SECTION A – PERSONNEL AND BENEFITS COMMITTEES

UNIVERSITY SENATE COMMITTEES

1. University Senate Executive Committee
   a. Membership: The committee shall be composed of includes at least 22 members: ten faculty senators and four academic staff senators elected by the members of the Senate; the Chair and the Vice Chair of the University Senate; the Chair-elect or the immediate past Chair of the University Senate (whoever is serving); the Vice Chair-elect (if serving); the Academic Staff Representative; the Faculty Representative; ten additional faculty senators and four additional academic staff senators elected for two-year terms, the Chancellor, and Vice Chancellor(s). Members shall serve two-year terms unless membership is terminated by expiration of a Senate membership as described in the bylaws. The committee must have membership from each of the colleges. The Chair of the University Senate shall serve as Chair of the Executive Committee. The Chancellor and Vice Chancellor(s) shall be non-voting members of the Executive Committee. (US 3/09; 10/09; 10/12)
   b. Function: Included among the functions of the Executive Committee are establishing the agenda for Senate meetings, calling special meetings of the Senate, and making recommendations on matters referred to it by the Senate. This committee may suggest policies and means of implementing them to the Senate, act as a coordinating agency among Senate members, and recommend to the Senate interpretations of the Constitution of the University Faculty and the University Academic Staff. The Executive Committee may also serve as an advisory body to the Chancellor and may provide the Regents or System Administration with faculty and academic staff reaction to documents and proposed policies when time does not permit their normal consideration by the Senate and other senate committees. Such advice or reaction shall be reported to the University Senate and channeled through the Chancellor to the Regents or System Administration. The Executive Committee shall serve as the Institutional Ethics Committee (as per motion 02/2007) as set forth in Part III, Article Five, Section D, 3., g. The Executive Committee along with UW System President (as per motion 09/2009) shall serve as the UW-Eau Claire Honorary Degree Committee.

2. University Senate Academic Policies Committee
   a. Membership: The committee includes 12 members: nine University Faculty senators elected for three-year terms by the University Faculty members of the Senate. There shall be at least one member from each of the Colleges. Members shall serve three-year terms unless membership is terminated by expiration of a Senate membership as described in the bylaws. One ex officio and non-voting University Faculty representative elected by members of Library Services will be ex officio and non-voting member of the committee. The Provost and Vice Chancellor, or designated representative, shall serve as an ex officio and non-voting member of the committee. A student member, who will be non-voting, may be appointed by the Student Senate to serve on this committee. (US 3/05, 4/06, 3/11)
   b. Function: This committee is responsible for recommending policies for academic programs of the University as they relate to items such as the creation and/or abolition of Colleges, Schools, departments, degree requirements, academic programs and standards, policies concerning grading, final examinations, class attendance, credit by examination, admission and transfer standards, and such related issues. The committee's charge also includes recommending policies and implementing procedures for review of academic programs, in accordance with policies of the Board of Regents and/or System Administration.

3. University Senate Academic Staff Personnel Committee
   a. Membership: The committee includes nine members at least ten members: four academic staff senators, one of whom must be Instructional Academic Staff, elected by the academic staff members of the University Senate; four academic staff, one of whom must be Instructional Academic Staff, elected by the University Academic Staff Council; one administrator selected by the Chancellor serves the committee as, who will be an ex officio and non-voting member of the committee. During a year when an academic staff member of the Senate has been elected to serve as Academic Staff Representative-elect, the person becomes an ex officio (and voting) member of the committee, increasing the number of members on the committee to ten. Three seats must be held by instructional academic staff members and six seats must be held by administrative or professional academic staff members. The Academic Staff Representative to the UW System will serve as the chair of the committee. Members shall serve three-year terms unless committee membership is terminated by expiration of a Senate membership as described in the bylaws. (US 11/04; US 2/08)
   b. Functions: The Academic Staff Personnel Committee shall consider and recommend policies affecting the academic staff in regard to status, salary, indefinite appointment, promotion, and working conditions. It shall also consider and recommend the practices and procedures for implementing those policies and serve as the primary agent for recommending revisions and amendments of the UW-Eau Claire Academic Staff Personnel Rules. It is charged as follows:
1) To study and be knowledgeable of both System and local Academic Staff Personnel Policies and Procedures.
2) To maintain awareness of all administrative matters that may have ramifications for the procedures and rights afforded academic staff members under the Policies and Procedures.
3) To provide information, but not function in an advocacy or advisory relationship, to any academic staff member regarding due process afforded to academic staff.
4) To review the criteria for salary adjustments of academic staff but not arbitrate specific cases.
5) To review the criteria used in the designation of positions within the budgetary and personnel constraints of the UW-Eau Claire as being within the fixed term or probationary categories.
6) To review policies governing conversion of academic staff from fixed term to probationary, or from probationary to fixed term.
7) To offer interpretations of guidelines for the definition of an operational area, especially where positions and duties under those positions might be transferred to other operational areas even though for all functional purposes they remained the same.
8) To review policies and recommend criteria for the designation of positions as fixed term when appointments to such positions would seem to exceed the temporary duration implied in the guidelines of fixed term employment.
9) To offer interpretations of guidelines for the promotion to indefinite appointment.
10) To maintain awareness of the rights of academic staff on layoff for alternative employment and reappointment as specified under UWS 12.03 and 12.09.
11) To function as an agent for revision and amendment of the existing academic staff rules for UW-Eau Claire. (Charges reinstated US 9/10)

4. University Senate Budget Committee
   a. Membership: The committee includes at least 11 members: an academic dean elected by the colleges’ deans; and seven senators elected by the University Senate for three-year terms. Of the seven senators elected by the Senate, one must be from each College, one from the College of Arts and Sciences, one from the College of Business, one from the College of Education and Human Sciences, one from the College of Nursing and Health Sciences, two from the University Academic Staff, and one from any area Housing and Residence Life; one academic dean elected by the deans of the four Colleges. Members shall serve three-year terms unless membership is terminated by expiration of a Senate membership as described in the bylaws. The committee also includes three ex officio, and non-voting members from the Administrative Staff selected by the Chancellor. One classified/university staff member, who will be non-voting, may be selected by the Classified/University Staff Council to serve on this committee for a three-year term. A student member, One student, who will be non-voting, may be appointed by the Student Senate to serve on this committee for a one-year term. (US 3/05, 3/11, 4/13)
   b. Functions: The Budget Committee serves two roles. First, it observes the budget process – giving ongoing feedback to all participants on how well the process is executed and suggestions to improve it; in this role, the committee will meet regularly throughout the year at appropriate times with the Chancellor, Provost, Vice Chancellor for Administration and Finance, deans, and other participants in the process to develop and discuss the feedback and suggestions. Second, each year shortly after the budget process is complete, the committee will submit a written report to the University Senate formalizing the feedback and suggestions. (US 4/09)

5. University Senate Compensation Committee
   a. Membership: The committee includes ten members: two University Faculty senators and two University Academic Staff senators elected by the Senate; two University Faculty members elected by and from the University Faculty; two University Academic Staff members elected by and from the University Academic Staff; and two ex officio non-voting members: the Provost and Vice Chancellor, or designated representative, who will be an ex officio and non-voting member of the committee; and the Vice Chancellor for Administration and Finance, or designated representative, who will be an ex officio and non-voting member of the committee. Any UW-Eau Claire representatives on the UW System Working Group on Fringe Benefits shall also be ex officio and non-voting members of the committee. Members shall serve three-year terms unless membership is terminated by expiration of a Senate membership as described in the bylaws. (US 10/12)
   b. Functions: The Compensation Committee shall serve as a source of information for the faculty and academic staff on faculty and academic staff compensation. Collect and analyze current compensation data, and conduct surveys and studies to determine faculty and academic staff preferences for compensation. Prepare reports on compensation for distribution to the faculty and academic staff. The committee will identify needs for salary and fringe benefits for each biennium, develop proposals to meet those needs, and submit these proposals to the University Senate for its consideration. Following approval
of a plan by the University Senate, the Compensation Committee or its designee(s) shall serve as an advocate for the compensation plan and work with other groups such as the Chancellors, System Administration, representatives from other campuses, Regents, Legislators, and the Governor. The Compensation Committee is charged specifically with helping to generate the UW System compensation plan. The committee will recommend to the University Senate for approval policies and procedures concerning compensation and salary adjustment distribution. The Compensation Committee will also serve as an advisory body to the Chancellor. For example, the committee may advise the Chancellor about appropriate ways to publicize and support salary and fringe benefits proposals.

6. University Senate Faculty Personnel Committee  
a. Membership: The committee includes nine members: four faculty senators elected by the faculty members of the Senate; three University Faculty elected by the University Faculty at large; the Faculty Representative to the UW System; and one administrator selected by the Chancellor, who will be an ex officio and non-voting member of the committee. The Faculty Representative to the UW System will serve as the chair of the committee. In any given year the committee must have at least one member from each College. The University Faculty Nominating Committee shall take the responsibility for assuring this representation of Colleges. Members shall serve three-year terms unless committee membership is terminated by expiration of a Senate membership as described in the bylaws. (US 3/05, 11/10, 11/11)  
b. Function: The Faculty Personnel Committee shall consider and recommend policies affecting the faculty in regard to status, salary, tenure, promotion, and working conditions. It shall also consider and recommend the practices and procedures for implementing those policies and serve as the primary agent for recommending revisions and amendments of the UW-Eau Claire Faculty Personnel Rules. (US 2/05)

7. University Senate Nominating Committee  
a. Membership: The committee includes six senators elected at the first fall semester meeting of the University Senate members: three University Faculty, two University Academic Staff, and one additional senator. Members serve staggered two-year terms. Members are not eligible for consecutive terms. Two senators and three University Academic Staff senators elected by the Senate. Members shall serve staggered two-year terms unless membership is terminated by expiration of a Senate membership as described in the bylaws. (US 10/04)  
b. Function:  
1) The University Senate Nominating Committee shall present nominations for all positions to be filled by University Senate elections unless the Senate provides another means of nomination in specific instances. The committee shall seek to provide more nominees than there are positions to be filled.  
2) The committee shall also present nominations to fill any vacancies that occur in such positions.  
3) At the organizational Senate meeting in the fall and whenever practicable on other occasions, the nominating committee slate of nominations shall be included in the agenda for the Senate meeting where the nominating committee report is made.  

8. University Senate Physical Plant Planning Committee  
a. Membership: The committee includes at least nine members: one administrative representative appointed by the Chancellor, three University Faculty senators elected by the Senate for three-year terms, and two University Academic Staff senators elected by the Senate for three-year terms; one member elected by and from the department of Art & Design; one member elected by and from the department of Biology; one member elected by and from the department of Geography and Anthropology. Members shall serve three-year terms unless membership is terminated by expiration of a Senate membership as described in the bylaws. One administrative representative appointed by the Chancellor will be a non-voting member of the committee. The departments of art & design, biology, and geography and anthropology shall each elect one member to serve a three-year term. Two classified/university staff members, who will be non-voting, may be selected by the Classified/University Staff Council to serve on this committee for three-year terms. A One student member, who will be non-voting, may be appointed by the Student Senate to serve on this committee for a one-year term. (US 3/11, 4/13)  
b. Function: The committee shall recommend policies for the long-range development of the physical plant, for utilization of campus space, and for landscaping. It shall also be charged with policies for protection and development of Putnam Park.
9. University Senate Technology Committee
   a. Membership: The committee includes at least seven to eight voting members: elected for three-year terms: one member elected by and from each of the Colleges and four senators elected by and from the Senate to ensure a total of four University Faculty and three University Academic Staff on the committee; three senators elected by the Senate, one of whom must be from the University Academic Staff; four University Faculty members, one elected by and from the College of Arts and Sciences, one elected by and from the College of Business, one elected by and from the College of Education and Human Sciences, one elected by and from the College of Nursing and Health Sciences. Members shall serve three-year terms unless membership is terminated by expiration of a Senate membership as described in the bylaws. The Chief Information Officer shall be an ex officio and non-voting member of the technology committee. One classified/university staff member, who will be non-voting, may be selected by the Classified/University Staff Council to serve on this committee for a three-year term. A One student member, who will be non-voting, may be appointed by the Student Senate to serve on this committee for a one-year term. (US 4/10, 3/11, 4/13)
   b. Function: The University Senate Technology Committee shall follow activities of school-, college-, and university-wide technology-related committees and all technology-related matters to provide guidance to either the full Senate or to Senate committees on items requiring University Senate action which may affect instructional, resource, and personnel policies and procedures. The committee may provide guidance to the University Senate Executive Committee or the Chancellor on Regent and System Administration documents and proposed policies. Such advice or reaction shall be reported to the University Senate and channeled through the Chancellor to the Regents or System Administration. The committee shall consult with information and technology management on the development of the campus Learning and Technology Services’ Strategic Plan and the setting of priorities on the use of resources and distribution of technology-related monies.

SECTION B – COMPLAINT AND GRIEVANCE COMMITTEES UNIVERSITY-WIDE COMMITTEES

1. Academic Staff Complaint, Grievance, and Review Committee
   a. Membership: The committee includes nine academic staff members elected by the academic staff for staggered three-year terms. Representation of Administrative and Professional Academic Staff and Instructional Academic Staff shall be in proportion to the number of voters in their constituencies and shall be elected by and from the administrative and professional or instructional academic staff constituency, respectively.
   b. Function: The Complaint, Grievance, and Review Committee shall implement the hearing procedures outlined in Local Implementation Procedures for UWS 11, 12, and 13.

2. Academic Staff Professional Development Committee
   a. Membership: The committee includes six academic staff members elected by the academic staff for staggered three-year terms and one member appointed by the Chancellor from among those persons holding academic staff or limited positions but who are not University Academic Staff. The Assistant Vice Chancellor for Research and Sponsored Programs and the Affirmative Action Director, or their designee(s), shall serve as ex officio and non-voting members of the committee.
   b. Function: The Academic Staff Professional Development Committee encourages, reviews, and recommends training and/or retraining proposals from persons holding academic staff or limited positions for funding by appropriate resources.

3. Administrative and Professional Academic Staff Awards Committee
   a. Membership: The committee includes five members holding administrative or professional academic staff or limited positions serving staggered three-year terms. Each year the Chancellor will appoint one or two members selected from at least two or three names, respectively, recommended by the University Academic Staff Nominating Committee.
   b. Function: The Administrative and Professional Academic Staff Awards Committee, in consultation with the Foundation, shall establish eligibility criteria and selection procedures for identifying award recipients. It solicits and receives nominations for the Excellence in Performance Award which is given annually to a person holding an administrative and professional academic staff or limited position who, in the opinion of their colleagues, excels in the areas of performance and service. The committee evaluates the nominations for each award and forwards its selection to the Chancellor. The committee shall assist sponsors of other awards as requested. (US 05/10)
4. Faculty Complaint, Grievance, and Termination Review Committee
   a. Membership: The committee includes 18 tenured members of the faculty, elected at large by the faculty, to serve three-year terms (six elected each year).
   b. Functions: The function of the Faculty Complaint, Grievance, and Termination Review Committee is to implement the hearing procedures outlined in the Local Implementation Procedures for UWS 6 (complaints and grievances), UWS 3.08 (non-renewal), UWS 4.03 (dismissal), and UWS 5.11 (termination). (US 11/03; US 12/09)

5. University Academic Staff Nominating Committee
   a. Membership: The committee includes three University Academic Staff members who serve staggered two-year terms. Members are not eligible for consecutive terms. (US 10/04)
   b. Functions:
      1) The University Academic Staff Nominating Committee shall present nominations for all positions to be filled through general University Academic Staff elections, unless the University Academic Staff shall provide another means of nominations in specific areas. The committee shall seek to provide more nominees than there are positions to be filled.
      2) The committee shall report to the chancellor in time to permit distribution of the report along with the agenda for the meeting of the University Academic Staff, at which time the report is to be formally presented to the University Academic Staff.
      3) The committee shall also present nominations to fill vacancies created by resignations or other causes as outlined in the bylaws. The nominating committee report of nominations to fill vacancies will be made to the University Academic Staff during a regularly scheduled University Senate meeting. Any University Academic Staff member will be eligible to nominate from the floor at that meeting. As an alternative to this procedure, a special meeting of the University Academic Staff to make nominations to fill these vacancies can be requested by 15 percent of the University Academic Staff. Elections conducted to fill vacancies shall follow the procedures outlined in the bylaws. At the next general University Academic Staff election, the University Academic Staff shall elect members to serve out the remaining terms of the original University Academic Staff members temporarily replaced by University Senate.

6. University Assessment Committee
   a. Membership: The committee consists of 15 members, including the Director of Assessment who shall serve as chair of the committee. Two members from each of the four colleges shall be appointed by the respective Dean of the College; three members shall be appointed by the Vice Chancellor for Academic Affairs; and three members shall be appointed by the Vice Chancellor for Student Affairs. Each year approximately one-third of the committee will be appointed by the Deans and Vice Chancellors in consultation with the University Senate Executive Committee to serve three-year terms.
   b. Function of the Committee:
      1) Assist departments and academic and support programs to develop and improve plans for assessing student learning;
      2) Annually collect and review assessment reports from departments and academic and support programs and provide feedback;
      3) Prepare an Annual Report for Academic Affairs and the University Senate that includes a summary of assessment activities conducted throughout the university;
      4) Develop, implement, and evaluate the results of institutional level assessment activities in collaboration with Institutional Research (exit interviews, standardized exams, surveys, etc.);
      5) Prepare reports on student learning at UW-Eau Claire for UW System’s VSA program;
      6) Annually review the effectiveness of plans and practices for assessing student learning at the University, department, and program levels;
      7) Develop and propose to the University Senate policies and procedures related to the assessment of student learning at UW-Eau Claire for approval;
      8) Help implement approved policies and procedures related to the assessment of student learning at UW-Eau Claire;
      9) Assist with other initiatives involved in the assessment of student learning as requested by the Provost, University Senate, or other stakeholders, as necessary; and
      10) Advise the Director of Assessment in performance of the duties of the position. (US 10/11)
7. University Faculty Awards Committee
   a. Membership: The committee includes six members of the University Faculty serving staggered three-year terms. Each year the Chancellor will appoint two members from at least three names recommended by the University Faculty Nominating Committee.
   b. Function: The University Faculty Awards Committee, in consultation with the Foundation, shall establish eligibility criteria and selection procedures for identifying award recipients. It solicits and receives nominations for the Excellence in Advising, Excellence in Scholarship, and Excellence in Service awards. The committee evaluates the nominations for each award and forwards its selections to the Chancellor. The committee shall assist sponsors of other awards as requested.

8. University Faculty Nominating Committee
   a. Membership: The committee includes five University Faculty members who serve staggered two-year terms. Members are not eligible for consecutive terms. (US 10/04)
   b. Functions:
      1) The University Faculty Nominating committee shall present nominations for all positions to be filled through general University Faculty elections, unless the University Faculty shall provide another means of nominations in specific areas. The committee shall seek to provide more nominees than there are positions to be filled.
      2) The committee shall report to the Chancellor in time to permit distribution of the report along with the agenda for the meeting of the University Faculty, at which time the report is to be formally presented to the University Faculty.
      3) The University Faculty Nominating Committee shall also present nominations to fill vacancies created by resignations or other causes as outlined in the bylaws. The nominating committee report of nominations to fill vacancies will be made to the University Faculty during a regularly scheduled University Senate meeting. Any University Faculty member will be eligible to nominate from the floor at that meeting. As an alternative to this procedure, a special meeting of the University Faculty to make nominations to fill these vacancies can be requested by 15 percent of the University Faculty. Elections conducted to fill vacancies shall follow the procedures outlined in the bylaws. At the next general University Faculty election, the University Faculty shall elect members to serve out the remaining terms of the original University Faculty members temporarily replaced by University Senate.

9. University Liberal Education Committee
   a. Membership: The committee includes seven faculty representatives from the College of Arts and Sciences, two faculty representatives from the College of Business, two faculty representatives from the College of Education and Human Sciences, and two faculty representatives from the College of Nursing and Health Sciences. These representatives will be chosen by existing shared governance processes established through the bylaws of the respective Schools or Colleges. One faculty representative from the Library (ex officio and non-voting) will be chosen by existing shared governance processes established by the Library. One academic staff representative (ex officio and non-voting) will be chosen by existing shared governance processes established by the Academic Staff. One student will be appointed by the Student Senate President in accordance with customary procedures. Faculty serve staggered three-year terms with approximately one-third of the representatives from each College being elected each year. The Provost and Vice Chancellor or designated representative shall serve as an ex officio non-voting member of the committee. (US 3/05; 3/11)
   b. Function: The University Liberal Education Committee is responsible for developing criteria and intended learning outcomes for the liberal education core: the core includes General Education and other university-wide course/experience requirements outside the major/minor. It is responsible for recommending such criteria and intended learning outcomes to the Academic Policies Committee and to the University Senate. It serves as the coordinating body for university liberal education reform efforts. The committee is responsible for periodic review of university graduation requirements outside the major/minor; development of criteria for inclusion of courses and high impact practices in the liberal education core; periodic review of existing course offerings of the liberal education core for re-approval; working with the Office of Academic Affairs to annually evaluate liberal education core effectiveness in achieving the liberal education goals as passed by the University Senate. (US 3/05; 10/10)
10. University Planning Committee (US 4/13)
   a. Membership: The committee consists of eight appointed members, in addition to the Chair of the University Senate, the Director of Institutional Research, and the Strategic Planner, who serves as Chair of the committee. Seven members are appointed by the Chancellor in consultation with the University Senate Executive Committee and one member is appointed by the Chancellor in consultation with the Classified/University Staff Council. They serve staggered four-year terms, with two being appointed each year. Of the eight appointees, at least four must be faculty members and one member must be from Student Affairs.
   b. Functions: The Planning Committee is charged with the responsibility for (1) analyzing the demographic, educational, societal, and economic environment in which the University exists and operates, (2) reviewing both the mission and mission statements of the University, (3) overseeing an effective, integrated institutional planning process, (4) establishing success benchmarks and metrics to monitor progress on vision and goals, (5) supporting integrated planning efforts across all divisions, (6) annually assessing the implementation of the strategic plan and identifying priorities that will advance the University’s vision and goals, and (7) annually providing recommendations to the Chancellor and the Chancellor’s Cabinet, after consultation with the University Senate Executive Committee, the Student Senate Leadership, and the Classified/University Staff Council, for annual priorities that will advance the University's vision and goals.

11. University-Wide Administrator Review Committee
   a. Membership: The committee shall include nine members serving three-year terms. One faculty member shall be elected by and from each of the Colleges; one member shall be elected by and from the Instructional Academic Staff; two members shall be elected by and from the Administrative and Professional Academic Staff; and two classified/university staff members shall be elected by the Classified/University Staff Council. Three members will be elected each year in the spring elections. Each year the review committee shall elect its own Chair. (US 4/13)
   b. Function: The committee shall conduct reviews of the Chancellor, Provost, Vice and Assistant Chancellors, Special Assistants to the Chancellor, Assistant or Associate Vice Chancellors and Administrative Officers according to the procedures outlined in Part III, Article Five, Section D, 1., b., 1).

SECTION C – CURRICULUM AND ASSESSMENT COMMITTEES

UNIVERSITY COUNCILS

1. Graduate Council
   a. Membership: The membership of the Graduate Council shall be as set forth in Article IV, Section 4, of the Bylaws of the Graduate Faculty and Graduate Council http://www.uwec.edu/Graduate/council/councilbylaws.htm.
   b. Function: The purpose and object of the Graduate Council shall be as set forth in Article IV, Section 2, of the Bylaws of the Graduate Faculty and Graduate Council http://www.uwec.edu/Graduate/council/councilbylaws.htm.

2. University Honors Council
   a. Membership: The membership of the University Honors Council shall include one faculty member from each of the undergraduate Colleges, the President and Secretary of the student Honors Program Organization, the Director of the University Honors Program, the Assistant Director of the University Honors Program, and the University Honors Program Faculty Fellow.
   b. Function: The Council shall receive regular reports from the Director on program status; serve as liaison between University Honors Program and colleges, departments, faculty, and students; review new/existing program components and requirements and make reports and recommendations; approve honors colloquia and honors designations for course programs; review and approve new or revised College and departmental Honors programs; admit students to University Honors Program; and undertake other tasks as assigned by the Director.