UNIVERSITY HANDBOOK REVISION INSTRUCTIONS

Revisions to the University Handbook are proposed using the current text with strikethroughs (i.e., strikethrough, for deletions) and underlining (i.e., underlining, for additions) to the text. A Microsoft document version of the University Handbook is located in the myCommonCouncil reference materials (https://committees.uwsp.edu/commoncouncil).

When proposing revisions to the University Handbook, please be sure to include the chapter, name of chapter, and section number.

Please note, when proposing a revision to the University Handbook, it should be determined whose approval is needed. For example, Chapter 4a of the University Handbook requires not only Faculty Senate approval, but Board of Regents approval as well.

Below is a sample of proposed University Handbook revisions.

Minutes - Faculty Affairs Committee
Dec. 2, 2010

FAC then considered draft revisions to University Handbook Chapter 4B (performance objectives for evaluating faculty) and Chapter 5, section 3 (delivering advising services) as follows:

PERFORMANCE OBJECTIVES (CRITERIA) FOR EVALUATING FACULTY.

Each department shall specify in writing the relative importance of these performance objectives:

Teaching Ability:
the success of the instructor, both in and out of the classroom, in securing interest, effort, and progress on the part of the student. This includes not only direct instruction, but also formal advising and the more informal mentoring that occurs in the variety of curricular and co-curricular contexts of the university. The primary consideration is that students are stimulated to high standards of scholarship, to active interest in learning, and to effective effort toward self-improvement.

Scholarship:
activities which are clearly defined, use methods and procedures appropriate to the task, are documented and available to the academic community for review and comment, have disciplinary and/or pedagogical value, and reflect a level of expertise/creativity expected in higher education.

General Educational Service:
the acceptance and fulfillment of professional responsibilities outside the classroom, e.g., academic advising, extracurricular advising. - Service may also be shown by participation in organizations related to the discipline, acceptance of professional responsibilities within the university or community, etc.
University Handbook, Chapter 5, Section 3

DELIVERING ADVISING SERVICES.

Departments.

Autonomy.

Departments shall have autonomy in structuring their advising procedures within the limits set by these guidelines. (For example, a department may choose to have only a part of its faculty, or part of the faculty and academic staff, assigned to advising.)

Responsibility.

Individual departments shall have primary responsibility for providing timely and accurate advising to their majors and minors, and to students in related disciplines assigned to that department for advising. While peer advising may be provided in units where it is appropriate and workable, it shall not replace faculty or academic staff advising.

Policies.

Departments and functional equivalent units, in consultation with appropriate students, shall establish policies and procedures to support commitment to and assessment of individual advising. Where appropriate, departments shall specifically include advising as a component of teaching departmental and university service in merit considerations.

Motion (Julin/Techmeier) to accept the changes set forth in the draft document and forward to Faculty Senate for consideration passed unanimously 8-0-0.