

Committee Charges

Revised 6/17/2009

Student Government Committees

Day Care Advisory Committee

The Day Care Advisory Board assists the Director of the Children's Center by cooperatively evaluating the Children's Centers policies and its educational and developmental programs. The Board is composed of four (4) faculty/staff representatives, three (3) or four (4) students, and interested parents. **The Dean of Students convenes the committee and is an ex officio member.**

Faculty (2)
Academic Staff (2)
Students (3)
Dean of Students

Rothwell Student Center Board

The Rothwell Student Center Advisory Committee formulates policies in matters relating to the use of Rothwell Student Center and serves in an advisory manner to the director of the center. The Board is composed of one (1) faculty/staff members and six (6) students. The Student Center Director convenes the committee. **The Student Senate Vice President should chair this committee.**

Faculty (1)
Academic Staff (1)
Students (4)
Director, Student Center
SGA Vice President (chair)

Student Financial Aid Committee

The Student Financial Aids Committee reviews and recommends policy changes regarding the financial aid programs. Information is provided for all committee members so that policies may be revised for the benefit of the greatest number of financial aid recipients in the student body. Reports of the committee actions are approved by the Student Affairs Council and the

Faculty Senate. An additional duty of the Student Financial Aids Committee is to act as an appeals body for students who wish to appeal the decisions of the Director of Financial Aids as regards the student's personal aid evaluation and awards. The committee includes **the Director of Financial Aids, who chairs the committee**, at least three (3) other faculty members and at least four (4) student members. Every effort will be made to include a minority student as one of the student members if one expresses interest to serve.

Faculty (2)
Students (3)
Director, Financial Aid

Student Services Advisory Committee (SSAC)

The Student Services Advisory Committee (SSAC) is a satellite committee of the Student Government Association (SGA). The Committee shall provide recommendations to the SGA on matters pertaining to, but not limited to Student Health & Counseling services and student affairs related matters.. The Council may review student affairs issues with the approval of the Student Body President or the University Student Senate (USS) to ensure the issues are within the jurisdiction of the committee. The SSAC shall also be charged with devising the process for and consequently recommending the student commencement speakers for Spring & Winter Commencement, subject to the approval of the USS. The SSAC will be comprised of the Vice-Chancellor of Campus Life/Dean of Students (or his or her designee), two (2) faculty members, one (1) academic staff member, and four (4) students, excluding **the Student Body Vice president, who shall convene and chair this committee**. The SSAC will invite other campus staff on an as needed basis. This committee shall meet *at least* (3) times per semester.

VC of Campus Life/Dean of Students (or designee)
SGA Vice President
Faculty (2)
Academic Staff (1)
Students (4)

University Committees

Academic Misconduct Hearing Committee (Est. 4/08)

The Academic Misconduct Hearing Committee convenes when a student requests that a matter be heard by the committee (Ch. 14.08). Proceedings of the committee shall comply with procedures in UW System Admin. Code Ch. 14. (Members of this committee cannot serve on the Nonacademic Misconduct Hearing Committee or the Judicial Appeals Committee.)

Convener: Student Affairs Officer

Chair (voting): (one faculty or academic staff selected by the committee from within its membership)

Faculty: (2)

Academic Staff: (1)

Students: (2)

Affirmative Action/Equal Opportunity Committee (AA/EOC)

The Affirmative Action/Equal Opportunity Committee (Education and Employment) AA/EO advises the Chancellor concerning programs designed to ensure equal opportunities to all employees, students, applicants for employment, and clients of the university. The committee acts as a voice for students, staff, and faculty regarding AA/EO issues and the creation of an inclusive and respectful campus climate. The committee may review and evaluate any information and statistics regarding AA/EO issues and campus climate. The committee works proactively to educate within the university community on AA/EO issues. It makes such recommendations to the Chancellor and the Affirmative Action Officer to give effect to the letter and spirit of the AA/EO plan, Title IX regulations, and Plan 2008. The committee is composed of two faculty, two academic staff, two classified staff, two students, the Affirmative Action/Title IX Coordinator (ex-officio), the Women and Gender Issues Coordinator (ex-officio), and the Director of Multicultural Affairs (ex-officio). The committee elects a chair at the beginning of each academic year and submits an annual report to the Chancellor and campus governance groups at the conclusion of each year. The committee will meet a minimum of four times per semester.

Faculty (2)

Academic Staff (2)

Classified Staff (1)

WSEU Classified Staff (2)

Students (2)

AA/Title IX Coordinator
Women & Gender Issues Coordinator
Director of Multicultural Affairs:

Alcohol and Other Drug Abuse Committee (AODA)

The Chancellor has asked the AODA (Alcohol and Other Drug Abuse) Task Force to be a Chancellor's Committee. This committee is charged with:

1. Reviewing the UW-System recommendations for prevention and determining what our campus needs to focus on when dealing with alcohol and other drug issues. (The system guidelines include: Policy & Program Development, Research, Curricular Integration, Assessment, Awareness & Promotion, Collaboration, and Alcohol Beverage Marketing.)
2. Reviewing the current campus policies and making recommendations for changes
3. Providing programs and activities that provide education and alternative opportunities to our students and that encourage the reduction of high-risk drinking on campus.
4. Creating a strategic plan to address AODA concerns.

The membership recommendations are as follows:

Faculty (2)
Academic Staff (3)
Students (3)
AODA Coordinator
Appointees by Mayor

Athletics Advisory Committee

Continually reviews athletic programs and practices in an effort to promote student athletics as an integral part of a liberal education. Items reviewed include such issues as the array of sports offered, resources necessary for individual sports, university policies affecting student athletes and all matters pertaining to the strengthening of athletics. The committee makes recommendations and reports to the Chancellor through the Dean of Students. The committee membership consists of four(4) faculty, three (3) academic staff, two (2) students and the Athletic Director who serves as the chair in an ex officio capacity. **The Athletic Director will call for meetings at least once each semester and will prepare an agenda.** Other Committee members may add items to agendas.

Faculty (2)
Academic Staff (2)
Students (2)
Athletic Director (chair)

Continuous Improvement Planning Team

Members include: two (2) faculty, one (1) Chair-Faculty Senate, two (2) academic staff, one (1) Chair-Academic Staff Senate, two (2) classified staff, one (1) President-Student Government, two (2) students, Chair, and two (2) administration.

Faculty (2)
Chair, Faculty Senate (1)

Academic Staff (2)
Chair, Academic Staff Senate:
Classified Staff (1)
Classified WSEU (1)

Students (2)
Student Government President (1)

Academic Affairs (3)
Associate Vice Chancellor for Academic Affairs
Assistant Vice Chancellor and CIO, Assistant Vice Chancellor Enrollment Management, Administration & Finance (3)
Director of HR, Peggy Fecker, Budget Office, Jeff Kahler, Facilities Management, Tom Fennessey

Student Affairs
Campus Wellness: Jeff Dupont
Campus Life: Tammy Fanning
Multicultural Student Services: Chip Beal
Athletics: Director, Steve Nelson
University Relations: Heather Heart

Chairs (3)
Vicki Hajewski, Vice Chancellor for Campus Life and Dean of Students
Janet Hanson, Vice Chancellor for Administration & Finance
Christopher Markwood, Provost and Dean of Faculties

First Year Experience

The First Year Experience advisory committee consists of faculty, academic staff and one student. This group serves in an advisory capacity for the development of first year experience initiatives on campus (as outlined in the First Year Experience Implementation Plan), including but not limited to first year seminars, peer mentoring, early alert programs, and themed programs. The faculty on the committee serve as a subcommittee to review first year seminar proposals and make recommendations to the Academic Affairs Council. The First Year Experience Coordinator serves as ex officio.

Faculty (4)

Academic Staff (3) (One MUST be teaching academic staff)

Student (1)

Housing Appeals

Considers individual student appeals of the Board of Regent policy that all Freshmen and Sophomores live on campus. These appeals come to the Committee through a petition filed with the Residence Life Office. The Committee forwards recommendations to the Dean of Students who hears any student appeals of a Committee decisions. The Committee membership consists of one (1) faculty member, two (2) members of the Academic Staff, three (3) students and the Director of Residence Life (ex officio). **The Committee elects its chair.**

Faculty (1)

Academic Staff (1)

Students (3)

Director Res. Life (1)

Institutional Review Board (IRB)

Reviews all research protocols for any UW-Superior project involving human subjects. Such projects can be conducted only after they are approved by the IRB. The IRB works to assure that the rights and welfare of human subjects are protected and that appropriate methods of obtaining informed consent are utilized in projects involving human subjects, consistent with the Code of Federal Regulations, 45 CFR 46 (June 18, 1991). The membership of the committee consists of five (5) faculty members and one community member who is not otherwise affiliated with UW-Superior. The faculty membership (5 total) includes at least one member whose primary concerns are scientific areas, at least one member whose primary concerns are in

non-scientific areas and members representing graduate programs likely to generate research with human subjects. **The Committee elects its chair and reports its recommendations to the Dean of Faculties.**

Faculty (5)

Nonacademic Misconduct Hearing Committee (Est. 4/08)

The Nonacademic Misconduct Hearing Committee convenes when a student requests that a matter be heard by the committee (Ch.17.06). Proceedings of the committee shall comply with procedures in UW System Admin. Code Ch. 17. (Members of this committee cannot serve on the Academic Misconduct Hearing Committee or the Student Misconduct Appeals Committee.)

Convener: Student Affairs Officer

Chair (voting): (one faculty or academic staff selected by the committee from within its membership)

Faculty: (1)

Academic Staff: (2)

Students: (2)

Parking Appeals Committee

Reviews appeals of on-campus parking violations (allegedly) committed by students, faculty and staff, as well as non-university individuals. Appeals are made to the Parking Office and come to the Committee without the name of the appellant. Committee decisions are communicated to the Dean of Students and the Parking Office. The Parking Office notifies the petitioner of the Committee decision. The Committee membership consists of one (1) faculty member, one (1) member of the Academic Staff, one (1) member of the classified staff, one (1) WSEU classified staff representative, three (3) students), and the Campus Safety Officer (ex officio). **The Committee elects its chair.**

Faculty (1)

Academic Staff (1)

Classified Staff (1)

WSEU Classified Staff (1)

Students (3)

Campus Safety Officer (1)

Promotions Committee

Faculty promotion in rank is granted by the Board of Regents based on the positive recommendations of a candidate's department and the Chancellor. Promotion means looking back at a candidate's record of performance, and promoting the candidate in rank is based on merit. The Promotion Committee serves in an advisory capacity to the Dean of Faculties/Vice Chancellor for Academic Affairs. The Promotion Committee gives full and fair consideration to the candidate's promotion portfolio, as well as the candidate's departmental recommendation. The Committee then makes its promotion recommendation to the Dean of Faculty/Vice Chancellor of Academic Affairs, who upon full and fair consideration of the same materials, makes a recommendation to the Chancellor.

The Committee membership consists of ten (10) tenured faculty members, including five (5) at Associate Professor rank and five (5) at Full Professor rank, and representing the following broad academic areas: Letters and Sciences, Fine Arts, Education, and Business/Math/Computer Science. Faculty are selected by the Faculty Senate. Terms of service for the faculty members shall be three years, with two faculty members being replaced each year. The committee shall form two subcommittees each year. One subcommittee of Associate Professor members shall consider applications for promotion to Associate Professor, and one subcommittee of Full Professor members shall consider applications for promotion to Full Professor. Every year, each subcommittee shall elect its chair.

Departmental recommendations for promotion are submitted to the Committee by December 1st each year. Each candidate submits an Unclassified Staff Personnel Portfolio which includes the following documentation, approved by UW-Superior Faculty Senate, December 2004:

Cover Page

Departmental Policies & Procedures (Departmental Personnel Rules)

Curriculum Vita

University Mission/Promotion Standard

Year 1

Year 2

Year 3

Year 4

Year 5, etc. (annual snapshots of each year in rank—e.g. annual review/post-tenure review/syllabi/course evaluations/scholarship)

Appendix: Faculty hired beginning Fall 2005, are required to use this standard format, and faculty hired prior to Fall 2005, may choose to use this format. The Unclassified Staff Personnel Portfolio presents each candidate's record of teaching, scholarship, and service for review by the Committee. The Committee's deliberation takes into consideration the candidate's departmental recommendation, as well as the University standard for promotion (See Unclassified Staff Handbook Section 7). The Committee's review does not deliberate the departmental criteria (Approved Department Personnel Rules), rather focuses on the successful achievement of departmental criteria.

During the first week of spring semester, each Subcommittee meets to discuss each candidate's application. Within a week of the close of this meeting, each subcommittee member submits a vote (yes or no) to the Subcommittee Chair on a motion to promote each candidate. In the case of a no vote, Subcommittee member's reasons must be included. The Chair tallies the votes, collects reasons associated with negative votes, and shares this information with the Subcommittee at its second meeting during the first week in February. Those candidates receiving a majority of yes votes (at least three (3) of the five (5) Subcommittee members) will be recommended to the Dean of Faculties/Vice Chancellor for Academic Affairs for promotion, and the candidate's department chair shall be notified. A final list of reasons for those candidates not recommended for promotion by the Subcommittee will be prepared at this meeting and forwarded to the Dean of Faculty/Vice Chancellor for Academic Affairs, and the candidate's department chair. The department chair notifies the candidate of the Subcommittee's recommendation. The Dean of Faculty/Vice Chancellor for Academic Affairs, after thorough review of each candidate's Unclassified Staff Personnel Portfolio, as well as the Promotion Subcommittee's recommendations, submits their recommendations to the Chancellor, and notifies each candidate and the candidate's department chair of the recommendations. The Dean of Faculty/Vice Chancellor for Academic Affairs shall provide in writing to the candidate and candidate's department chair, their reasons for not recommending the candidate.

A department or candidate may file a written request with the Dean of Faculty/Vice Chancellor for Academic Affairs for reconsideration of a denied promotion recommendation within 30 days of written notice of the recommendation. Requests for reconsideration shall be based upon violations of specified procedures, failure to consider pertinent evidence, or evidence of illegal discrimination. The Dean of Faculty/Vice Chancellor for Academic Affairs in consultation with the Promotion Subcommittee shall provide a written reconsideration decision to the department, the candidate, and the Chancellor, within 20 days of receiving the candidate's reconsideration request.

As in all matters, faculty members who believe their case was not fairly considered may file a complaint or grievance under the provisions of UWS 6.01 or UWS 6.02.

Student Misconduct Appeals Committee (Est. 4/08)

The Judicial Appeals Committee hears all student appeals on rulings by either the hearing examiner, the Nonacademic Misconduct Hearing Committee, or the Academic Misconduct Hearing Committee (Ch. 14.09 or 17.07). As of 3/08, the Chancellor has directed that all student misconduct appeals be handled by the Student Misconduct Appeals Committee. (Members of this committee cannot serve on the Academic Misconduct Hearing Committee or the Nonacademic Misconduct Hearing Committee.)

Convener: Student Affairs Officer

Chair (voting): (one faculty or academic staff selected by the committee from within its membership)

Faculty: (2)

Academic Staff: (2)

Students: (3)

Student Retention & Enrollment Committee

Develop and implement a coordinated program of activities with campus-wide impact which will attract and retain a maximum number of qualified students who are integral to the vitality and maintenance of the University, renew recruitment plans for the new first year students, undergraduate transfer students, extended degree students, develop and assist in implementing plans and activities that increase UW-Superior's persistence rate and graduation rate.

The SR& E Committee will submit a final report at the end of each academic year to the Chancellor for circulation among the Cabinet.

Members consist of two (2) faculty, two (2) academic staff, the Director of Academic and Career Advising, the Director of Continuing Education/Distance Learning, the Vice Chancellor Enrollment Management, the VC Student Life and Dean of Students, and the Provost

Faculty (2)

Academic Staff (2):

Director, Academic and Career Advising

Director, Continuing Education/Distance Learning

Vice Chancellor Enrollment Management:

Vice Chancellor Student Life and Dean of Students

Provost and Dean of Faculties:
Students (3)

Students and Staff Against Sexual Assault

The Charge of the Sexual Assault Prevention Committee is as follows:

- To raise consciousness and awareness of sexual assault and issues surrounding sexual assault
- Provide links to campus and community resources for those affected by sexual assault
- Research and implement sexual assault prevention and intervention strategies on our campus
- Encourage reporting and provide resources to those people
- Integrate Campus Safety more effectively with campus response
- Develop recommendations for campus policy and procedure regarding sexual assault

The Sexual Assault Prevention Committee will include people from the following areas:

Psychology faculty representative:

Women's studies faculty representative:

Students (2)

University Technology Committee

The University Technology Committee advises the IITS Management Team activities and strategies to be used in implementing the campus Information Technology plan. This advice includes recommendations on new software and technologies as well as recommendations on various technology usage policies and procedures. The previous Student Technology Fee committee will be a subcommittee of this committee. Includes six (4) faculty, three (3) academic staff, one (1) classified staff, one (1) WSEU representative (3) students, and the Chief Information Officer.

Faculty (4)

Academic Staff (3)

Classified Staff (1)

WSEU Classified Staff (1)

Students (3)

Chief Information Officer

Women's Issues Committee

Reviews student and staff concerns and develops recommendations to the Provost/Vice Chancellor for ways to improve the campus climate for women. The Committee works to identify gender issues and parts of the institution's educational and business processes that work against equity, and recommends changes to remove potential discriminatory practices from these processes. The Committee will report its work each year to the Provost/Vice Chancellor, the Faculty Senate, and other representative groups. The Committee membership consists of two (2) faculty, two (2) members of the academic staff, one (1) member of the classified staff, one (1) WSEU classified staff representative, two (2) students, and the Coordinator of Women's and Gender Issues (ex-officio). **The Committee elects its own chair.** There will be annual rotation of one member from each classification.

Faculty (2)

Academic Staff (2)

Classified Staff (1)

WSEU Classified Staff (1)

Students (2)

Coordinator of Women's Issues

Faculty Committees

Academic Service Learning

The Academic Service Learning advisory committee consists of faculty, academic staff and community partners. This group serves in an advisory capacity for the development of service learning at UW-Superior, and will help to determine how to best expand service learning opportunities across campus. The committee will begin its work by reviewing the plans developed by the Academic Service Learning implementation group plan in December 2005. □ In the first year, the Committee membership includes (1) three or four faculty members; (2) one or two instructional academic staff; (3) one Continuing Education representative; VISTA Supervisor; and VISTA volunteer (when the campus has one); community members (as appropriate). The VISTA supervisor serves as ex officio.

Faculty (4)

Academic Staff (2, Instructional)

Continuing Ed Representative (1)

Academic Service Learning Coordinator (ex officio)

VISTA Volunteer

Community Members

Center for Excellence in Teaching & Learning

The Advisory Committee for the Center for Excellence in Teaching and Learning (CETL) provides advise and recommendations to the Director and staff of CETL on mission, direction and priorities for the Center to support quality teaching and learning at UW-Superior.

Faculty (5)

Academic Staff (2)

Student (1)

Continuing Education

Reviews Continuing Education/Extension offerings and activities. Based on this review, the Committee makes recommendations to the Director of Continuing Education/Extension and reports to the Academic Affairs Council.

Faculty (2)

Academic Staff (2)

Student (1)

Credits Committee

Is empowered by the Academic Affairs Council to act on petitions from students for deviations from the prescribed curriculum and to resolve problems arising because of curricular changes.

Faculty (3)

Students (2)

Registrar (ex officio)

Director, Extended Degree (ex officio)

Global Awareness and Education

The Global Awareness and Education Committee focuses on the fostering of the campus-wide Global Awareness Initiative. This is one of the essential aspects of the public liberal arts mission at UW-Superior. The Committee's specific duties and responsibilities include: recommendations to strengthen and expand the global dimension of the curriculum; policy recommendations for administration of all types of learning abroad programs; encouragement of community outreach activities devoted to global awareness and education; promotion and sponsorship of related conferences, lectures, concerts and other events; advocacy of the interests and welfare of international students attending UW-Superior; promotion of recruitment and admission of international students; and recommendations for faculty and student exchange programs involving universities and other institutions abroad. The Committee makes recommendations to ensure the allocation of adequate resources to implement campus-wide global initiatives.

The Committee communicates all actions to the Faculty Senate and Student Senate for review, and ratification, if necessary.

Faculty (5)

Academic Staff (2)

Students (4) (2 returning from Study Abroad, 2 Intl students)

Coordinator of International Student Services

International Student Services Specialist

Library Advisory Committee

Reviews the holdings, operations and services of the Jim Dan Hill Library. Based on this review, the Committee makes recommendations to the Director of the Library and reports to the Academic Affairs Council.

Faculty (3)

Academic Staff (1)

Students (1)

Sabbatical & Faculty Development

Reviews faculty proposals for sabbatical leaves and forwards recommendations for these leaves to the Vice Chancellor, consistent with provisions of the UW-Superior Faculty Sabbatical Program. In addition, the Committee reviews faculty development project proposals and makes funding recommendations to the Vice Chancellor. The membership of the committee consists of four (4) tenured faculty members serving staggered three-year terms appointed by the Faculty Senate, and one (1) additional faculty member appointed annually by the Vice Chancellor.

Faculty (4 tenured)

Appointed Faculty (1 by Provost)

Senior Year Experience Advisory Group

(Charge is under construction)

Faculty (2)

Academic Staff (1)

Students (1)

Student Reinstatement

Reviews and acts upon all petitions for readmission to the University submitted by students who have been suspended for academic reasons. The Committee also hears appeals from students who complete a petition for reinstatement following an unsuccessful petition for readmission.

Faculty (3)

Academic Staff (1)

Students (2)

Director of Student Support Services

Registrar (ex officio)

Coordinator of Academic Advisement (ex officio)

Terminations

Functions as (1) the standing faculty committee charged with hearing dismissal cases and making recommendations as detailed in Section 4.03 of Chapter, UWS 4 (Procedures for Dismissal) of the Wisconsin Administrative Code; and (2) the faculty hearing committee described in Section 5.11 of UWS 5 (Layoff and Termination for Reasons of Financial Emergency) of the Wisconsin Administrative Code.

Faculty (4)

Undergraduate Academic Advisement

Reviews the programs and procedures used for academic advisement. Based on this review, the Committee makes recommendations to the Coordinator of Undergraduate Advisement regarding the advisement

process and faculty in-service programs. Committee reports to Academic Affairs Council.

Faculty (3)

Academic Staff (2)

Students (1)

Coordinator, Academic Advisement

Writing Across the Curriculum Advisory Group

The advisory committee is composed of four members of the faculty and two members of the teaching academic staff, representing the broad areas of Business/Math/Computer Science, Letters & Science, Fine Arts, and Education. This group (1) advises the WAC Coordinator; (2) reviews proposals as WAC initiative continues to develop and recommends approval or revision; and (3) assists WAC Coordinator with development of ongoing program assessment, reviewing assessment data, and recommending revisions as needed.

Faculty (4, 3-yr terms)

Academic Staff (2)

Students (1)

Academic Staff Committees

Committee	Charge	Academic Staff to Serve	Comments
Academic Staff Appeals	Review or hear all appeals of non-renewals, non-retentions of probationary employees, layoffs, discipline and dismissals, and grievances not resolved at a lower level. Academic Staff Senate committee.	5 members to be selected <i>as needed</i> .	This committee will form on an as-needed basis only. Members must not have a conflict of interest with parties involved.
Academic Staff Investigation	Investigates any complaint against an academic staff member and report findings and recommendations to the Chancellor. Academic Staff Senate committee.	3 members to be selected <i>as needed</i> .	
Academic Staff Legislative	Keep abreast of legislative issues and trends which may affect academic staff. Inform the Senate of bills or legislative trends which may need action. Academic Staff Senate committee.	1. 2. 3.	
Academic Staff Personnel/Compensation	Review all requests and policies for promotion, title changes, and/or career progression using UW-Superior UPG 1. Academic Staff Senate committee.	1. 2. 3. 4. 5. HR director	Must consist of HR director, 2 Academic Staff Senators, and 2 other Academic Staff members. 2 year terms.
Academic Staff Representative to the UW System	Serve as official representative of the academic staff and the Senate externally and in this capacity receive all external communications regarding academic staff.. Academic Staff Senate committee.	1.	2 year term; this committee appointment includes travel to meetings at UW-System.