



School of Human Ecology
UNIVERSITY OF WISCONSIN-MADISON

Governance Document

CHAPTER 1

School of Human Ecology Vision and Values

1.00 School of Human Ecology Vision

The School of Human Ecology (SoHE) governance document is guided by the current SoHE vision plan to be globally prominent and locally relevant in preparing students for the 21st Century and conducting cutting-edge research and outreach that enhance the human condition and the well-being of people. We uphold our vision, mission and strategic plans through eleven OneSoHE21 Vision Pillars:

1. High impact school for solving real societal problems
2. Highly recognized and respected brand on campus, nationally and internationally
3. Graduates with human ecology perspective prepared to be ethical community professional leaders
4. Engaged and committed alumni, corporations and communities
5. Connecting diverse stakeholders, create collaborative solutions for family and community well-being
6. Faculty-generated sustainable funding and revenue generation to grow and contribute to cutting-edge research, teaching and outreach
7. Global experiences through partnerships to create global citizens
8. Learning by doing in a real world, enriching both the student and the community
9. A lean, efficient, responsive administrative structure driven by the Mission
10. Inclusive, welcoming environment for all
11. Service-oriented and committed employees in a satisfying workplace

1.10 Purpose and Nature of Shared Governance

The School of Human Ecology recognizes the *University of Wisconsin-Madison Faculty Policies and Procedures* (FP&P) as the accepted campus, shared governance language providing the fundamental employee definitions and expectations for shared governance within the School. As such the School of Human Ecology is a faculty unit headed by a dean ([FP&P 3.01A](#)) and shall operate as a single Department in order to fulfil the objectives of FP&P Chapter 5 ([FP&P 5.01C](#)).

The mission of the School is carried out and supported by various categories of personnel: faculty, academic staff, classified staff, students, and citizen advisors. Each of these groups has an important role to play in School governance and administration. The purpose of shared governance is to provide a basis for assigning responsibility, utilizing resources, and implementing the mission and goals of the School within the governance frameworks established for the University while ensuring that key constituencies have a voice in relevant decisions. It is the duty of faculty and staff to attend School governance meetings and to participate in School governance processes. This is an important expression of School citizenship and community and to make sure the School operates in a manner consistent with the needs of its community.

1.20 All School Forums

These meetings are not for the purpose of making governance decisions, but they can contribute to a spirit of full school participation and provide valuable input for governance bodies. All-school meetings and/or retreats may be called for bringing together faculty, academic staff, and classified staff. Such meetings will be called for informational, community building, strategic planning, visioning or related purposes.

- A. **All School Meetings** will normally be held on the fourth Mondays of September, October, November, February, March, April and May. Special meetings may be called by the Dean or at the request of any three members of the SoHE community.
- B. **All School Retreats** will normally be held on the Friday prior to the first week of fall semester classes and the Thursday prior to the first week of spring semester classes.

CHAPTER 2

School of Human Ecology Academic Planning Governance

2.00 SoHE Academic Planning Structure

We recognize four decision-making governance bodies for the purposes of providing leadership and oversight in academic planning. It is the responsibility of the academic departments to determine program and degree expectations best suited for their area of expertise. To ensure these decisions are in line with accepted school-wide expectations, we recognize one committee dedicated to graduate affairs (Graduate Program Committee, GPC) and another to undergraduate affairs (Undergraduate Program Committee, UPC). Decisions as required by [FP&P 3.08](#) are forwarded to the Academic Planning Council (APC).

2.10 Academic Departments

The School is made up of distinct content areas of academic interest and majors, drawing on different disciplines and serving different constituencies. We recognize that the School functions best as a set of academic departmental areas within the School to assure responsible, effective programs, teaching personnel practices and use of financial and other resources while maintaining effective communication with and among the Dean, Associate Dean, Assistant Deans, Faculty and Staff, individually and collectively. The following program areas will be referred to as “academic departments”:

- Consumer Science (CS)
- Civil Society and Community Studies (CSCS)
- Design Studies (DS)
- Human Development and Family Studies (HDFS)

2.11 Membership

Faculty and Instructional Staff are members of the School with a primary affiliation with the academic department to which they were hired or subsequently appointed. In the case of a faculty or instructional staff member having a .5 FTE appointment in two SoHE academic departments, a primary unit should be identified for administrative matters at the time such a contract is made. In some cases, such as teaching, program planning and graduate student oversight, the academic department may choose to include faculty appointments less than .5 FTE or affiliated appointments. Emeritus faculty retain governance rights during any academic year in which they hold a 20% academic staff appointment.

2.12 Authority

Academic departments shall be responsible for the design/development, organization and implementation of their instruction.

- A. **Timetable Responsibilities:** Course scheduling and staffing shall be the responsibility of the academic department.
- B. **Curriculum Development:** Curriculum development and periodic review and revisions of the curriculum shall be a responsibility of the academic department. Such activity may sometimes occur in consultation with or be requested by appropriate program councils and academic planning units in the School and university.
- C. **Academic Instructional Staffing:** Each academic department, through its chair, shall be responsible for the determination of instructional staff needs (Faculty, Lecturers, and TAs). The needs and recommendations of the individual academic departments must be reviewed with the Dean or Dean's designee. Academic departments shall initiate requests for replacement or new teaching staff, and will manage the recruitment process upon approval of the Dean.
- D. **Workload Balance and Leaves:** Academic departments have the responsibility of planning, coordinating and scheduling time requested for leaves, committee service and non-teaching activities within the academic department. Particular consideration to limit committee leadership commitments should be paid to untenured faculty and faculty associates when assigning workload.

2.20 Academic Planning Council (APC)

The school academic planning council is a decision-making body that advises the dean on academic programs and budgetary planning and represents the academic department and school positions as designated in [FP&P 3.08](#) Additional functions for School of Human Ecology governance are designated below.

2.21 Membership:

- A. Chair of each academic department
- B. One faculty member elected "at-large" by School faculty for 3-year term
- C. One faculty Associate elected by School faculty associates for 3-year term
- D. Academic staff member representing Student Academic Affairs (appointed)
- E. Academic Associate Dean (*non-voting*)
- F. Assistant Dean Student Academic Affairs (*ex-officio, non-voting*)
- G. Dean (*ex-officio, non-voting*)

****Ex-officio members have the right but not the obligation to participate in the proceedings of the committees and are not counted in determining the number for quorum or whether a quorum is present at a meeting. (Robert's Rules of Order Chapter 15 Section 47 Paragraph 20)***

2.22 Chair and Meetings:

The Dean of the School of Human Ecology or Dean's designee shall chair meetings of the Academic Planning Council. Meetings will typically be held on the Fourth Mondays of September, October, November, February, March, April and May. Special meetings may be called by the Dean or at the request of any three members.

2.23 Committee Authority:

- A. Approval of new faculty, faculty associate and director PVLs
- B. Program review recommendations to Provost
- C. Actions of the SoHE UPC and SoHE GPC requiring APC approval
- D. Actions requiring University Academic Planning Council (UAPC) approval such as transcribed program changes and program and center name changes
- E. Actions requiring Graduate Faculty Executive Council (GFEC) approval
- F. Other university-level requests (e.g. requests from the Provost's office)

2.24 Quorum and Voting:

A 2/3 majority of voting members must be present.

2.25 Parliamentary Rules and Parliamentarian:

Meetings will be conducted according to Robert's Rules of Order, Revised as denoted in [FP&P 5.11](#). The Dean will appoint a confidential staff member (typically the School's Chief of Staff) to keep official record of the proceedings.

2.30 Graduate Program Committee (GPC):

Provides oversight and leadership to academic department and school-wide issues in regard to graduate programming.

2.31 Membership:

- A. Faculty member representing each academic department graduate program committee (appointed by Academic Department Chair)
- B. Academic Associate Dean (*ex-officio, non-voting*)
- C. Graduate Program Coordinator (*ex-officio, non-voting*)
- D. Graduate Student representing all SoHE graduate students and programs: academic program rotation (*ex-officio, non-voting*) selection determined by GPC

2.32 Committee Responsibilities:

- A. GPC action items
 1. Review and **approve** school-wide graduate program initiatives
 2. Review and **approve** new courses and revised course proposals
 3. Develop strategic goals for SoHE graduate education
 4. Gather student assessment data for continuous program improvement
 5. Make decisions regarding the use of funds to support graduate education
 6. Monitor and problem-solve issues related to climate and graduate student relations

7. Serve in an advisory role to Academic Associate Dean for Research and Graduate Education

B. GPC items forward to APC

1. Enrollment reports
2. Program review
3. Assessment reports
4. Major program changes, e.g. name, major options change, and items requiring campus approval
5. Other significant graduate program matters

2.33 Chair and Meetings:

The Academic Associate Dean will convene the first GPC meeting of the academic year for the purpose of electing a faculty chair. Meetings will typically be held monthly. Special meetings may be called by the Dean or at the request of any three members.

2.34 Agendas and Minutes:

Graduate Program Coordinator will be responsible for gathering input from the committee for upcoming agendas and taking committee minutes. Minutes will be forwarded to the APC.

2.35 Decision-making:

Whenever possible, decisions and recommendation of the GPC will strive for a consensus of the committee. Formal votes will only be called when:

- A. Items require GPC approval, but not formal APC approval
- B. Consensus cannot be reached and two committee members formally move and second a request for a vote. If a vote is required:
 1. 2/3 of the voting committee must be present for quorum
 2. Votes by individuals must be recorded in minutes for APC review
 3. Assoc. Dean and Graduate Program Coordinator are ex-officio, non-voting members.

2.40 Undergraduate Program Committee (UPC)

Provides oversight and leadership to program, curriculum and school-wide issues in regard to undergraduate programming. It is an advisory committee to the SoHE APC for major curricular and program decisions for the following academic programs:

- Personal Finance
- Retailing & Consumer Behavior
- Community and Nonprofit Leadership
- Textiles and Fashion Design
- Interior Architecture
- Human Development and Family Studies

2.41 Membership:

- A. Faculty Member or faculty associate representing each undergraduate program (method of selection determined by academic departments)
- B. Dean of Student Academic Affairs (*ex-officio, non-voting*)
- C. Undergraduate Program Coordinator (*ex-officio, non-voting*)
- D. Undergraduate Student representing all SoHE undergraduate students and programs: academic program rotation (*ex-officio, non-voting*) selection determined by UPC.

2.42 Committee Responsibilities:

- A. UPC committee action items:
 - 1. Review and **approve** school-wide undergraduate academic policies and procedures
 - 2. Review and **approve** undergraduate course actions; new and revised course proposals to be forwarded to University Curriculum Committee
 - 3. Review and **approve** student appeals
 - 4. Gather student assessment and learning outcomes data for continuous program improvement
 - 5. Implement campus and SoHE directives
 - 6. Select outstanding undergraduate award winners from nominations by academic programs
- B. UPC items forward to APC
 - 1. Enrollment reports
 - 2. Program reviews
 - 3. Assessment reports
 - 4. Major program changes, e.g. name, major options change, and items requiring campus approval
 - 5. Other significant undergraduate program matters as determined by the UPC or the UAPC

2.43 Chair and Meetings:

The Dean of Student Academic Affairs will convene the first UPC meeting of the academic year for the purpose of electing a chair. Meetings will typically be held monthly. Special meetings may be called by the Dean or at the request of any three members.

2.44 Agendas and Minutes:

Undergraduate Program Coordinator will be responsible for gathering input from the committee for upcoming agendas and taking committee minutes. Minutes will be forwarded to the APC.

2.45 Decision-making:

Whenever possible, decisions and recommendation of the UPC will strive for a consensus of the committee. Formal votes will only be called when:

- A. Items require UPC approval, but not formal APC approval
- B. Consensus cannot be reached and two committee members formally move and second a request for a vote. If a vote is required:
 - 1. 2/3 of the voting committee must be present for quorum
 - 2. Votes by individuals must be recorded in minutes for APC review
 - 3. Dean for Student Academic Affairs and Undergraduate Program Coordinator are ex-officio, non-voting members.

CHAPTER 3

School of Human Ecology Faculty Affairs and Governance

3.00 Faculty Affairs and Governance

We recognize the faculty of the SoHE as a single faculty Department in order to implement the requirements associated with [FP&P Chapter 5](#) for Department Faculties.

3.10 School Executive Faculty

3.11 Membership

In accordance with [FP&P 5.20](#) the School Executive Committee is composed of:

- A. All faculty members of the School who hold the rank of Associate Professor or Professor and to whom the school has a continuing commitment of one-half time or more
- B. Professors and Associate Professors in the School with appointments of one-half time or less for whom the School is the *principal sponsor* of the appointment.
- C. Other Professors or Associate Professors who have been granted joint executive appointments by action of the Executive Committee per [FP&P 5.12A](#).

3.12 Chair and Meetings

The Dean of the School of Human Ecology or Dean's designee shall chair meetings of the Executive committee. Meetings of the Executive Faculty committee will normally be held on the third Mondays of September, October, November, February, March, April and May. Additional meetings may be called by the Dean or at the request of any three members of the committee.

3.13 Executive Committee Authority

In addition to the general functions of Executive Faculty committees as defined in [FP&P 5.21](#), the School Executive Committee recognizes the following Executive Committee approved processes:

- A. Provide for the annual review of the performance of every faculty member. Such reviews shall provide for a faculty member to be heard on his/her case if he/she wishes, and for the faculty member to be informed of the outcome of the review. Peer Faculty Annual Review ([P-FAR](#)) approved 11/24/2014, rev. 10/26/2015
- B. Provide for the periodic review as defined in Faculty Legislation II-106. SoHE Post Tenure Review (under review pending campus direction).
- C. Shall provide in written form, to its associate professors, the expectations for promotion to full professor and shall consider each of its associate professors' progress toward promotion to full professor status and shall inform her/him of

the outcome of that consideration. [Full Professor Promotion Guidelines](#) approved 11/16/2015

- D. Shall provide for the annual written evaluation of every probationary faculty member. In a year in which a renewal/promotion review is being carried out, this evaluation shall normally be part of that review. [Procedures for Guidance and Evaluation of Probationary Faculty](#) approved 11/16/2015
- E. Confer a Joint Departmental appointment or a Joint Executive appointment of Faculty or Academic Staff in one campus department to SoHE Executive or Faculty committees per [FP&P 5.12B](#)

3.14 Delegation of Authority

In accordance with [FP&P 5.22](#) and the practice of the School, the Executive Committee may delegate the following authority:

- A. Full professors have the authority to make recommendations for promotion to the rank of full professor.
- B. The academic department chairs have the authority in handling academic department level budgetary matters including academic instructional staffing, supplies and expenses.
- C. A representative Academic Department subcommittee has the authority to conduct the annual faculty review.

3.15 Quorum and Voting

A quorum of the Executive committee shall be constituted by two thirds of the members who are not on leave or otherwise released from the expectation of attendance at School and Academic Department meetings. (Members on leave or otherwise released continue to have the right to attend and vote whenever they are available)

3.16 Parliamentary Rules and Parliamentarian

Meetings will be conducted according to Robert's Rules of Order, Revised as denoted in [FP&P 5.11](#). The Dean will appoint a confidential staff member (typically the School's Chief of Staff) to keep official record of the proceedings.

3.17 Ad Hoc Sub-committees of the Executive Faculty

Meetings may be called either by the Dean or by three Executive faculty members to address time-sensitive Executive Faculty decisions (e.g. External Faculty awards and/or endowed chair or professorship appointments).

- A. **Chair:** Academic Associate Dean or Faculty designee
- B. **Convened:** In collaboration with academic department chairs
- C. **Recommendations:** To the Dean and the Executive Committee

3.20 School Faculty

3.21 Membership

In addition to [FP&P 3.02](#) and [5.10](#), the faculty of the School of Human Ecology consists of all persons holding appointments as defined in [FP&P 1.02](#) (university faculty). Appointments conferring school faculty membership are normally one-half time or more. Emeritus faculty retain governance rights during any academic year in which they hold a 20% academic staff appointment from their academic department ([FP&P 7.31 B](#)).

3.22 Chair and Meetings

In accordance with [FP&P 3.04](#), the Dean of the School of Human Ecology or Dean's designee shall chair meetings of the general faculty. Meetings of the School faculty will be called as needed to consider faculty governance items. Meetings of the School faculty may be called by the Dean or at the written request of three faculty members.

3.23 Faculty Committee Authority

In addition to the duties and powers of School Faculties as defined in [FP&P 3.03](#), and [FP&P 5.11](#), SoHE faculty have the following authority:

- A. Oversight of academic department [Chair Selection Process](#) and [Chair Position Description](#) approved October 21, 2013
- B. Election of "at-large" APC faculty representative
- C. Oversight of School governance
- D. Election of UW-Madison Faculty Senate representation

3.24 Quorum and Voting

A quorum of the Faculty shall be constituted by two thirds of the members who are not on leave or otherwise released from the expectation of attendance at School and Academic Department meetings. (Members on leave or otherwise released continue to have the right to attend and vote whenever they are available)

3.25 Parliamentary Rules and Parliamentarian

Meetings will be conducted according to Robert's Rules of Order, Revised as denoted in [FP&P 5.11](#). The Dean will appoint a confidential staff member (typically the School's Chief of Staff) to keep official record of the proceedings.

3.26 Maintenance and modifications of SoHE Governance Document

To ensure that governance remains dynamic, and responsive to changes in School needs and expectations, the following procedures should be followed to allow for regular review and improvement.

- A. **Three year review:** Every three calendar years an ad hoc committee shall be appointed by the Dean under the auspices of the Academic Planning Council to review the school's governance structure and operations and to make recommendations for changes to the general faculty and staff of the school.

B. Modification of School of Human Ecology governance document and provisions:

1. Provisions of this document may be changed or modified in whole or in part at any General Faculty meeting by a two-thirds (2/3) vote of the eligible attending members provided that at least twenty-one work days prior to that meeting a copy of the proposed change(s) and a rationale for the change(s) has been distributed to all members of the general faculty.
2. For substantial changes with broad effects on the school it is desirable that proposals be distributed to all faculty, academic and classified staff. Changes or modifications may be initiated by an individual faculty or academic staff member, a group of faculty or academic staff members, or an ad hoc review committee appointed by the Academic Planning Council, provided that at least one person is a member of the general faculty.
3. A Governance Document custodian will assure that any changes to the governance document are made in appropriate section(s) of the document and that any changes to governance policies are posted. The Chair of the current governance review committee will serve as custodian until appointment of the next chair.
4. The Dean's office will assure that changes designated by the custodian are promptly transferred to the governance document posted on the School of Human Ecology website.

CHAPTER 4

School of Human Ecology Advisory Committees

4.00 Advisory Committees

We recognize the value of committees assembled to discuss matters specific to a particular group or initiative for the purposes of making recommendations to the Dean, the Executive Committee or the Academic Planning Council.

4.10 SoHE Awards Committee (policy under development)

- A. **Membership**
- B. **Responsibilities**

4.20 SoHE Committee on Academic Staff Innovations (Issues) (to be convened)

The academic staff of each school, college, or division shall establish a Committee on Academic Staff Innovations that shall comply with *UW-Madison Academic Staff Policies and Procedures* and other campus policies and procedures governing academic staff.

- A. **Membership**
- B. **Convened**
- C. **Responsibilities**

4.30 Advisory to the Dean

For discussion and feed-back on School initiatives, the Dean convenes two leadership committees.

4.31 School Administrative Leadership Team (SALT)

- A. **Membership:** Assistant Dean for Finance and Administration, Assistant Dean for Human Resources, Assistant Dean for Advancement and Communications, Senior Assistant Dean for Student Academic Affairs, School's Chief of Staff
- B. **Convened:** By the Dean's office bi-monthly
- C. **Responsibilities:** Advisory on School administrative operations

4.32 Academic Leadership Team (ALT)

- A. **Membership:** Academic Department Chairs, Academic Associate Dean, Senior Assistant Dean for Student Academic Affairs
- B. **Convened:** By the Dean's office monthly
- C. **Responsibilities:** Advisory on academic programs and faculty affairs

4.40 Ad hoc Taskforces requested by the Dean

Ad hoc task force committees to address strategic, time-sensitive opportunities and initiatives of the Dean.

- A. **Chair:** Appointed by Dean in consultation with Academic Associate Dean and academic department chairs
- B. **Convened:** Either by academic departments, Executive Committee or the Academic Planning Council under recommendation by the Dean
- C. **Recommendation:** To the Dean and either the full Executive Committee or the Academic Planning Council

CHAPTER 5

School of Human Ecology Academic Research Units

5.00 SoHE Academic Research Units

We recognize the internal units that serve a function unique to their research and academic missions. These are typically headed by a director or faculty director and have a committee that advises and reviews the unit with established set of policies and procedures.

5.10 Centers

Centers function to bring together faculty staff and affiliates from the School, campus and beyond to promote shared teaching, outreach and research interests. Centers are officially recognized by the Provost's Office and have certain organizational requirements that can be found in [UW Center Guidelines](#). The School of Human Ecology has the following campus-recognized centers:

- Center for Community and Nonprofit Studies
- Center for Family and Child Well-Being
- Center for Financial Security
- Center for Integrative Design
- Center for Retailing Studies

5.20 Other Auxiliary Units

- Preschool Laboratory
- Brite Lab (in collaboration with the Wisconsin School of Business)
- Ruth Davis Design Gallery
- Helen Louise Allen Textile Collection
- Ruth Ketterer Harris Library