

# UWEX ARTICLES OF FACULTY GOVERNANCE

## Article 3

### The Academic Department

#### **3.01**      Department Functions

- (1) Each department shall meet at least once per year.
- (2) Each department must have written procedures for:
  - (a) Recommending appointment in the department
  - (b) Recommending promotion in faculty rank, including tenure
  - (c) Tenured Faculty Review (TFR). Department TFR procedures must conform to the Institutional TFR Policy.
  - (d) A Mentor Program. A mentor program must make mentor support or assistance available to every probationary faculty member in the department. A mentor program must include an annual department review and a summary activity report filed with the secretary of the faculty.
- (3) The process of adoption and revision of department bylaws is carried out in consultation with the Chancellor or designee, and his/her concurrence is assumed unless he/she indicates otherwise.

#### **3.02**      Department voting body.

- (1) The departmental voting body consists of individuals who hold appointments of one-half time or more in the University of Wisconsin-Extension with a closely related disciplinary or mission-oriented interest, and who are members of the ranked faculty, or members of the academic staff who have been granted faculty status by the senate and the chancellor. The departmental executive committee may, when appropriate, extend the right to vote and participate in departmental meetings to other individuals.
- (2) The governance of the department is vested in its voting body, which has jurisdiction over all the interests of the department, including authority to determine all departmental questions that are not vested in the departmental executive committee by 3.03.

#### **3.03**      Department executive committee: membership.

- (1) Each department has an executive committee consisting of:
  - (a) All members of the department who are professors, associate professors, and assistant professors with tenure, and whose appointments in the department are at least one-half time;
  - (b) Professors, associate professors, and assistant professors with tenure in the department with appointments of less than one-half time, for whom the executive committee of that department was the principal sponsor of the appointment; and
  - (c) Other professors, associate professors, and assistant professors with tenure who have been made members of the executive committee by action of that executive committee.

- (2) If the executive committee of a department as described above consists of less than three members or is otherwise deemed by the dean or the chancellor to be too small to function effectively, the dean or the chancellor may, for a specified period of time and with the approval of the University Committee, appoint additional members to the executive committee.
- (3) The dean or the chancellor may, with the consent of the departmental executive committees involved and the approval of the University Committee, combine two or more departments for a specified period of time for tenure review purposes, their combined executive committees functioning as a single executive committee under a chair designated by the dean.
- (4) Members of an executive committee who are on leave may participate in its decisions insofar as participation is feasible in the judgment of the executive committee.

**3.04 Department executive committee: functions.**

- (1) The departmental executive committee has authority to make recommendations concerning appointments and promotions, which are transmitted through the chair to the dean. The executive committee may, by annual vote, or department bylaws, delegate to a subcommittee or to the chair its authority to make recommendations with respect to:
  - (a) Probationary faculty appointments;
  - (b) Promotion of faculty in rank or to tenure; and
  - (c) Faculty status recommendations to the senate and the chancellor as specified in Chapter UWEX 1.06 and Chapter UWEX 1.13 of the UWEX Faculty Policies and Procedures.
- (2) The department executive committee must approve or delegate approval of a department mentor program that provides mentor support or assistance to every probationary faculty member in the department.

**3.05 Department executive committee: procedures**

When the departmental executive committee meets, a majority of its members must be present to constitute a quorum. Ordinarily, decisions of the executive committee will be determined by a majority vote of the members present and voting. In no case is voting by proxy permitted. Votes may be conducted by a mail ballot provided:

- (1) No member of the executive committee objects to the mail vote;
- (2) The issue to be decided is not an application for promotion or tenure; and
- (3) All members of the executive committee vote by mail ballot and all are provided with the same summary of any discussion of the issue held during the course of an executive committee meeting.

**3.06 Department chair: selection.**

- (1) All members of the departmental voting body shall express their preference for chair from among the professors and associate professors of the department each year by secret ballot. Ballots shall be forwarded to the dean not later than March 1, except that the departmental executive committee may, by annual vote, authorize a committee to count the votes before the ballots are forwarded to the dean and submit a summary of the balloting, along with the

ballots. A voting member of the department who is eligible to participate in this balloting.

- (2) After considering the preference ballot and following consultation with the chancellor, the dean appoints a chair.
- (3) The term of office of a department chair is one or two years, effective July 1, but there is no limit to the number of years that may be served.

**3.07**

**Departmental chair: duties.** The chair acts as the executive of the department, with duties including, but not limited to, the following:

- (1) Serves as the department's official channel of communication;
- (2) Calls meetings of the departmental voting body and of the executive committee, and presides over the meetings. The chair shall call a meeting at the request of at least 20 percent of the members of the departmental voting body;
- (3) Has charge of all official correspondence of the department, and of all departmental announcements.
- (4) Determines that all necessary departmental records are kept;
- (5) Reports to the dean regarding the activities and needs of the department;
- (6) Takes action in case of emergency, pending a meeting of the departmental executive committee;
- (7) Administers the department mentor program or delegates the administration of the mentor program; and
- (8) Administers the department Tenured Faculty Review or delegates the administration of the Tenured Faculty Review.

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