The Constitution of the University Faculty and the University Academic Staff is based on Chapter 36 of the Wisconsin Statutes and on the Wisconsin Administrative Code: Rules of Board of Regents of the University of Wisconsin System (abbreviated UWS).

**ARTICLE 1: WISCONSIN STATUTES**

**WISCONSIN STATUTE 36.09[3]**

Chapter 36 of the Wisconsin Statutes defines, for the University of Wisconsin System, the primary responsibilities of chancellors in educational policy-making and in institutional governance:

(a) The chancellors shall be the executive heads of their respective faculties and institutions and shall be vested with the responsibility of administering board policies under the coordinating direction of the president and be accountable and report to the president and the board on the operation and administration of their institutions. Subject to board policy the chancellors of the institutions in consultation with their faculties shall be responsible for designing curricula and setting degree requirements; determining academic standards and establishing grading systems; defining and administering institutional standards for faculty peer evaluation and screening candidates for appointment, promotion and tenure; recommending individual merit increases; administering associated auxiliary services; and administering all funds, from whatever source, allocated, generated or intended for use of their institutions.

(b) The chancellor may designate a person as provost, to act as chief executive officer of the institution in the chancellor’s absence, if the person currently holds a limited appointment as vice chancellor, associate chancellor, assistant chancellor, associate vice chancellor or assistant vice chancellor. The chancellor may not create an additional administrative position for the purpose of this paragraph.

**WISCONSIN STATUTE 36.09[4]**

Chapter 36 of the Wisconsin Statutes defines, for the University of Wisconsin System, the primary responsibilities of faculty members in educational policy-making and in institutional governance:

The faculty of each institution, subject to the responsibilities and powers of the Board, the president and chancellor of such institution, shall be vested with the responsibility for the immediate governance of such institution and shall actively participate in institutional policy development. As such, the faculty shall have the primary responsibility for academic and educational activities and faculty personnel matters. The faculty of each institution shall have the right to determine their own faculty organizational structure and to select representatives to participate in institutional governance. (Wis. Stats. 36.09 [4])

**WISCONSIN STATUTE 36.09[4m]**

Chapter 36 of the Wisconsin Statutes defines, for the University of Wisconsin System, the primary responsibilities of academic staff members in institutional governance:

The academic staff members of each institution, subject to the responsibilities and powers of the board, the president and the chancellor and faculty of the institution, shall be active participants in the immediate governance of and policy development for the institution. The academic staff members have the primary responsibility for the formulation and review, and shall be represented in the development, of all policies and procedures concerning academic staff members, including academic
staff personnel matters. The academic staff members of each institution shall have the right to
organize themselves in a manner they determine and to select their representation to participate in
institutional governance. (Wis. Stats. 36.09 [4m])

**Wisconsin Statute 36.09[5]**

Chapter 36 of the Wisconsin Statutes defines, for the University of Wisconsin System, the primary
responsibilities of students in institutional governance:

_The students of each institution or campus subject to the responsibilities and powers of the board,
the president, the chancellor and the faculty shall be active participants in the immediate
governance of and policy development for such institutions. As such, students shall have primary
responsibility for the formulation and review of policies concerning student life, services and
interests. Students in consultation with the chancellor and subject to the final confirmation of the
board shall have the responsibility for the disposition of those student fees which constitute
substantial support for campus student activities. The students of each institution or campus shall
have the right to organize themselves in a manner they determine and to select their representatives
to participate in institutional governance._

**Article 2: Administrative Code Definitions**

*Definitions copied from Chapter 5 – Personnel Rules*

The Wisconsin Administrative Code is a collection of state agency rules developed by the policy-making body
each State of Wisconsin agency under authority provided in the Wisconsin Statutes. The section of the
Wisconsin Administrative Code pertaining to the University of Wisconsin System is officially entitled _Rules
of Board of Regents of the University of Wisconsin System_ (abbreviated UWS).

**UWS 1.01 Academic Staff**

“Academic Staff” means professional and administrative personnel, other than faculty and classified
staff, with duties and types of appointments that are primarily associated with higher education
institutions or their administration.

**UWS 1.04 Faculty**

"Faculty" means persons who hold the rank of professor, associate professor, assistant professor, or
instructor in an academic department or its functional equivalent in an institution. The appointment of
member of the academic staff may be converted to a faculty appointment in accordance with UWS 3.01
(1)(c).

**UWS 1.05 Faculty Status**

By action of the appropriate faculty body and Chancellor of an institution, members of the academic staff
may be designated as having "faculty status." Faculty status means a right to participate in faculty
governance of an institution in accordance with the rules of the institution. Faculty status does not
confer rank or tenure or convert an academic staff appointment into a faculty appointment.

**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; Constitution of the University Academic Staff ratified by the University Academic Staff,
May, 1987; Amended May, 1992. Constitution of the University Faculty and the University Academic Staff ratified by
the University Faculty and the University Academic Staff, May, 1998.)
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 provided by Article One, Section G, of this constitution, 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:
(Inserted text appeared in the section currently located just prior to the constitution Language added to establish a process for establishing or abolishing standing 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
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)

[To provide for a more flexible method for updating the membership and functions of standing committees, all descriptions are moved to the Bylaws.]

1. University Faculty Nominating Committee
   a. Membership:
   b. Functions:...

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 provided by Article Two, Section G, of this constitution, 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:
(Inserted text appeared in the section currently located just prior to the constitution Language added to establish a process for establishing or abolishing standing 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.

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

(To provide for a more flexible method for updating the membership and functions of standing committees, descriptions are moved to the Bylaws.)

Section H – Relationship of the University Faculty 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 added to be consistent with other Articles. Following sections relettered. Remaining text moved intact unless noted.)

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

Section B – Purpose:
Section C – Membership
Section D – Term of Office of Senators:
Section E – Officers of the University Senate:
Section F – Meetings:
Section G – Committees:
( Language added to show where membership and functions of committees is located.)
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. The following committees are the standing committees of the University Senate: (US 11/03)

Membership and functions of all University Senate standing committees shall be included in the Bylaws.

(To provide for a more flexible method for updating the membership and functions of standing committees, descriptions are moved to the Bylaws.)

1. The Executive Committee
   a. Membership: The...

Section H – University Senate Student Relations:

Section I – University Senate – Chancellor Relations:

ARTICLE FOUR: COLLEGE FACULTIES
(Entire text of current Article Four as is with any recently approved changes included would be located here.)

ARTICLE FIVE: THE UNITS WITH ADMINISTRATIVE AND/OR PROFESSIONAL ACADEMIC STAFF MEMBERS
(Entire text of current Article Five as is with any recently approved changes included would be located here.)

ARTICLE SIX: AMENDMENTS AND BYLAWS
(Entire text of current Article Six as is with any recently approved changes included would be located here.)

Section A – Amendments:
Section B – Bylaws:

PART III: BYLAWS OF THE UNIVERSITY FACULTY AND UNIVERSITY ACADEMIC STAFF

ARTICLE ONE: BYLAWS OF THE UNIVERSITY FACULTY (BYLAWS SEPARATED AND REVISED US 2/98)
(Entire text of current Bylaws of the University Faculty as is with any recently approved changes included. Sections letters have been added. Committee memberships and functions inserted.)

Section A – Robert’s Rules:
Section B – Official Minutes:
Section C – Distribution of Minutes:
Section D – Committee Organization:
   University Faculty committees set up by the this Constitution of the University Faculty shall arrange for their own organization, officers, and schedule of meetings. The University Senate Office shall maintain election results and membership lists, monitor vacancies, serve as a referral source for issues to be addressed by various committees, and ensure that initial committee meetings are held by October 1 each year.

(COMPLETE Membership and Functions of all University Faculty Standing Committees moved here.)

1. University Faculty Nominating Committee
   a. Membership:

b. Functions:
2. Faculty Complaint, Grievance, and Termination Review Committee
   {merger of FC&C and FTR previously approved, but not updated in the current FASH}
3. University Planning Committee
4. University Faculty Awards Committee
   {Text related to the functions of the committee as described in Chapter 6, pages 8-9, is inserted here.}
   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.
5. University General Education Committee

Section E – Review of University Senate Action:
Section F – University Faculty Quorum:
Section G – Roll-Call Vote:
Section H – Nominations:
Section I – Determining Election Results:
Section J – Mailbox Ballot Elections:
Section K – Length of Terms of Office:
Section L – Vacancies on Committees:

**ARTICLE TWO: BYLAWS OF THE UNIVERSITY ACADEMIC STAFF** *(BYLAWS SEPARATED AND REVISED US 3/98)*

(Entire text of current Bylaws of the University Academic Staff as is with any recently approved changes included. Sections letters have been added. Committee memberships and functions inserted.)

Section A – Robert’s Rules:
Section B – Official Minutes:
Section C – Distribution of Minutes:
Section D – Committee Organization:

University Academic Staff committees established by committees established by the Constitution of the University Academic Staff shall arrange for their own organization, officers, and schedule of meetings. The University Senate Office shall maintain election results and membership lists, monitor vacancies, serve as a referral source for issues to be addressed by various committees, and ensure that initial committee meetings are held by October 1 each year.

[COMPLETE Membership and Functions of all University Academic Staff Standing Committees moved here.]

1. University Academic Staff Nominating Committee
   a. Membership:
   b. Functions:
2. Academic Staff Complaint, Grievance, and Review Committee
3. Academic Staff Professional Development Committee
4. Administrative and Professional Academic Staff Awards Committee
   {Text related to the functions of the committee as described in Chapter 6, pages 8-9, is inserted here.}
   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.

Section E – Review of University Senate Action:
Section F – University Academic Staff Quorum:
Section G – Roll-Call Vote:
Section H – Nominations:
Section I – Determining Election Results:
Section J – Mailbox Ballot Elections:
Section K – Length of Terms of Office:
Section L – Vacancies on Committees:

ARTICLE THREE: BYLAWS OF THE UNIVERSITY SENATE (BYLAWS MERGED AND REVISED US 4/98)
(Entire text of current Bylaws of the University Senate as is with any recently approved changes included. Sections letters have been added. Committee memberships and functions inserted. Procedure notes included.)

Section A – Membership of University Senate:
Section B – Robert’s Rules:
Section C – Official Minutes:
Section D – Distribution of Minutes:
Section E – Reporting Committee Votes:
Section F – Senate Attendance:
Section G – Roll-Call Vote:
Section H – Committee Organization:

University Senate committees set up by the this Constitution of the University Senate shall arrange for their own organization, officers, and schedule of meetings.

[COMPLETE Membership and Functions of all University Senate Standing Committees moved here.]

1. The Executive Committee  
   a. Membership:  
   b. Functions:
2. The Faculty Personnel Committee
3. The Academic Staff Personnel Committee
4. The Academic Policies Committee
5. The Physical Plant Planning Committee
6. The Budget Committee  
   {as previously approved, but not updated in the current FASH}
7. The Compensation Committee
8. The University Senate Nominating Committee
9. The University Senate Technology Committee

Section I – Committee Reports to Senate:

All reports of standing or ad hoc committees of the University Senate shall be accepted when submitted and become a part of the minutes of the University Senate, but this in no way indicates University Senate approval or rejection of any aspect of the report. After a committee report has been received, the University Senate will follow normal procedures in handling motions relevant to the contents of the
report. It would, for example, be appropriate for the senate to make, amend, and vote on motions
relating to the committee report, but it would not be appropriate for the senate to move to amend the
committee report.

{Move current text of Procedural Notes from Chapter 3, page 25, item and update with the most recent addition of
item f.}

All motions forwarded by University Senate committees for Senate action must have been officially
acted upon by the committee prior to being placed on the agenda of University Senate. A Report for the
University Senate should accompany each motion and provide:

a. the name of the committee;
b. a brief history of why the issue needs to be considered;
c. points discussed by the committee;
d. pros of the recommendation;
e. cons of the recommendation;
f. technology/human resource impact; and
g. a brief statement summarizing the committee recommendation.

Submitted with the report, the Motion for the University Senate must include the name of the
committee, the number of votes within the committee for and against the proposal, the date of the
committee vote, the details of the proposal, and the recommended date upon which the action
should take effect, if passed. (US 3/99)

Section J – University Senate Quorum:
Section K – Speaking Rights: {previously approved, but not updated in the current FASH}
Section L – Senate Vacancy:
Section M – Nominations:
Section N – Nomination & Election of Officers:
Section O – Determining Election Results:
Section P – Mailbox Ballot Elections:

For elections that are conducted by a mailbox ballot, the following procedures will be
followed: Ballots will be prepared by the secretarial staff in the University Senate Office.
The ballot shall indicate the number to be elected, the department/unit of continuing
members, and the department/unit of the candidates. In elections requiring representation
from the various Colleges and Schools, the ballot shall indicate the number to be elected
from each College or School, the College or School designations of continuing members, and
the College or School identification of the candidates. A ballot will be mailed to each eligible
voter, who will mark the ballot and return it to the University Senate Office. To assure a
secret ballot, no return address should be used.

{Move current text from Chapter 3, page 26, item 4}

The wording on machine-tallied ballot instructions [will] read: "incorrectly marked ballots
will be discarded." (FS 5/81)

Section Q – Co-expiration of Senate Committee Membership:
Section R – Length of Terms of Office:
Section S – Vacancies on Committees:
Section T – Faculty Representative to UW System:
Section U – Academic Staff Representative to UW System:
Section V – Assignment:

{Move current text of Thanks of the University Senate from Chapter 3, page 25, item 1}

Section W – Thanks of the University Senate:

{Move current text of Student Observers from Chapter 3, page 25, item 2}

Section X – Student Observers on Senate Committees
ARTICLE FOUR: PERSONNEL POLICIES AND PROCEDURES
(Move entire text of current Chapter 5 – Personnel Policies and Procedures as is with any recently approved changes included. Current work is being done to reorganize Chapter to enhance readability and organization. The resulting recommendations include splitting this section into more than one section.)

Section A – Faculty:

Section B – Academic Staff:

{move Faculty Status for Instructional Academic Staff eligibility, role, and procedures from Chapter 3, pages 4-5 to appropriate location within the Personnel Policies and Procedures}

Section C – Faculty Status for Instructional Academic Staff:

{move Administrative Change section from Chapter 2, page 4 to appropriate location within the Personnel Policies and Procedures}

Section D – Administrative Changes:
When administrative changes of such scope and significance as to have multiple departmental, school, college, or university-wide effects are contemplated (such as changes in administrative titles, creation or abolition of administrative positions, modifications in administrative line and staff responsibilities, or modifications in the administrative structure of the University), the administration will consult with the Executive Committee of the University Senate prior to the implementation of such changes. [Faculty Senate (FS) 8/76]

ARTICLE FIVE: ACADEMIC POLICIES
(Move entire text of current Chapter 7 from pages 4-20 – Instructional and Academic Information as is with any recently approved changes included. Current work is being done by the Academic Policies Committee to streamline Chapter 7.)