

Chican@ & Latin@ Studies Program Bylaws

Chican@ & Latin@ Studies Program
University of Wisconsin-Madison

December 10, 2007

ver. 2007-2008.1

Contains Legislation Passed December 10, 2003 & Amended April 30, 2004 by CSP;
Legislation Passed April 30, 2004 by CSP & Approved by UAPC October 29, 2004; and
Legislation Passed December 10, 2007 by CLSP

Compiled by the Governance Committee:

Alda Blanco, Jim Escalante, Benjamin Marquez, and Camille Guerin-Gonzales

Accepted by Phillip R. Certain, Dean of the College of Letters & Science, University of
Wisconsin-Madison January 12, 2004 Subject to Amendments Passed April 30, 2004

TABLE OF CONTENTS

ARTICLE I - Governance	4
TITLE 1 - PROGRAM ORGANIZATION	4
SECTION 1 – PROGRAM CHAIR	4
SECTION 2 – COMMITTEES	6
SECTION 3 - CHICAN@ & LATIN@ STUDIES PROGRAM BYLAWS	7
SECTION 4 - EXCLUSION OF PROGRAM MEMBERS FROM MEETINGS	7
SECTION 5 - MINUTES OF PROGRAM MEETINGS	7
SECTION 6 - PROGRAM MISSION STATEMENT	7
TITLE 2 - APPOINTMENTS AND GOVERNANCE	7
SECTION 1 – DEFINITIONS	7
SECTION 2 – GOVERNANCE RIGHTS OF TENURE APPOINTMENTS	8
SECTION 3 – JOINT-GOVERNANCE APPOINTMENTS AND RIGHTS	9
SECTION 4 –NON-BUDGETED APPOINTMENTS AND RIGHTS WITHOUT JOINT-GOVERNANCE	9
SECTION 5 – HONORARY FELLOWS	9
TITLE 3 - ELECTIONS AND VOTING	10
SECTION 1 – CERTIFICATE STUDENT COMMITTEE ELECTIONS	10
SECTION 2 - VOTING RIGHTS OF CERTIFICATE STUDENTS	10
SECTION 3 - VOTING RIGHTS OF FACULTY MEMBERS	10
SECTION 4 - REPLACEMENT OF MEMBERS IN ELECTED POSITIONS	11
SECTION 5 - RUN-OFF ELECTIONS	11
TITLE 4 - LECTURES	11
SECTION 1 - LECTURES COMMITTEE	11
TITLE 5 - PHYSICAL PLANT	11
SECTION 1 – LIBRARY	11
TITLE 6 - CREATION OF NEW COURSES	12
SECTION 1 - PROCEDURES FOR CREATING NEW COURSES	12
ARTICLE II – Personnel	14
TITLE 1 - GENERAL CONSIDERATIONS	14
SECTION 1 - THE EXECUTIVE COMMITTEE & PERSONNEL DECISIONS	14
SECTION 2 - SOLICITING OUTSIDE LETTERS	14
SECTION 3 - MEMBERSHIP, AFFILIATION, & HONORARY APPOINTMENTS	14
TITLE 2 - PROMOTION, TENURE, AND PERFORMANCE EVALUATION	16
SECTION 1 - TENURE POLICIES AND PROCEDURES	16
SECTION 2 - TEACHING EVALUATION	19
SECTION 3 - POST-TENURE REVIEW	19
TITLE 3 - SEARCHES AND HIRING	20
SECTION 1 - POLICY ON SEARCHES AND RANKING	20
SECTION 2 - SEARCH COMMITTEE PROCEDURES	20
SECTION 3 – CERTIFICATE STUDENT PARTICIPATION IN SEARCHES	20
SECTION 4 - CANDIDATES' PRESENTATION TO THE PROGRAM	21
TITLE 4 - GRIEVANCE PROCEDURES	21
SECTION 1 - UNDERGRADUATE GRIEVANCES AGAINST FACULTY	21
SECTION 2 - GRIEVANCES IN OTHER CASES	21
ARTICLE III - The Undergraduate Program	23
TITLE 1 - GENERAL CONSIDERATIONS	23
TITLE 2 - REQUIREMENTS FOR THE CERTIFICATE IN CHICAN@ & LATIN@ STUDIES	23
SECTION 1 - BREADTH REQUIREMENTS	23
SECTION 2 - SEMINAR REQUIREMENT	23
TITLE 3 - HONORS AND PRIZES	23
SECTION 1 - WRITING PRIZE DEADLINES	23

ARTICLE I – Governance

TITLE 1 - PROGRAM ORGANIZATION	4
Section 1 – PROGRAM Chair	6
Section 2 – Committees	6
Section 3 – Chican@ & Latin@ Studies PROGRAM Legislative Code/Bylaws	6
Section 4 – Exclusion of PROGRAM Members from Meetings	6
Section 5 – Minutes of PROGRAM Meetings	7
Section 6 – Program Mission Statement	7
TITLE 2 - APPOINTMENTS AND GOVERNANCE	7
Section 1 – Definitions	7
Section 2 – Governance Rights of Tenure Appointments	7
Section 3 – Joint-Governance Appointments and Rights	8
Section 4 – Non-Budgeted Appointments and Rights without Joint Governance	9
Section 5 – Honorary Fellows	9
TITLE 3 - ELECTIONS AND VOTING	10
Section 1 - Certificate Student Committee Elections	10
Section 2 - Voting Rights of Certificate Students	10
Section 3 - Voting Rights of Faculty Members	10
Section 4 - Replacement of Members in Elected Positions	11
Section 5 - Run-off Elections	11
TITLE 4 – LECTURES	11
Section 1 – Lectures Committee	11
TITLE 5 - PHYSICAL PLANT	11
Section 1– Library	11
TITLE 6 - CREATION OF NEW COURSES	11
Section 1 - Procedures for Creating New Courses	11

ARTICLE I – Governance

TITLE 1 - PROGRAM ORGANIZATION

SECTION 1 - THE PROGRAM CHAIR

1. The PROGRAM Chair holds and exercises all powers that traditionally and legislatively reside in that office (FPP 5.31). The PROGRAM Chair is responsible for the PROGRAM Timetable, filing requests for temporary instructors, as appropriate, and developing long-term strategies for both staffing service courses and managing enrollment. The PROGRAM Chair works with the Student Advisor to monitor changes in undergraduate and graduate enrollments PROGRAM-wide and in individual courses, and develops policies to deal with under-enrolled courses. The PROGRAM Chair, in consultation with the Curriculum Committee, submits new courses, major revisions of existing courses, and deletion of courses proposed by the Program for action by the divisional executive committee and by the dean; determines Summer Session course offerings; identifies courses to receive graders and TAs; and revises faculty teaching evaluation forms, as appropriate. The PROGRAM Chair conducts faculty teaching evaluations and convenes a PROGRAM prize select or ad hoc committee to award faculty teaching prizes. The PROGRAM Chair convenes and appoints members to select committees subject to a majority vote of PROGRAM faculty. The PROGRAM Chair appoints members to serve on PROGRAM committees, subject to a majority vote of the PROGRAM faculty present and voting.
2. The Executive Committee will oversee the process for electing the Chair. This oversight will entail serving as an adjudicator of all the ballots cast, whether in the nominations stage or in the final (balloting) stage.
3. The nominations and elections process will take place over five weeks, divided into three periods: Nominations, Concurrence, and Balloting.
 - a. Nominations. During the first two weeks, all PROGRAM faculty who hold governance or joint-governance rights will indicate the name of a member whom he/she would like to see as Chair. After submitting his/her nomination, the member will cross off his/her name from a list, to indicate that he/she had done so. Faculty on sabbatical or other leave will be asked to submit names via email or post.
 - b. Concurrence. At the end of the first two weeks, the results of the nominations process will be made public in this manner: the names of the top three recipients of nominations will be announced along with the number of nominations received by each. The names of all others who received nominations will also be revealed to the PROGRAM, but without an indication of the number of nominations received. Over the span of one week, colleagues who were among the three with the highest number of nominations, but who do not wish to run for PROGRAM Chair, will send an email to the PROGRAM indicating they do not wish to stand for election. At the end of the week, it will be assumed that a colleague whose name is on that list but who has not withdrawn, will wish his/her name to be on the ballot. All those colleagues who did not receive enough votes to be among the top three nominees, or did not appear on the list of nominees at all, but who wish to run, will be welcome to express that intention. At the end of the week, a ballot will be issued listing all the candidates who wish to run.
 - c. Balloting. During the last two weeks of the five-week period, PROGRAM members, both tenured and non-tenured, who have satisfied all requirements for voting rights will vote. Election is by a majority of votes cast. In the event no one receives a majority, a run-off between the top two candidates will be held.
4. Every member of the PROGRAM is responsible for keeping an up-to-date *curriculum vitae*, publication list, and any other materials which may assist his or her colleagues in evaluating his or her work, on file with the Chair of the PROGRAM. Each budgeted member of the PROGRAM shall submit to the PROGRAM Chair an annual report on professional activities to inform the Chair during the merit exercise. The Chair shall report to the Executive Committee the method (rationale) governing the distribution of merit raises before she/he actually undertakes the distribution. The Chair, in consultation with the Executive Committee, will give appropriate weight to excellence and innovation in teaching when making decisions concerning merit increases in salary.

In assessing teaching for the purpose of determining merit increases in salary, the Chair shall give appropriate weight to student evaluations of instructors. All undergraduate courses taught by the Chicano & Latin Studies faculty shall be evaluated by their students at the end of each semester, using a standard evaluation form devised by the Chair in consultation with PROGRAM faculty. The PROGRAM shall administer the evaluation.

5. The salary aspects of counter-offers are considered by the Executive Committee, which makes its recommendations to the Chair. When an outside offer is brought before a meeting of the Executive Committee, those present will discuss the case in accordance with the applicable general criteria. If a positive response seems called for, the Executive Committee will ask the Chair "to take all appropriate steps to retain the services" of the colleague in question. After this motion has been acted upon, each member of the Executive Committee who is actually present will score a ballot on a scale from 1 to 10. A "1" will signify a desire to make no substantive response to the outside offer; a "10" will signify that the strongest possible response is called for. These ballots will be confidential and unsigned. After the conclusion of the Executive Committee meeting, the scores will be tallied and computed for the median by the Chair. The Chair will then report the median score to the Executive Committee in complete confidentiality. In developing the terms for an appropriate counter-offer, the Chair will use this score as a gauge of PROGRAM sentiment as to the case in question.

Subsection (1) – Election to and Service on the Faculty and Executive Committees

1. Meetings of the faculty will include a) PROGRAM meetings once each semester; b) Faculty Committee meetings once each month; c) Executive Committee meetings when called to address personnel and budgetary matters, including faculty recruitment and appointment.

2. All budgeted and non-budgeted faculty are invited to attend PROGRAM meetings and Faculty Committee meetings.

3. Option (a) Non-budgeted faculty who join the PROGRAM faculty during the 2003-04 academic year and submit in writing during the 2003-04 academic year a statement of commitment to attend a majority of Faculty Committee meetings each of three academic years in succession, *with due consideration accorded for interruptions in service*, may serve on the Faculty Committee and vote on PROGRAM issues.

4. Option (b) Non-budgeted faculty who wish to begin their service on the PROGRAM Faculty beginning 2004-05 or later, may apply for election to the PROGRAM Faculty Committee after attending the majority of Faculty Committee meetings for one full academic year. The application will consist of a statement of commitment to attend a majority of PROGRAM Faculty Committee meetings each of three academic years in succession, *with due consideration accorded for interruptions in service*. Election to the PROGRAM Faculty Committee will be based on a majority vote of members of the PROGRAM Faculty present and voting. Upon satisfying requirements for Option (b), non-budgeted faculty may serve on the PROGRAM Faculty Committee and vote on PROGRAM issues.

5. Only tenured members of the PROGRAM Faculty Committee may serve on the Executive Committee. All PROGRAM Faculty Committee members are invited to PROGRAM Executive Committee meetings, except those meetings in which personnel issues will be addressed. PROGRAM faculty will receive notification about meetings open only to tenured PROGRAM faculty.

Subsection (2) - Time of PROGRAM, Program Faculty Committee, and Executive Committee Meetings

1. The PROGRAM meeting shall be held once each semester, preferably on **Wednesday morning during the last week of the month, except when a PROGRAM meeting is scheduled.**

2. The PROGRAM Faculty meetings shall be held once a month, preferably on **Wednesday morning during the last week of each month.**

3. The Executive Committee meetings shall be held regularly, preferably on **Wednesday morning during the second week of the month.**

SECTION 2 – COMMITTEES

Subsection (1) – Standing Committees

1. *Curriculum Committee* - The Curriculum Committee consists of members of the PROGRAM faculty chosen by the PROGRAM Chair, who serves *ex officio*. Membership on the Curriculum Committee must be approved by the PROGRAM faculty by a majority vote of the members of the Executive Committee present and voting, assuming a quorum. The Curriculum Committee, in consultation with the PROGRAM Chair, is responsible for making recommendations to the PROGRAM faculty on: 1) the Chican@ & Latin@ Studies Program Teaching Mission Statement; 2) revisions to the Certificate Program; 3) the undergraduate major and/or a graduate minor; and 4) name changes of the program.

The Curriculum Committee advises the PROGRAM Chair in 1) the submission of new courses, major revisions of existing courses, and the deletion of courses proposed by the Program for action by the divisional executive committee and by the dean; 2) determining Summer Session course offerings; 3) identifying courses to receive graders and TAs; and 4) revising faculty teaching evaluation forms, as appropriate; and 5) offering a professionalization seminar once each year to Certificate Students.

2. *Student-Faculty Liaison Committee* – The Student-Faculty Liaison Committee consists of members of the PROGRAM faculty chosen by the PROGRAM Chair, who serves *ex officio*. Membership on the Student-Faculty Liaison Committee must be approved by the PROGRAM faculty by a majority vote of the members of the Executive Committee present and voting, assuming a quorum. The Student-Faculty Liaison Committee, in consultation with the PROGRAM Chair, is responsible for: 1) making recommendations to the PROGRAM faculty on new student-faculty liaison projects or initiatives directed at both the Certificate students and the wider UW student community; and 2) soliciting submissions to the undergraduate and graduate student academic journal, when appropriate.

The Student-Faculty Liaison Committee advises the PROGRAM Chair on 1) relations between the PROGRAM and Certificate Program Students and 2) relations between the PROGRAM and the wider UW student community; 3) assignment of faculty advisors to Certificate Students 4) organizing a colloquium/workshop for students to present their work.

Subsection (2) – Select Committees

1. Select Committees shall be established by the PROGRAM Chair or the Executive Committee to accomplish a particular purpose and will cease to exist once that purpose has been served. The Chair shall appoint members to select committees, subject to majority vote of the PROGRAM faculty.

2. The Chair shall, when appropriate, appoint a select committee on community relations and/or development to make recommendations to the PROGRAM faculty on 1) community-program initiatives; 2) relations between the PROGRAM and the Madison and Dane County community; and 3) funding initiatives.

SECTION 3 – PROGRAM BYLAWS

1. The Chican@ & Latin@ Studies Program Bylaws include only those acts confirmed as valid as of December 10, 2003, plus any and all subsequent additions, deletions, amendments, and modifications approved by a majority vote of the members of the Executive Committee present and voting, assuming a quorum.

SECTION 4 - EXCLUSION OF PROGRAM MEMBERS FROM MEETINGS

1. A member of the Chican@ & Latin@ Studies PROGRAM faculty may attend any properly closed meeting of the PROGRAM or of any subunit constituted by PROGRAM legislation, with the following exceptions:

1) meetings of the Executive committee are restricted to associate and full professors (*below* II.1.1.1), although the Committee may invite untenured faculty to participate in a non-voting capacity.

2) This legislation does not apply to meetings concerned with any individual's tenure or promotion.

SECTION 5 - MINUTES OF PROGRAM MEETINGS

1. Minutes of Chican@ & Latin@ Studies PROGRAM Meetings shall be taken in summary form, with no attribution to specific individuals of the views expressed during the discussion of motions, but with an effort to record the leading arguments and considerations involved in any important PROGRAM decision or action.

SECTION 6 - PROGRAM MISSION STATEMENT

1. The Program in Chican@ and Latin@ Studies offers a systematic and Interdisciplinary analysis of Mexican- and Latin-American-origin people, cultures, and collectivities within the United States. The interdisciplinary Program is designed to provide students with a broad knowledge base and the intellectual tools to understand the unity and diversity of U.S. Latina/o populations. The primary objective of the Program is to train students in the study of Chican@ & Latin@s and Latina/os, as well as to introduce them to the central questions, topics, and applications that have emerged in this field of inquiry.

The Program in Chican@ and Latin@ Studies offers a variety of courses, some focusing on particular national-origin groups or specific academic disciplines, and others organized around comparative topics or issues. Examples include: Chicana and Latina History; Topics in Comparative Ethnic Studies; Latina/os and Media; Chicana and Chicano History; Race in the Borderlands; The American West; Chican@ & Latin@ Film Culture; Chicana Feminisms; Chican@ & Latin@ and Latina/o Immigrant and Diasporic Cultures; Mexican American Politics; and Integrative Seminar in Comparative Race and Nationalism.

Supporting this mission is a commitment:

1. to guarantee our own certificate students a complete and balanced curriculum at all levels and in all the fields of Chican@ & Latin@ Studies, including introductory seminars at the elementary and intermediate levels and advanced seminars for upper-class students to sharpen research and writing skills.
2. To maintain the quality of a world-class university.
3. To maintain a level of excellence in academic achievement in both traditional and innovative fields and methodologies of research and publication.
4. To continue active participation in the broader profession of interdisciplinary Chican@ & Latin@, Latino/a, and Ethnic studies on both the national and international levels.
5. To provide a wide range of extracurricular service activities for the campus, the local community and media, and both the national and international communities.

TITLE 2 - APPOINTMENTS AND GOVERNANCE

SECTION 1 – DEFINITIONS

1. Faculty positions are defined along four dimensions: rank (probationary or tenured), tenure home, budget, and teaching obligations.
2. PROGRAM governance rights give voting membership in the PROGRAM but not in the executive committee (FPP 5.10, 5.12.B.). Executive governance rights give voting membership in the PROGRAM and its executive committee; they may be granted only to tenured faculty (FPP 5.10, 5.12.A.). A non-budgeted (affiliation) appointment associates a faculty member with a PROGRAM without governance rights; affiliations may be granted only to probationary and tenured faculty (FPP 5.13.).

SECTION 2 – GOVERNANCE RIGHTS OF TENURE APPOINTMENTS

1. A faculty member who has any portion of his/her probationary or tenure appointment in the Chican@ & Latin@ Studies PROGRAM shall have the right to vote and otherwise participate in the governance of the PROGRAM (FPP 5.10), i.e., has PROGRAM governance rights.
2. Tenured faculty who have fifty percent or more of their tenure appointment in the PROGRAM, or who have less than fifty percent of their tenure appointment in the PROGRAM, but for whom the PROGRAM was the principal sponsor of the appointment, shall have executive governance rights (FPP5.20.A.1-2.). At its discretion and following the procedures in I.2.3(2).3-4 *below*, the Executive Committee may grant executive governance rights to tenured faculty who have less than fifty percent of their tenure appointment in the PROGRAM and for whom the PROGRAM was not the principal sponsor of the appointment.

SECTION 3 – JOINT GOVERNANCE APPOINTMENTS AND RIGHTS

Subsection (1) - Criteria

1. University policy requires that persons with a tenure appointment of 50% or more in the PROGRAM upon promotion or appointment to a tenure rank, become members of the PROGRAM Executive Committee. In addition, probationary faculty with a tenure home in the PROGRAM will become members of the Executive Committee upon promotion or appointment to a tenure rank (FPP 5.10). Finally, *faculty granted a joint-governance appointment by the PROGRAM Executive Committee will become members of the Executive Committee upon promotion or appointment to a tenure rank* (FPP 5.10; 7.19). Non-budgeted PROGRAM faculty without a joint-governance appointment will not be members of the PROGRAM Executive Committee.
2. Any faculty member granted a Joint-Governance Appointment by a majority of the PROGRAM Executive Committee (present and voting, assuming a quorum) whose probationary or tenure appointment is entirely outside of the PROGRAM and whose position is budgeted in the PROGRAM at fifty percent or more shall have joint PROGRAM governance rights appropriate to his or her rank (PROGRAM, if probationary; Executive, if tenured),
3. A faculty member granted a Joint-Governance Appointment by a majority of the PROGRAM Executive Committee (present and voting, assuming a quorum) whose probationary or tenure appointment is entirely outside of the PROGRAM and who holds a budgeted appointment of less than fifty percent in the PROGRAM or has a contractual teaching obligation to the PROGRAM (Partial & Non-Budgeted Joint Governance Faculty, hereafter, P/NBJG faculty) shall have joint PROGRAM governance rights.
4. At its discretion, the Executive Committee may grant to tenured faculty joint executive governance rights. Joint executive appointments may be made when a P/NBJG faculty member is hired with tenure, when a probationary NBJG faculty member receives tenure, or at a later date.

Subsection (2) – Procedures

1. Joint PROGRAM appointments of P/NBJG faculty are for a term of three years and shall be renewed indefinitely by the Chair.
2. Any tenured P/NBJG faculty member who wishes to be considered for a joint executive appointment shall submit a c.v. and a letter of interest to the PROGRAM Chair, together with supporting letters from tenured members in his/her field in the PROGRAM. The PROGRAM Chair shall bring the request to the Executive Committee for a decision.
3. A formal letter inviting a prospective candidate to apply for a Partial or Non-budgeted (Affiliated) Appointment with Joint-Governance shall be drafted and delivered upon a majority vote by the members of the Executive Committee present and voting, assuming a quorum.
4. In the third year of each joint executive appointment, the PROGRAM Chair shall review the P/NBJG faculty member's record of service and teaching and report the results to the PROGRAM's Executive

Committee for approval by a majority vote of the members of the Executive Committee present and voting, assuming a quorum.

5. Joint executive appointments shall be made by a majority vote of the members of the Executive Committee present and voting, assuming a quorum.

SECTION 4 – NON-BUDGETED (AFFILIATED) APPOINTMENTS AND RIGHTS WITHOUT JOINT-GOVERNANCE

Subsection (1) - Criteria

1. In the interests of enhancing its teaching program, the PROGRAM regularly will make non-budgeted (affiliated) appointments of faculty in other departments or programs who do not have a budgeted position or a contractual teaching obligation in the PROGRAM. Individuals being considered for such an appointment shall, at the time of consideration, be teaching a course cross-listed in the PROGRAM (or eligible for cross-listing) or preparing a course for cross-listing.

2. Individuals who hold non-budgeted (affiliated) appointments may identify themselves as “Professor of Chican@ & Latin@ Studies” (with the appropriate modifier) and may supervise Chican@ & Latin@ Studies graduate students, but they do not have governance rights in or service obligations to the PROGRAM.

Subsection (2) – Procedures

1. Nominations for non-budgeted (affiliated) appointments shall be brought to the PROGRAM Chair. Nominations should include a current vita of the candidate, copies of the candidate’s scholarship related to the interests of the PROGRAM, and evidence pertaining to classroom teaching and supervision of graduate students.

2. In consultation with those faculty whose research and teaching interests align most closely with the candidate’s, the Chair shall bring the candidacy to the PROGRAM’s Executive Committee for a decision.

3. A formal letter inviting a prospective candidate to apply for a Non-budgeted (Affiliated) Appointment without Joint-Governance shall be drafted and delivered upon a majority vote by the members of the Executive Committee present and voting, assuming a quorum.

4. Appointments of non-budgeted (affiliated) faculty shall be for a period of three years and may be renewed indefinitely.

5. In the third year of each affiliation appointment, the PROGRAM Chair shall review the faculty member’s record of teaching, ask him/her if s/he would like to renew the affiliation appointment, and report the results to the Faculty Council. In the case of a favorable recommendation, the Chair shall bring a motion for renewal to the PROGRAM’s Executive Committee.

6. Non-budgeted appointments shall be made by a majority vote of the members of the Executive Committee present and voting, assuming a quorum.

SECTION 5 – HONORARY FELLOWS

Subsection (1) – Criteria

1. As a courtesy to visiting scholars, the PROGRAM will on occasion make recommendations to the Dean of Letters & Science for appointments of Honorary Fellows without salary, governance rights, or teaching obligations.

2. An appointment by the Dean of Letters & Science as Honorary Fellow gives an individual official University status and access to libraries and other University facilities.

Subsection (2) – Procedures

1. Nominations for appointment as an Honorary Fellow shall be brought to the PROGRAM Chair. The nomination should include a letter of endorsement by the sponsoring faculty member and a copy of the candidate's current c.v.
2. The Chair shall bring the candidacy to the PROGRAM's Executive Committee for a decision. Honorary-fellow appointment recommendations shall be made by a majority vote of the members of the Executive Committee present and voting, assuming a quorum.
3. The Chair shall submit the PROGRAM-faculty recommendation to the Dean of Letters & Science for consideration and approval.

TITLE 3 - ELECTIONS AND VOTING

SECTION 1 – CERTIFICATE STUDENT COMMITTEE ELECTIONS

1. To expedite and standardize the election of certificate students to PROGRAM committees, the following procedure will be implemented. The election process is to be supervised by a faculty member appointed by the PROGRAM Chair to oversee the election (faculty election coordinator).
2. Public notice of an open meeting for nominations is to be made before the end of the first week of classes in the Fall Semester. Nomination is to commence at an open meeting of all interested (and registered) certificate students no later than the third week of the Fall Semester. Students may be elected to one or more of the following committees:
 - 1) Curriculum Committee: two members to be chosen; in order to maintain continuity, one member will serve for a one-year term and the other for a two-year term.
 - 2) Student-Faculty Liaison Committee: two members to be chosen for a one-year term. One additional member shall be added for each faculty search committee if the number of searches exceeds three. Additional members will be drawn from the original list of nominees. A second election will be held if there were not at least four names on the original ballot.
3. The PROGRAM shall maintain continuity of membership on the Curriculum and Student-Faculty Liaison Committee. The committee Chair shall always (if possible) be given to a faculty member from the previous year's committee.
4. The names of student nominees for each of these committees shall be collected and distributed by the faculty member election coordinator via email to all currently-enrolled certificate students no later than the end of the fourth week of classes. The faculty election coordinator will collect all votes no later than one week from the original date that names were distributed. Votes shall be counted by the faculty election coordinator and results will be made public by posting them in appropriate places within the PROGRAM. Those with the most votes win. Ties shall be decided by awarding the election to the student who has enrolled for the greatest number of semesters; should two or more students still remain tied, the winner shall be decided by lot. When possible, student representatives shall serve through the subsequent election.
5. All elected student representatives will be duly informed of their responsibilities, and each committee will be expected to convene within two weeks of the election of student members. The committee will then set an agenda and prepare a regular schedule of meetings. The Student-Faculty Liaison Committee shall call, from time to time, open forums for all certificate students to discuss matters of interest.

SECTION 2 - VOTING RIGHTS OF CERTIFICATE STUDENTS

1. Elected certificate student representatives may vote on matters before the Curriculum Committee and the Student-Faculty Liaison Committee, provided those matters do not involve personnel issues of the kind reserved for handling in executive committee. The Curriculum Committee and the Student-Faculty Liaison

Committee, are advisory committees. Certificate students do not have voting rights in Program Faculty or Executive Committee meetings.

SECTION 3 - VOTING RIGHTS OF FACULTY MEMBERS

1. Continuing instructors and lecturers have voting rights in meetings of the PROGRAM faculty.
2. The PROGRAM Executive Committee maintains the right to determine whether or not an individual holding a multiple or part-time appointment at a tenure rank shall be a member of the Executive Committee. University policy requires that persons with a tenure appointment of 50% or more in the PROGRAM upon promotion or appointment to a tenure rank, become members of the PROGRAM Executive Committee. In addition, probationary faculty with a tenure home in the PROGRAM will become members of the Executive Committee upon promotion or appointment to a tenure rank (FPP 5.10). Finally, faculty granted a joint-governance appointment by the PROGRAM Executive Committee will become members of the Executive Committee upon promotion or appointment to a tenure rank (FPP 5.10; 7.19). Non-budgeted PROGRAM faculty without a joint-governance appointment will not be members of the PROGRAM Executive Committee.
3. Members must be physically present at meetings of the PROGRAM and of the Executive Committee in order to vote; neither proxy nor absentee ballots are valid. Members attending either a PROGRAM or Executive Committee meeting who leave before a vote on the motion currently being debated may vote on that motion (and only that motion) if, in the judgment of the meeting, they have heard discussion sufficient for them to make an informed decision.

SECTION 4 - REPLACEMENT OF MEMBERS IN ELECTED POSITIONS

1. If a member of the PROGRAM cannot serve in a position to which s/he was elected, the PROGRAM Chair shall fill the vacancy by ranking the other candidates for the position according to the number of votes they achieved in that election and offering the position to individuals in descending rank order until someone agrees to serve. This procedure does not apply in the following cases: (1) elections for PROGRAM Chair; and (2) elections to fill any incumbent's unexpired term of office. In these cases the PROGRAM must conduct a completely new election.

SECTION 5 - RUN-OFF ELECTIONS

1. Candidates placed on the ballot in run-off elections for any PROGRAM position come from the pool of all candidates who received votes, in ranked order of the number of votes for each candidate. The number of candidates cited shall be twice the number of vacancies being contested, plus ties.
2. To win a run-off election for PROGRAM Chair, a candidate must receive a majority of votes cast.

TITLE 4 – LECTURES

SECTION 1 - LECTURES COMMITTEE

1. The Chair shall, when appropriate, appoint a PROGRAM committee on lectures to deal with requests to the All University Lectures Committee and to internal funds for lecture purposes.

TITLE 5 - PHYSICAL PLANT

SECTION 1 – LIBRARY

1. The PROGRAM shall maintain a library of films, books, articles, and copyrighted student papers. In addition, the PROGRAM shall archive all PROGRAM materials having historical significance, including but not limited to, photographs, paintings and other works of art, recorded presentations, interviews, newsletters, newspaper articles, leaflets, course syllabi, and correspondence.

TITLE 6 - CREATION OF NEW COURSES

SECTION 1 - PROCEDURES FOR CREATING NEW COURSES

1. New-course and course-change proposals shall be submitted by Chicano & Latin Studies PROGRAM faculty to the PROGRAM Chair who will forward them to the Curriculum Committee for review and approval. Requests for particular topics courses shall be presented to the PROGRAM Chair who will forward them to the Curriculum Committee for review and approval.
2. Course proposals shall include a form (for PROGRAM use only) that recapitulates the proposal on a single page.
3. When the Curriculum Committee has given its approval, the coordinator of that committee shall, at least one week before the next PROGRAM meeting: 1) make available for review at the reception desk a complete copy of the approved proposal(s); and 2) insert a notice to that effect in the PROGRAM newsletter, if possible.
4. Copies of the single-page PROGRAM form recapitulating the proposal will be distributed to all faculty with the agenda for the next PROGRAM meeting.
5. Approval at the PROGRAM meeting will proceed by automatic consent, unless objections are raised.

ARTICLE II – Personnel	14
TITLE 1 - GENERAL CONSIDERATIONS	14
Section 1 - The Executive Committee and Personnel Decisions	14
Section 2 - Soliciting Outside Letters	14
Section 3 - Membership, Affiliation, and Outside Appointments	14
TITLE 2 - PROMOTION, TENURE AND PERFORMANCE EVALUATION	16
Section 1 - Tenure Policies and Procedures	16
Section 3 - Teaching Evaluation	19
Section 4 - Post-Tenure Review	19
TITLE 3 - SEARCHES AND HIRING	20
Section 1 - Policy on Searches and Ranking	20
Section 2 - Search Committee Procedures	20
Section 3 - Graduate Student Participation in Searches	20
Section 4 - Candidates' Presentation to the PROGRAM	21
TITLE 4 - GRIEVANCE PROCEDURES	21
Section 1 - Graduate and Undergraduate Grievances against Faculty	21
Section 2 - Grievances in Other Cases	21

ARTICLE II – Personnel

TITLE 1 - GENERAL CONSIDERATIONS

SECTION 1 - THE EXECUTIVE COMMITTEE AND PERSONNEL DECISIONS

1. The Executive Committee consists of all associate and full professors of the PROGRAM. [NOTE: For a more detailed description of membership qualifications, see below, II.1.3.2.]
2. All final decisions concerning the appointment, reappointment, promotion, and non-retention of PROGRAM faculty (except promotion to the rank of full professor) rest with the Executive Committee. Only full professors may recommend promotions to full professor.
3. All recommendations concerning the appointment, recruitment, nonretention, dismissal, promotion, appointment to indefinite status, or salary of academic and classified staff and other persons appointed within the PROGRAM itself rest with the Executive Committee.
4. It shall be the responsibility of the PROGRAM Chair to make all evidence and documentation pertaining to personnel decisions available to members of the Executive Committee at least one week in advance of the Committee meeting. The Assistant Professor Review Committee shall have primary responsibility, in consultation with the probationary faculty member, for the collection of supporting material and preparation of necessary documentation prior to Executive Committee review of the probationary appointment (see FPP 7.06).
5. All affirmative recommendations regarding appointment, reappointment, or promotion require a majority of eligible members of the Executive Committee present and voting. Individual review committees reporting recommendations regarding appointment, reappointment, or promotion to the Executive Committee determine their recommendations on the basis of a simple majority vote within the committee.
6. All votes by the Executive Committee on personnel matters involving appointments, promotions or renewals shall be by either a show of hands or by signed ballot in the manner described below. The vote will be by signed ballot if one member requests this form of voting. [NOTE: In signed-ballot votes on any personnel items, members must sign their names to the outside of an envelope containing a second blank envelope. An unsigned paper ballot must be placed inside the inner, unsigned, envelope; failure to sign the outer envelope invalidates the ballot.]

SECTION 2 - SOLICITING OUTSIDE LETTERS

1. In any personnel case necessitating the PROGRAM to solicit outside letters of recommendation on behalf of a candidate (e.g., promotion), the PROGRAM body responsible for proceeding with the case must first obtain authorization from the PROGRAM Chair before soliciting outside letters.

SECTION 3 - MEMBERSHIP, AFFILIATION, AND HONORARY APPOINTMENTS

This section summarizes University regulations concerning the various categories of membership in the PROGRAM; although the implementation of these regulations may be subject to PROGRAM rules, the definitions of categories are dictated by the University and cannot be changed by the PROGRAM.

1. Membership in the PROGRAM: All tenured and probationary faculty holding appointments with a tenure percentage of at least 50% in Chican@ & Latin@ Studies are considered full members of the Chican@ & Latin@ Studies PROGRAM, enjoying the right to perform all academic duties, participate fully on PROGRAM committees, and hold both elective and non-elective posts. An individual's budget percentage is irrelevant for determining membership in the PROGRAM. The PROGRAM may grant joint PROGRAM governance appointments to certain individuals, see below, II.1.3.3(1).

2. Membership in the Executive Committee: All associate and full professors [all tenured faculty holding appointments with a tenure percentage of at least 50% in Chican@ & Latin@ Studies, II.3.1] with a “continuing commitment of one-half time (50%) or more” in a PROGRAM are members of the Executive committee (*Faculty Policies and Procedures* 5.20A.1; UWS 3). Faculty who are tenured in the Chican@ & Latin@ Studies PROGRAM having less than 50% appointments but for whom the PROGRAM “was the principal sponsor of the appointment” also have membership on the executive committee (*ibid.*, 5.20A.2). “Other faculty members having tenure who have been granted joint executive appointments by action of that executive committee” have memberships in the executive committee as well (*ibid.*, 5.20A.3, referencing 5.12A); see below, II.1.3.3(2).

3. Joint Governance Appointments: According to *Faculty Policies and Procedures* 5.12, “A joint governance appointment allows a person who has an appointment to the faculty (under U[niversity of] W[isconsin] S[tatutes] 3) or the collateral faculty [i.e., academic staff] (under UWS 10) in one PROGRAM to participate in the governance of another PROGRAM without a continuing commitment or tenure relationship with that PROGRAM.” Such an appointment “is for a specified term of not greater than three years and is granted only upon the affirmative recommendation of the PROGRAM executive committee to its dean.” Such appointments may be reviewed and renewed upon their expiration. There are two types of joint governance appointments:

(1) Joint PROGRAM Governance: this category “confer[s] voting membership in the Program, but not in the executive committee, and can be granted to both probationary and tenured faculty and to members of the collateral faculty” (i.e., academic staff), *ibid.* Joint PROGRAM Governance appointees may perform all academic duties (e.g., chairing committees), participate fully in PROGRAM committees, and hold both elective and non-elective posts.

(2) Joint Executive Governance: this category “confers voting membership in the PROGRAM and its executive committee and can be granted only to tenured faculty” *ibid.* Joint Executive Governance appointees may perform all academic duties (e.g., chairing committees), participate fully in PROGRAM committees, and hold both elective and non-elective posts. Persons holding tenure outside the PROGRAM are **not** automatically eligible for joint executive governance appointments; the PROGRAM may award them only a joint PROGRAM governance even though such individuals are members of executive committees elsewhere.

4. Non-Budgeted (Affiliated) Faculty Membership: According to *Faculty Policies and Procedures* 5.13, “An affiliation allows a faculty member to be associated with a Department without governance rights or a continuing Department commitment. Affiliations may be granted by the department executive committee only to probationary and tenured faculty and only for fixed terms”—ordinarily for three years. Affiliated faculty may perform all academic duties of full PROGRAM members (e.g., chairing committees) and may serve on committees that do not have governance functions, unless the motion of affiliation imposes specific limitations.

5. Zero Dollar and Honorary Appointments: The PROGRAM may, according to the *Chairs Handbook* of the College of Letters and Science (III.6), appoint an individual as a “visiting scholar so that the individual will have official University status and can use the libraries and other University facilities. This appointment--which is not generally appropriate for those who are graduate students at another institution--requires prior Dean's approval and appointment through an Unclassified Appointment Add Form. The easiest and most common form of such affiliation is by means of appointment as an Honorary Fellow without salary.” Such affiliations “do in fact represent appointments, even if unsalaried.” Approval for “periods up to a year is routine when there is a mutual benefit from such a relationship,” but for longer periods the PROGRAM will have to show cause. [NOTE: The *Chairs Handbook*, IV.4, advises that “Departments considering [joint governance appointments and affiliations] should be sure all parties understand the terms of the appointment, such as any voting rights, the length of the appointment, any expectations of instructional or committee responsibilities, any prospective budgetary or tenure commitments, etc.”]

TITLE 2 - PROMOTION, TENURE AND PERFORMANCE EVALUATION

SECTION 1 - TENURE POLICIES AND PROCEDURES

Subsection (1) - Policies

1. In recommending or not recommending tenure, the Chican@ & Latin@ Studies PROGRAM Executive Committee will exercise its judgment in the interest of ensuring the academic and professional quality of the PROGRAM.
2. PROGRAM criteria for the recommendation for tenure are consistent with the general criteria outlined in *Faculty Policies and Procedures*, 7.14C. The recommendation of tenure shall be based on evidence of (1) teaching excellence; (2) a record of professional creativity, such as research or other accomplishments appropriate to the discipline; and (3) service to the university, to the faculty member's profession, or professional service to the public.
3. A copy of these criteria will be furnished to each probationary faculty member, along with the following statement: "While our standards for recommending tenure are high, the Chican@ & Latin@ Studies PROGRAM, like the University of Wisconsin-Madison as a whole, does not have tenure quotas or a fixed number of tenured faculty positions. Every assistant professor is eligible for promotion, and each of our initial appointments is made with the hope that the individual will warrant promotion to tenure at a later date." A copy of the PROGRAM criteria along with a statement showing how they were applied to the candidate shall be forwarded with a PROGRAM recommendation for tenure.
4. The standard of review (in annual probationary review and at the time of tenure decision) shall be the standard appropriate to the number of years at that point counted in the probationary period, i.e., not the standard appropriate to the number of calendar years since hire.
5. Notwithstanding the responsibility of PROGRAM executive committees to provide for the guidance and evaluation of probationary faculty members (see FPP 7.05), it is the probationary faculty member's responsibility to meet the criteria for tenure as determined by the PROGRAM and the relevant divisional executive committee.

Subsection (2) - Procedures: The Probationary Period

1. In the case of joint-governance appointments in which the tenure home is another department, the PROGRAM Chair will coordinate whenever possible with the tenure-granting department in establishing a joint-review committee. The PROGRAM Executive Committee shall appoint one tenured faculty member to have primary responsibility for the guidance of the probationary faculty member. The Chican@ & Latin@ Studies PROGRAM Executive Committee shall appoint an Assistant Professor Review Committee of two tenured faculty, one of whom may be the probationary faculty member's mentor, charged with carrying out the annual reviews of all assistant professors. Each assistant professor's mentor shall be invited to participate (see under mentoring). The membership of the Review Committee may change from year to year at the discretion of the PROGRAM Executive Committee.
2. Beginning with the second year of a three-year initial appointment, probationary faculty in the Chican@ & Latin@ Studies PROGRAM will be evaluated annually for possible reappointment, promotion, or nonrenewal. This review will be conducted by the Assistant Professor Review Committee and, in the case of joint-governance appointments in which the tenure home is another department, a joint-review committee if possible. The Assistant Professor Review Committee will ensure that each probationary faculty member's file contains all relevant material for the evaluation, and will evaluate the individual's scholarly progress, teaching record, and professional service. The Assistant Professor Review Committee shall have primary responsibility, in consultation with the probationary faculty member, for the collection of supporting material and preparation of necessary documentation prior to Executive Committee review of the probationary appointment (see FPP 7.06). The Committee will prepare a written report on each probationary faculty member, noting areas of strengths and weaknesses, and submit it to the PROGRAM's Executive Committee

for final action. Following discussion of the evaluation by the executive committee, a written evaluation approved by the executive committee shall be given to the probationary faculty member. The probationary faculty member may respond to the evaluation in writing or may, upon request, address the executive committee regarding the evaluation.

3. At least once each year, one or more members of the Assistant Professor Review Committee and the PROGRAM Chair shall discuss with the probationary faculty member PROGRAM and Divisional Committee expectations and his/her progress toward tenure.

4. The Executive Committee, acting on the recommendation of the Assistant Professor Review Committee, shall vote to recommend non-renewal, renewal, or early consideration for tenure. The voting rules governing tenure decisions [see *below*, subsection (5), par. 6] shall apply. The decision of the Executive Committee and the report will also go to the faculty member, who will have one week to respond to the evaluation. The evaluation and the member's response (if any) shall become a part of the member's PROGRAM personnel file (See UWS 3.06, 3.07; and FPP 7.06-7.13).

5. After the initial appointment, reappointment at the non-tenured level is for one year at a time. Around the midpoint of the probationary period, a particularly intensive review, especially with reference to scholarly work, shall be conducted. The tenure decision shall be made at least a year in advance of the expiration of the maximum probationary appointment.

6. The schedule for Review during the Probationary Period shall be:

1st probationary year: There is no formal review. Emphasis is on orientation of assistant professor, appointment of mentor and Review Committee, and establishment of the Review File. In the first or second semester, there will be an informal class visitation (advice given; no written report).

2nd probationary year: The Review Committee's recommendation for extension, promotion, or non-retention is based on the assistant professor's brief abstract (half a page) of the research and writing program thus far and its projected shape over the next three years; the teaching record (peer and student evaluations, syllabi, etc.); and the service record.

3rd probationary year: The Review Committee's recommendation for extension, promotion, or non-retention is based on review and evaluation of all research in print, in press, or accepted; grant proposals, book prospectus, contracts, etc.; book prospectus, proposal or abstract (1-2 pages) of a major research project that meets the expectations of the assistant professor's discipline; an appropriate portion of a major research project; drafts of work in progress that the assistant professor decides to include in the Review File; the teaching record (peer and student evaluations, syllabi, etc.); and the service record.

4th probationary year: The Review Committee's recommendation for extension, promotion, or non-retention is based on review and evaluation of research progress since the last review; the teaching record (peer and student evaluations, syllabi, etc.); and service record.

5th probationary year: The Review Committee's recommendation for extension, promotion, or non-retention is based on review and evaluation of new research (in print, in press, or accepted) since the last review; all work in progress expected to be part of the promotion file in the 6th year; book prospectuses, grant proposals, etc.; the teaching record (peer and student evaluations, syllabi, etc.); and service record.

6th probationary year: The Review Committee's recommendation for extension, promotion, or non-retention is based on consideration of letters from outside referees; the candidate's statement on future research, teaching, and service plans; the evaluation of all research relevant to promotion, in keeping with the expectations of the assistant professor's discipline and according to the appropriate Divisional Committee Guidelines (including work initiated and/or completed before appointment at UW-Madison); the teaching record (peer and student evaluations, syllabi, etc.); and service record.

7. A recommendation for promotion to tenure is possible at any time, and a final decision concerning tenure must be made before the end of the sixth probationary year. Early consideration for promotion of a probationary faculty member will be made only with the concurrence of the candidate.

8. Previous service at another institution may under certain circumstances be subtracted from the normal seven years a person can be appointed in probationary ranks at the University of Wisconsin. This period will be specified in the initial letter of appointment. [Note: See *Faculty Policies & Procedures. University of Wisconsin-Madison, 7.04*]

Subsection (3) - Procedures: Mentoring

1. The Chair of the PROGRAM will annually appoint a tenured faculty member to serve as a mentor for each probationary faculty member. The mentor will meet periodically with the faculty member, help with questions the individual may have, and offer suggestions and support to further the individual's professional progress. At least once each year, the PROGRAM Chair, the mentor, and the faculty member will meet to discuss the PROGRAM's expectations and the member's progress toward tenure.
2. It is desirable that the faculty member(s) assigned responsibility for the guidance of the probationary faculty member remain the same throughout the probationary appointment unless the probationary faculty member requests a change. In some circumstances it may be desirable to formally include tenured faculty from outside the PROGRAM in the guidance of probationary faculty, for example, in interdisciplinary fields in which no member of the PROGRAM has expertise close to that of the probationary faculty member.
3. Guidance of probationary faculty should include information and advice on the areas of responsibility of tenure-track professors: research, teaching, service, and outreach. Experts outside the PROGRAM who can provide specific information and advice on research, teaching and pedagogical effectiveness, and service and outreach should be consulted when appropriate as determined by the probationary faculty member and/or the guidance committee. Guidance committees should monitor teaching responsibilities and service assignments for appropriateness of workload and match of assignment to the probationary faculty member's expertise.
4. The mentor/s will be invited to participate in the annual reviews by the joint-review committee and the Assistant Professor Review Committee, but the formal, written evaluations will reflect the judgment and conclusions of the Review Committee and will be reported to the Executive Committee.

Subsection (4) - Procedures: The Tenure Review Process

1. All probationary joint-governance faculty members to be considered for promotion or extension in a given year shall be notified of that fact in writing no later than the semester preceding the semester in which the decision will be made. This notice will invite the faculty member to submit materials or documentation relevant to the tenure decision.
2. At the beginning of the joint-governance faculty member's tenure decision year, the PROGRAM Executive Committee in consultation with the tenure-granting department shall appoint one or two faculty members to participate in a joint tenure review, if possible. The faculty member will serve also on a PROGRAM Tenure Review Advisory Committee of no fewer than two members for each faculty member under review for tenure. The members of this committee shall be chosen from the Executive Committee. The Tenure Review Advisory Committee, in consultation with the probationary joint-governance faculty member and, when possible, the tenure-granting department, shall compile a list of six outside reviewers with ranking for solicitation of outside letters. The Committee shall submit the list to Executive Committee for review and approval before submission to the tenure-granting department. In the event that the tenure-granting department does not participate in a joint review, the Review Committee will select two outside reviewers from the list of six, according to the ranking established, and solicit letters evaluating the probationary faculty member's scholarship, teaching, and service, as appropriate. All communication with potential reviewers will be kept on file. The PROGRAM Tenure Review Advisory Committee will formulate recommendations for presentation at the joint-review committee meetings in the tenure-granting department, if possible. In addition, the PROGRAM Tenure Review Advisory Committee will report their recommendations to the PROGRAM Executive Committee.

Subsection (5) - Procedures: The Tenure Decision Process

1. On the basis of this evaluation, the Tenure Review Committee will make a recommendation to the PROGRAM Executive Committee.

2. In cases where the Tenure Review Committee votes to recommend non-retention, the individual involved shall be so notified and given an opportunity for a conference with the Tenure Review Committee prior to its recommendation to the PROGRAM Executive Committee.
3. For a period of at least one week before the scheduled Executive Committee vote, a complete file of the candidate's *curriculum vitae*, publications, works in progress, course evaluation forms, outside letters, and other relevant materials shall be made available to all Executive Committee members in some convenient location.
4. When the date is set for the Executive Committee meeting at which the tenure decision will be voted upon, the probationary faculty member shall be notified. Under no circumstances shall this notification be given less than three weeks before the meeting. If a probationary faculty member requests that the meeting of the Executive Committee be open, it must be open. This applies to the initial meeting and to any later reconsideration. Individuals under consideration may attend but do not have the right to participate at the initial decision stage, unless the Executive Committee specifically rules otherwise.
5. Members of the Executive Committee who are on leave may vote in any matter involving renewal or tenure, if present.
6. After a full discussion based on all available evidence, the Executive Committee will vote on the recommendation of the Joint-Tenure Review Committee or the PROGRAM Tenure Review Committee. The vote shall be by signed secret ballot (unsigned ballot in a blank envelope placed inside another envelope that is signed). An affirmative decision by the Executive Committee shall require a majority of those present and voting. Written abstentions shall count as votes cast.
7. The PROGRAM Chair will forward the results of this vote, with appropriate supporting materials, to the Dean of L&S. Supporting material and documentation as specified by the Dean or the Divisional Executive Committee shall be included.
8. The faculty member concerned shall be notified in writing of the decision of the Executive Committee within five working days. In cases of a non-retention decision, the notification must further state that the faculty member will be given, upon request, a written statement presenting the reason(s) for the decision, and that he/she may request a reconsideration of the decision.
9. Procedures for reconsideration and appeal shall be those set forth in *Faculty Policies & Procedures, University of Wisconsin-Madison, 7.07-7.10*.

SECTION 2 - TEACHING EVALUATION

1. Faculty are required to hand out a student response form in all undergraduate-level courses in the Chican@ & Latin@ Studies PROGRAM. The form is required and become part of the faculty teaching record.

SECTION 3 - POST-TENURE REVIEW

1. Every five years faculty whose tenure home is in Chican@ & Latin@ Studies will prepare a dossier for review by the Dean of Letters & Science, who will consider qualitative and quantitative evidence of the faculty member's performance over at least the previous five-year period.
2. Every five years the PROGRAM shall evaluate the contributions of every joint-governance faculty member with tenure in another department, considering qualitative and quantitative evidence of the faculty member's performance over at least the previous five-year period. The evidence should include a current curriculum vitae, annual activity reports, teaching evaluations or summaries of evaluations, and other materials providing evidence of the faculty member's accomplishments and contributions that the PROGRAM or the faculty member feel are relevant to the review. The faculty member should provide the

reviewer(s) with a brief summary of career plans for the future. A two-member committee will write a review to be placed in the personnel file of the faculty member.

3. The PROGRAM Chair shall provide the joint-governance faculty members who have tenure in another department with a written summary of the review. The faculty member shall have the opportunity to prepare a written response to the summary. A copy of the summary and any written response to it shall be given to the PROGRAM Chair and shall be placed in the personnel file of the faculty member. No person will serve as a reviewer if the person under review formally objects to his or her service in that capacity. The objection, made known to the Chair, will be kept confidential.

TITLE 3 - SEARCHES AND HIRING

SECTION 1 - POLICY ON SEARCHES AND RANKING

1. The Executive Committee recommends the appointment of candidates for membership in the PROGRAM only after a search committee has fully reviewed the candidate's work.

2. There will be no search for a candidate to be appointed in a scholarly field which is not consistent with the Executive Committee's previous ranking of PROGRAM needs unless the Executive Committee explicitly gives approval to this search.

SECTION 2 - SEARCH COMMITTEE PROCEDURES

1. All new positions opened in the PROGRAM are to be advertised widely and, if possible, listed in two or more national professional job registries, one of which should be in the search field or discipline.

2. The PROGRAM Chair will appoint a three-person Search and Screen Committee who shall consider all applications and nominations for the (vacant) position, arrange any preliminary interviews with the most promising candidates, and submit their findings (including a ranked list of candidates) to the Executive Committee.

SECTION 3 - CERTIFICATE STUDENT PARTICIPATION IN SEARCHES

1. Within seven days of the formation of a search committee, the Student-Faculty Alliance Committee will contact the Certificate Student Association and the certificate student body and call for petitions for membership on the Faculty Search Student Advisory Subcommittee. Three students will serve on the advisory committee. Petitioners will be asked, in the event of multiple searches, which search they wish to serve on in an advisory capacity, and for their areas of expertise [see *below*, subsection (1)]. At the end of this period, the Student-Faculty Alliance Committee will choose, according to the methods given in subsections (1) and (2) *below*, three students and two alternates to make up the advisory committee. One of the three students shall be a student representative elected to the Student-Faculty Alliance Committee who will act as chair of the advisory committee with full rights of participation. The faculty liaison shall then be notified in writing of the composition of the advisory committee.

Subsection (1) - Procedures and Criteria for Selecting Students to Serve on Advisory Committees.

Student advisory committees should contain a balance of students with and without specific expertise in the field being searched. A 2/1 split, with two members of the advisory committee having expertise, and one not (the expertise of the chair must be counted) should be established. Expertise is defined as 1) having a major field in the area in question; 2) having completed one course and enrolled or completed a second course in the area in question, or 3) in the event that the area being hired is a new field not yet offered, the declared intention to work in the new field shall constitute expertise (the statement of intent to work in the new field will be a 2-page narrative statement along with an annotated list of relevant readings on the new field). Certificate students requesting to serve on advisory committees must provide such information to the Liaison Committee. Once the circulation period has ended and the Student-Faculty Alliance Committee has received all the petitions, the petitioners will be placed on the search committee of their choice, in accordance with the 2/1 formula and the decision of the Student-Faculty Alliance Committee as a whole. In

the event that an insufficient number of petitions to fill a committee are received, the Student-Faculty Alliance Committee shall repeat the circulation process until sufficient candidates are gathered. In the event that there are more petitioners for a particular advisory committee than spaces available, advisory committee members will be chosen by random draw. One draw will be held for those with expertise, and one for those held not to have expertise. The Student-Faculty Alliance Committee will keep a record of the names of unselected petitioners, should the need arise to request their services.

Subsection (2) - *Clarification of the Role of Alternates.*

1. One alternate will be chosen from the pool of petitioners with expertise, and one from the pool of alternates without expertise; they will be moved into the committee with the goal of maintaining the 2/1 balance. The two alternates will serve on the advisory committee only if one of the three chosen members must withdraw. Alternates who are not thus called will not be permitted to vote in the committee's final deliberations, although they may take part in those final deliberations at the discretion of the advisory committee chair.
2. The advisory committee will have the responsibility to attend all public presentations by the candidates and to read all relevant material, including non-confidential aspects of the candidates' dossiers. In addition, the committee will meet as a group with each candidate in an informal setting. Finally, each student advisory committee chair will call an open meeting of students to hear comments on the candidates. The student committee shall then prepare a group report on each candidate, based on both the formal and informal presentations and assessment of all written materials. The summary should include comments about scholarship, teaching, potential contributions to the Chican@ & Latin@ Studies PROGRAM, and potential contributions to student instruction. Any unusual or dissenting comments shall likewise be included in the evaluation.
3. The conclusions of the *ad hoc* student committee will be communicated by the faculty liaison to the search committee and to subsequent PROGRAM meetings for full discussion and evaluation.
4. The Search Committee will take all written student comments into consideration [i.e. not just those presented by the formal student committee] in making its final recommendation to the PROGRAM faculty. However, the student advisory committee does not have voting rights on the Search Committee.

SECTION 4 - CANDIDATES' PRESENTATION TO THE PROGRAM

1. Candidates for budgeted faculty positions in the PROGRAM are expected to present a sample of their work to a PROGRAM workshop. The PROGRAM Chair or the Chair of the appropriate committee shall inform candidates when inviting them to campus that the presentation shall be a formal one.

TITLE 4 - GRIEVANCE PROCEDURES

SECTION 1 - UNDERGRADUATE GRIEVANCES AGAINST FACULTY

The guidelines for grievance procedures may be found at the following web site:

<http://www.legis.state.wi.us/rsb/code/uws/uws.html>

See University of Wisconsin System Legislative Code, Chapter UWS 6, "Complaints and Grievances." (UWS 6.01-6.02; Cr. Register, January, 1975, No. 229, eff. 2-1-75; am. Register, April, 1989, No. 400, eff. 5-1-89).

SECTION 2 - GRIEVANCES IN OTHER CASES

See II-4-1.

ARTICLE III - The Undergraduate Program	23
TITLE 1 - General Considerations	23
Section 1 - Certification in English	23
TITLE 2 - Requirement for the Certificate in Chican@ & Latin@ Studies	23
Section 1- Breadth and Capstone Seminar Requirement	23
TITLE 3 - Honors and Prizes	23
Section 1 – Writing/Creative Prize	23

ARTICLE III - The Undergraduate Program

TITLE 1 - GENERAL CONSIDERATIONS

SECTION 1 – CERTIFICATION IN ENGLISH

1. The Chican@ & Latin@ Studies PROGRAM automatically certifies the English language competency of any student who completes the Chican@ & Latin@ Studies major.

TITLE 2 – REQUIREMENTS FOR THE CERTIFICATE IN CHICAN@ & LATIN@ STUDIES

SECTION 1- BREADTH & CAPSTONE SEMINAR REQUIREMENT

1. Requirements for Certificate in Chican@ & Latin@ Studies:

- 1) Completion of a minimum of 15 credit hours of course work in Chican@ and Latin@ Studies (CLS) with a minimum 2.75 GPA in courses taken within the certificate program.
- 2) At least two 100- or 200-level courses, one of which must be CLS 201, CLS 210, or another designated introductory interdisciplinary survey.
- 3) At least one 300-level course.
- 4) At least one 400-level course.
- 5) At least one 500-, 600-, or 700-level course.
- 6) It is recommended that Letters & Sciences students satisfy the language requirement in Spanish.

TITLE 3 – HONORS AND PRIZES

SECTION 1 - WRITING PRIZE DEADLINES

1. Each year the PROGRAM will award two Writing/Creative Prizes in Chican@ & Latin@ Studies. One each will be awarded for the best undergraduate and best graduate article or creative work published in that year's issue of the Chican@ & Latin@ Studies Journal, *Concientización*. The PROGRAM Chair will appoint a committee of three faculty members who will present their selections for a vote at the May PROGRAM meeting. The prizes will be distributed at an end-of-year award ceremony for certificate students.