April 16, 2014

To: Dean Van Galen, Chancellor
    116 North Hall
    University of Wisconsin-River Falls

From: David P. Rainville, Chair
        Faculty Senate
        University of Wisconsin-River Falls

Re: UWRF Faculty Senate Motion 2013-14/65

At the April 9, 2014 meeting of the University of Wisconsin-River Falls Faculty Senate, motion 2013-14/65 was passed and is effective immediately. The motion is forwarded to you for your action.

A Second Reading of a motion from the Calendar Committee (Karl Peterson, Chair) to revise Section 3.3 Faculty By Laws, Article III, Section G – Calendar Committee. Please note that an explanation appears after the current language and is immediately followed by the proposed language. In addition, the Calendar Committee has included language from an older version of the Handbook (revised 2008-2009). This language was in 9.4 (revised August 2006) and may be useful in your understanding of proposed changes in Section G.

Approved

Disapproved

Dean Van Galen, Chancellor

Date
Current Language
3.3 Faculty By-laws
Article III: Standing Committees
Section G – Calendar Committee
[FS 06/07-42 ], [FS 06/07-84 ]
1. Membership: Five faculty members appointed by the Faculty Senate (one from each college and the Fourth Division), the Provost (or designee), the Registrar (or designee), the Director of Outreach (or designee), and a student appointed by the Student Senate [FS 06/07-84 ]
2. Term of Office: Three years for faculty and academic staff, one to two members appointed each year. One year for students.
3. Duties:
a. To provide calendar recommendations to the Faculty Senate using the following guidelines:
1) The academic calendar shall conform in its entirety to the faculty contract period of 39 contiguous weeks per academic year, including Fall and Spring Semesters.
2) Under the balanced calendar framework, both Fall and Spring semesters shall each consist of one week of pre-class advising, 14 weeks of classes, one week of final exams, and one week of grading, for a minimum length of 17 weeks per semester. The two semesters, plus five weeks of interims, Spring Break, and administrative weeks, shall constitute the 39-week academic year.
3) The scheduling of a study day is required between the last day of regular classes and the first day of final exams every semester.
4) The deadline for submission of final course grades to the Registrar’s Office shall be not less than five full working days (not including Saturdays, Sundays, and holidays) after the last day of final exams.
b. To provide policy recommendations regarding both the calendar and calendar scheduling to the Faculty Senate.
1. 9.5.1 Academic Calendar
http://www.uwrf.edu/Registrar/Dates.cfm
The regular academic year calendar covers a full nine-month period which is the basis for academic year appointments. The contractual academic year consists of 39 weeks and includes not fewer than 34 weeks of organized services for students including classroom instruction, registration, advising, and examining. The academic year should ordinarily begin no earlier than one week before the first day of scheduled campus registration for the fall term and should end no later than one week after the last day of scheduled classes or examinations in the spring.
The Calendar Committee proposes adding items III.G.3.a.3 and III.G.3.a.4 and renumbering the former items III.G.3.a.3 and III.G.3.a.4 to items III.G.3.a.5 and III.G.3.a.6, respectively. This change is meant to reintroduce features of the balanced calendar policy that were inadvertently deleted from the handbook during the revisions of 2008-2009.

Proposed Language
III - Section G – Calendar Committee
[FS 06/07-42 ], [FS 06/07-84 ]
1. Membership: Five faculty members appointed by the Faculty Senate (one from each college and the Fourth Division), the Provost (or designee), the Registrar (or designee), the Director of Outreach (or designee), and a student appointed by the Student Senate [FS 06/07-84]
2. Term of Office: Three years for faculty and academic staff, one to two members appointed each year. One year for students.
3. Duties:
   a. To provide calendar recommendations to the Faculty Senate using the following guidelines:
      1) The academic calendar shall conform in its entirety to the faculty contract period of 39 contiguous weeks per academic year, including Fall and Spring Semesters.
      2) Under the balanced calendar framework, both Fall and Spring semesters shall each consist of one week of pre-class advising, 14 weeks of classes, one week of final exams, and one week of grading, for a minimum length of 17 weeks per semester. The two semesters, plus five weeks of interims, Spring Break, and administrative weeks, shall constitute the 39-week academic year.
      3) The instructional period for each semester will include equal numbers of Mondays, Tuesdays, Wednesdays, Thursdays and Fridays. When necessary, days of the week will be renamed to achieve balance.
      4) Spring semester will always start on the Monday following Martin Luther King, Jr. holiday.

   5) The scheduling of a study day is required between the last day of regular classes and the first day of final exams every semester.
   6) The deadline for submission of final course grades to the Registrar’s Office shall be not less than five full working days (not including Saturdays, Sundays, and holidays) after the last day of final exams (8.2.15.1 Submission of final grades).

   b. To provide policy recommendations regarding both the calendar and calendar scheduling to the Faculty Senate.

The following is not part of the motion:

Take from a document created in August 2006

9.4 The Calendar

9.4.1 Academic Year

The regular academic year calendar covers a full nine-month period which is the basis for academic year appointments. The contractual academic year shall consist of 39 weeks and shall include not fewer than 34 weeks of organized services for students including classroom instruction, registration, advising, and examining. The academic year should ordinarily begin no earlier than one week before the first day of scheduled campus registration for the fall term and should end no later than one week after the last day of scheduled classes or examinations in the spring.
UW-River Falls Balanced Calendar Policy (April 10, 2002)

Each semester will consist of 1 week of advising/registration and faculty development, 14 weeks (70 days) of instruction, 1 week of final exams and 1 week of grading. Concurrently, class periods will be lengthened from 50 minutes to 55 minutes each.

Be it resolved:
2. The instructional period for each semester will include equal numbers of Mondays, Tuesdays, Wednesdays, Thursdays and Fridays. When necessary, days of the week will be renamed to achieve balance.
3. Spring semester will always start on the Monday following Martin Luther King Jr. holiday.
4. A grading period of one week following spring semester will be included within the 39-week faculty contract period.
5. The template for the daily class schedule will be:

<table>
<thead>
<tr>
<th>M-W-F Classes</th>
<th>T-Th Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>Period 1-2</td>
</tr>
<tr>
<td>Period 2</td>
<td>Period 2-3</td>
</tr>
<tr>
<td>Period 3</td>
<td>Period 3-4</td>
</tr>
<tr>
<td>Period 4</td>
<td>Period 5-6</td>
</tr>
<tr>
<td>Period 6</td>
<td>Period 8-9</td>
</tr>
<tr>
<td>Period 7</td>
<td></td>
</tr>
<tr>
<td>Period 8</td>
<td></td>
</tr>
<tr>
<td>Period 9</td>
<td></td>
</tr>
</tbody>
</table>