Date: October 20, 2008
To: Faculty Senate and University Community
From: David P. Rainville, Faculty Senate Chair
Subject: Agenda for Faculty Senate Meeting October 22, 2008

The 2008-2009 Faculty Senate will meet on Wednesday, October 22, 2008 at 3:30 P.M. in the Willow River Room (334 UC) of the University Center. Faculty Senators who cannot attend should arrange for a substitute and notify Kristina Hiney at Kristina.hiney@uwrf.edu.

Call to Order:
Seating of Substitutes
Approval of Minutes October 8, 2008.

Reports:
Chairs Report
Vice Chairs Report
Report from UWRF Foundation - Dan McGinty
Other Reports

Unfinished Business:

New Business Consent Agenda:

New Business:

1. Second Reading of a motion from the Academic Program and Policy Committee to amend its membership to include the Registrar or designee as an ex officio (non voting) member. As this is a change in the by-laws, it requires two readings. The old and new descriptions are included below:

Old description:

Article III: Standing Committees

Section A – Academic Program and Policy Committee
1. Membership: Nine faculty (at least three of whom are members of the graduate faculty and who are affirmed by the Graduate Council), the Provost and Vice Chancellor or the Provost and Vice Chancellor’s designee, and four students.

New description:

Article III: Standing Committees

Section A – Academic Program and Policy Committee
1. Membership: Nine faculty (at least three of whom are members of the graduate faculty and who are affirmed by the Graduate Council), the Provost and Vice Chancellor or the Provost and Vice Chancellor’s designee, four students, and the Registrar or his/her designee as a non voting member.

2. A motion from Faculty Welfare to clarify the responsibilities of Department Chairs. It is proposed that the language describing the responsibilities of Department Chairs in Chapter II be changed as indicated in the proposed handbook language. Please note that directly following the propose language is the current handbook language. The numbering (was 2.3.18 in the last edition) has been changed to reflect recent changes made in Chapter II by the Administration.

2.3.11 Department Chairs (proposed Faculty and Academic Staff Handbook language)

The Departmental Chair is responsible to the Dean of the College and shall:

a. Be responsible for the organization and supervision of the courses and instruction offered by the department.
b. Be responsible, under the direction of the Dean of the College, for the distribution of the teaching load, the recruitment and induction of new staff members, and the recommendation for the appointment, professional advancement, or release of department staff.
c. Supervise the allocation, protection, and maintenance of departmental equipment.
d. In cooperation with the Academic Deans, designate and supervise staff members who will advise students majoring and minoring in the department. If the student is in teacher education, the major and minor advisors will work with the appropriate person in the College of Education in planning the student's total program.
e. Make budget recommendations for the department and forward to the Dean.

Within these categories, major duties of the Chair involve personnel issues. They include:

- maintaining a personnel file for all faculty and academic staff,
- coordinating the promotion, retention, and tenure processes,
- coordinating the merit and post-tenure review process,
- coordinating the evaluation of faculty for promotion, retention, and tenure,
- supervising all departmental search & screen procedures,
• being responsible for emergency hiring,
• supervising departmental classified staff,
• mediating conflicts between faculty and staff,
• mediating conflicts between students and teaching staff,
• distributing the administrative and advising workload equitably within the department.

Other major duties may be performed by the Department Chair or transferred to another's oversight. These include:

• scheduling of departmental undergraduate and graduate courses,
• performing credit evaluations for transferred courses within the major or minor,
• approving course substitutions and waivers within the major and minor,
• supervising the advising of prospective students,
• managing and recommending the departmental budget
• attending general meetings called by the Dean, Provost or Chancellor,
• supervising the writing of reports for program audits and accreditation.

Existing Chair’s compensation includes certain summer responsibilities. These responsibilities may vary by department and details will be clarified with the Dean of the college at time of appointment. Typical summer responsibilities include—but may not be limited to:

• assuring an appropriate departmental presence for new student registration,
• maintaining an office presence,
• being the primary departmental contact in the event of an emergency.

2.3.11 Department Chairs (current Faculty and Academic Staff Handbook language)

The Departmental Chair is responsible to the Dean of the College and shall:

a. Be responsible for the organization of the and supervision of the courses and instruction offered by the department
b. Be responsible, under the direction of the Dean of the College, for the distribution of the teaching load, for the recruitment and induction of new staff members, and for the efficiency of work of the department, including the recommendation for the appointment, professional advancement, or release of department staff.
c. Be responsible for the allocation, protection, and maintenance of departmental equipment.
d. In cooperation with the Academic Deans, designate and supervise staff members who will advise students majoring and minoring in the department. If the student is in teacher education, the major and minor advisors will work with the appropriate Chair in the College of Education in planning the student's total program leading to education.
e. Make budget recommendations for the department to the Dean.

Within these categories, major duties of the Chair involve personnel issues. They include:

• maintaining personnel files for all faculty and academic staff,
• coordination of promotion, retention, and tenure processes,
• coordination of merit and post-tenure review process,
• evaluation of faculty for promotion, retention, tenure,
• supervision of all search & screen procedures,
• emergency hiring,
• supervision of the departmental classified staff,
• resolving conflicts between faculty and staff,
• resolving conflicts between students and teaching staff,
• balancing of administrative workload within the department
Other major duties may be performed by the Department Chair or transferred to another's oversight. These include:

- scheduling of undergraduate and graduate courses,
- credit evaluations for some transferred courses,
- course substitutions and waivers in the major and minor,
- supervision of the advising of prospective students,
- recommending and managing the departmental budget
- attendance at general meetings called by the dean or provost,
- supervision of the writing of reports for program audits and accreditation,
- responsibility for a departmental presence at freshman summer registration,
- maintaining a minimal office presence during the summer

3. A motion from the Executive Committee to appoint four faculty members to the newly formed Administrative Committee, Facilities Development Committee. Each college will have one representative. The terms are to be three years but initially will be of staggered in length such that the committee's faculty membership will not be replaced in its entirety after three years. After the initial terms are completed, new appointments will be for three years. The following are to be appointed to the Facilities Development Committee:

   Dean Olson (CAFES) 2008-2009
   Lisa Kroutil (CAS) 2008-2011
   Reza Rahgozar (CBE) 2008-2009
   Mary Manke (COEPS) 2008-2010

4. A motion from the Executive Committee to appoint David Rusterholz (2008-2011) to the University Safety Committee. This Administrative Committee's Mission is: "Identify safety hazards/problems with input from the campus community and provide realistic solutions. Provide continuous awareness of safety behavior through education and training to create a safe work environment for employees, students, and the campus community."

Miscellaneous New Business:

Adjournment