position.
      5) If the University Senate does not agree to a modification of the original recommendation, the original recommendation shall be returned to the Chancellor for final action.

**ARTICLE FOUR: COLLEGE FACULTIES**

**Section A:**

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The faculty of University of Wisconsin-Eau Claire shall be organized into the faculties of the Colleges of Arts and Sciences, Business, Education and Human Sciences, Nursing and Health Sciences, and other colleges or schools which may come into being. (US 3/05)

Section B – Memberships in the College Faculties:
Each college faculty shall ordinarily be composed of the members of the schools and/or departments within the College. Any faculty member eligible to vote in the faculty of the University is to be considered eligible to vote in the faculty of the College. All members of the faculty meeting the definition of graduate faculty as stated in the most recent Graduate Bulletin shall be members of the graduate faculty.

Section C – Meetings of the College Faculty:
Each college faculty shall meet at least once each semester. Other meetings may be called by the Dean of the College or upon the petition of fifteen percent of the voting membership of the college faculty.

Section D – Officers:
The Dean of the College, or the Dean's designated representative, shall preside at meetings of the faculty of the College. The faculty of the College shall choose a secretary, who shall keep its minutes. Other officers may be created as need arises.

Section E – Functions of the College Faculties:
The faculty of the College shall have the power to take action in matters relating primarily to the internal operation of the College, subject to review by the University Senate, which may overrule such actions by three-fifths vote of the Senate membership. Among the powers of the college faculty shall be those of approving courses to be offered within the College, and of recommending to the Senate the creation or abolishment of departments, programs, majors, or minors within the College, and modifications in degree requirements. The College shall report its action on curriculum matters to the Senate Academic Policies Committee.

Section F – Committees of the College Faculty:
Each college faculty shall set up such standing and ad hoc committees as are necessary for the business of the College.

ARTICLE FIVE: THE UNITS WITH ADMINISTRATIVE AND/OR PROFESSIONAL ACADEMIC STAFF MEMBERS

Section A:
The administrative and professional academic staff of the University of Wisconsin-Eau Claire are organized into units under the Offices of the Chancellor, Academic Affairs, Business and Student Services, and other Offices which may come into being.

Section B:
Any administrative and professional academic staff member with a split appointment who is eligible to vote as a member of the University Academic Staff is considered to be eligible to vote in the unit of primary employment for governance purposes.

Section C:
Each unit eligible to elect a member to the University Senate shall meet at least once a year. Other meetings may be called by the unit’s director or University Senate representative. The unit director, or the director’s designated representative, shall preside at these meetings. The unit shall choose a secretary who shall keep its minutes.

**ARTICLE SIX: AMENDMENTS AND BYLAWS**

**Section A – Amendments:**
Amendments to Article One and Article Four of this constitution shall be proposed by a petition signed by ten percent of the University Faculty eligible to vote or by majority vote of those University Faculty voting in the University Senate, and presented at a meeting of the University Faculty. The proposed constitutional amendment may be amended at this University Faculty meeting by a majority vote of those present and voting, except that in this event the final form of the constitutional amendment must be presented again at a subsequent meeting of the University Faculty prior to being submitted to the University Faculty for ratification. The University Faculty shall decide, at the meeting at which the final form of the proposed constitutional amendment is presented, whether the ratification vote on the constitutional amendment is to be at a future meeting of the University Faculty or in a referendum. The ratification vote shall be held not less than one week or more than three weeks after the University Faculty meeting at which the final form of the constitutional amendment was presented. Ratification shall require a two-thirds vote of those voting at the meeting or in the referendum, provided no fewer than thirty-four percent of the University Faculty participates in the voting.

Amendments to Article Two and Article Five of this constitution shall be proposed by a petition signed by ten percent of the University Academic Staff eligible to vote or by majority vote of those University Academic Staff voting in the University Senate, and presented at a meeting of the University Academic Staff. Instructional academic staff with "faculty status" may propose amendments to Article Two, Section G, (2) and (3). The proposed constitutional amendment may be amended at this University Academic Staff meeting by a majority vote of those present and voting, except that in this event the final form of the constitutional amendment must be presented again at a subsequent meeting of the University Academic Staff prior to being submitted to the University Academic Staff for ratification. The University Academic Staff shall decide, at the meeting at which the final form of the proposed constitutional amendment is presented, whether the ratification vote on the constitutional amendment is to be at a future meeting of the University Academic Staff or in a referendum. The ratification vote shall be held not less than one week or more than three weeks after the University Academic Staff meeting at which the final form of the constitutional amendment was presented. Ratification shall require a two-thirds vote of those voting at the meeting or in the referendum, provided no fewer than thirty-four percent of the University Academic Staff participate in the voting.

Amendments to Article Three of this constitution shall be proposed by a petition signed by ten percent of the University Faculty eligible to vote and ten percent of the University Academic Staff eligible to vote, or by majority vote of those voting in the University Senate, and presented at a meeting of the University Faculty and University Academic Staff. To amend Article Three, the University Faculty shall follow the procedures stated above for amending Article One and Article Four and the University Academic Staff shall follow the procedures stated above for amending Article Two and Article Five.

**Section B – Bylaws:**
In order to facilitate the functioning of this constitution,
1. the University Faculty may, either directly or by action of the University Faculty members of the University Senate, enact such bylaws as are consonant with the provisions of Article One and Article Four of this constitution;

2. the University Academic Staff may, either directly or by action of the University Academic Staff members of the University Senate, enact such bylaws as are consonant with the provisions of Article Two and Article Five of this constitution; and

3. the University Faculty and the University Academic Staff may, either directly or by action of the University Senate, enact such bylaws as are consonant with the provisions of Article Three of this constitution.