

# Chican@ & Latin@ Studies Program Policies and Procedures

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

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## UPDATE NAMES

Accepted by John Karl Scholz, Dean of the College of Letters & Science, University of Wisconsin-Madison Subject to Amendments Passed

### ARTICLE I – Governance

#### **TITLE 1 - PROGRAM ORGANIZATION**

##### SECTION 1 – 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@s and Latin@s, 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.

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 high standards 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 service activities for the campus, the local community, and both the national and international communities.

##### SECTION 2 – THE PROGRAM DIRECTOR

1. The PROGRAM Director holds and exercises all powers that traditionally and legislatively reside in that office. The PROGRAM Director is responsible for the PROGRAM Schedule of Courses, filing requests for temporary instructors, as appropriate, and developing long-term strategies for both staffing service courses and managing enrollment. The PROGRAM Director works with the Student Academic 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 Director, in consultation with the Curriculum Committee, submits new courses, major revisions of existing courses, and deletion of

courses proposed by the PROGRAM for approval and 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 evaluations, as appropriate. The PROGRAM Director conducts faculty teaching evaluations and convenes a PROGRAM prize select or ad hoc committee to award faculty teaching prizes. The PROGRAM Director convenes and appoints members to select committees subject to a majority vote of PROGRAM faculty. The PROGRAM Director 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 Director. 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 during the Spring semester over five weeks beginning on or before the Monday of the third week of the semester and ending on or before the Friday before Spring Break. The process is 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 Director. 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 Director, 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.

### SECTION 3 – MEETINGS

1. Faculty meetings include a) PROGRAM meetings occurring at least once each semester; b) Faculty Committee meetings that will take place as necessary; c) Executive Committee meetings that are called when needed 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. All budgeted and affiliated faculty serve on the Faculty Committee and may vote on all PROGRAM issues.

4. Election of affiliated faculty to the PROGRAM Faculty Committee will be based on a majority vote of members of the PROGRAM Faculty present and voting. Upon their election, 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.

## SECTION 4 – COMMITTEES

### *Subsection (1) – Standing Committees*

1. *Curriculum Committee* - The Curriculum Committee consists of members of the PROGRAM faculty chosen by the PROGRAM Director, who serves *ex officio*. The Curriculum Committee, in consultation with the PROGRAM Director, is responsible for making recommendations to the PROGRAM faculty on: 1) the Chicana@ & Latina@ 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 Director 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 evaluations, as appropriate.

The Curriculum Committee is charged with monitoring program effectiveness and quality. It is responsible for assessing student learning, learning goals, assessment plans, and procedures for reporting

2. *Student-Faculty Liaison Committee* – The Student-Faculty Liaison Committee consists of the Student Academic Advisor and members of the PROGRAM faculty chosen by the PROGRAM Director, 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 Director, 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 Director 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.
3. *Webpage, Technology, & Computer Committee* – The Webpage, Technology, & Computer Committee consists of the PROGRAM Administrator, one member of the faculty and a Project Assistant selected by the PROGRAM Director, the PROGRAM Administrator, and the PROGRAM Director, who serves *ex officio*. The Webpage, Technology, & Computer Committee, under the direction of the Webpage, Technology, & Computer Committee Director and in consultation with the PROGRAM Director, is responsible for: 1) making recommendations to the PROGRAM faculty on integrating the newest technology into PROGRAM initiatives, including the webpage; and 2) making recommendations to the PROGRAM staff and faculty on the purchase of PROGRAM computers, printers, and related technology.

### *Subsection (2) – Select Committees*

1. Select Committees shall be established by the PROGRAM Director or the Executive Committee to accomplish a particular purpose and will cease to exist once that purpose has been served. The Director shall appoint members to select committees, subject to majority vote of the PROGRAM faculty.
2. The Director 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 5 – PROGRAM POLICIES AND PROCEDURES

1. The Chican@ & Latin@ Studies PROGRAM Policies and Procedures 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 6 – 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, 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 7 – 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.

## **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. Executive governance rights give voting membership in the PROGRAM and its executive committee; they may be granted only to tenured faculty.

### SECTION 2 – PROCEDURES

1. Appointments of affiliated faculty are for a term of three years and can be renewed indefinitely by the executive committee.
2. The PROGRAM Director shall bring the request for affiliate status to the Executive Committee for a decision. Nominations should include a current vita of the candidate, copies of the candidate's scholarship related to the interests of the PROGRAM.
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. In the third year of each affiliation appointment, the PROGRAM Director shall review the faculty member's record of teaching and/or service, ask if they would like to renew the affiliation appointment, and report the results to the executive committee for approval, 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.
6. 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 Director of the PROGRAM. Each budgeted member of the PROGRAM shall submit to the PROGRAM Director an annual report on professional activities to inform the Director during the merit exercise. The Director shall report to the Executive Committee the method (rationale) governing the distribution of merit raises before she/he actually undertakes the distribution. The Director, in consultation with the Executive Committee, will give appropriate weight to excellence and innovation in teaching when making decisions concerning merit increases in salary.

## SECTION 3 – 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 Director. 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 Director 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 Director 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. All declared PROGRAM certificate students are members of the PROGRAM's official student academic association, Chican@ & Latin@ Certificate Student (ChiLaCSA). The election process is to be supervised by the Student Academic Advisor in consultation with the Student Faculty Liaison Committee.
2. A public call for nominations shall be made before the end of the fourth week of classes in the Fall Semester. Nomination will commence no later than the sixth week of the Fall Semester. Students may serve on PROGRAM committees as deemed appropriate by the Director and the faculty.
3. Votes shall be counted by the faculty election coordinator and results will be made public by posting them in appropriate places within the PROGRAM. The two candidates with the most votes will constitute the Student Faculty Liaison Committee. Ties shall be decided by awarding the election to the student who has enrolled for the greatest number of semesters; should there still be a tie, the winner shall be decided by lot. When possible, student representatives shall serve through the subsequent election.
4. 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.
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. 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. The PROGRAM Executive Committee retains the right to determine whether or not an individual holding an affiliate, multiple or part-time appointment at a tenure rank shall be a member of the Executive Committee.
2. 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.
3. Continuing instructors and lecturers do not have voting rights in meetings of the PROGRAM faculty.

## **TITLE 4 – LECTURES**

### SECTION 1 – LECTURES COMMITTEE

1. The Director 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.
2. When appropriate, the PROGRAM shall donate historical materials to the university archives so they may be available to researchers.

## **TITLE 6 – CURRICULAR CHANGES AND THE CREATION OF NEW COURSES**

### SECTION 1 – PROCEDURES FOR CREATING NEW COURSES

1. New-course, cross-listing and course-change proposals shall be submitted by Chican@ & Latin@ Studies PROGRAM faculty to the PROGRAM Director for review and approval. Requests for particular topics courses shall be presented to the PROGRAM Director for review and approval.
2. Course proposals shall include a form (for PROGRAM use only) that recapitulates the proposal on a single page.
3. Copies of the single-page PROGRAM form recapitulating the proposal will be distributed to all faculty with the agenda for the next PROGRAM meeting.
4. Approval at the PROGRAM meeting will proceed by automatic consent, unless objections are raised.

### SECTION 2 – PROCEDURES FOR CURRICULAR CHANGES

1. Any Chican@ & Latin@ Studies faculty or staff member may propose a change to the PROGRAM'S undergraduate or graduate requirements. Students may also propose changes.
2. Persons who wish to propose changes to the PROGRAM'S requirements should consult with the Director and submit a proposal by email to the Curriculum Committee. The proposal should be not more than one page in length.
3. The committee shall follow the procedure outlined for new course proposals in SECTION 1 regarding curricular changes.

## 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.
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, non-retention, 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 Director 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.
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.

## **TITLE 2 - PROMOTION, TENURE AND PERFORMANCE EVALUATION**

### SECTION 1 – TENURE POLICIES AND PROCEDURES

#### *Subsection (1) - Policies*

1. PROGRAM criteria for the recommendation for tenure are consistent with the general criteria outlined in *Faculty Policies and Procedures*. 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.
2. 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.

#### *Subsection (2) - Procedures: The Probationary Period*

1. In the case of joint-governance appointments in which the tenure home is another department, the PROGRAM Director 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 Chicano & 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. 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 with a budgeted appointment in the Chicano & 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 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. 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).

4. Affiliate faculty may request a review from the PROGRAM in order to document their service.

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

1<sup>st</sup> 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).

2<sup>nd</sup> probationary year: The Review Committee's recommendation for extension, promotion, or nonretention 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.

3<sup>rd</sup> probationary year: The Review Committee's recommendation for extension, promotion, or nonretention 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.

4<sup>th</sup> probationary year: The Review Committee's recommendation for extension, promotion, or nonretention 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.

5<sup>th</sup> probationary year: The Review Committee's recommendation for extension, promotion, or nonretention 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 6<sup>th</sup> year; book prospectuses, grant proposals, etc.; the teaching record (peer and student evaluations, syllabi, etc.); and service record.

6<sup>th</sup> probationary year: The Review Committee's recommendation for extension, promotion, or nonretention 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.

## SECTION 2 – POST-TENURE REVIEW

1. Every five years faculty whose tenure who hold a budgeted appointment 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. Upon request the PROGRAM shall evaluate the contributions of every affiliate 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 Director 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 Director and shall be placed in the personnel file of the faculty member.
4. Affiliate faculty may request a review in order to document their service to the PROGRAM.

## TITLE 3 - SEARCHES AND HIRING

### SECTION 1 – SEARCH COMMITTEE PROCEDURES

1. All new tenure track faculty 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 Director 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.
3. The Search and Screen Committee will work in conjunction with candidate's' tenure department.
4. All non-tenure-track instructional positions opened in the PROGRAM are to be advertised widely with a focus on southern Wisconsin and its environs.
5. The PROGRAM director will form a Search and Screen Committee consisting of him or herself and at least one other faculty member, who shall consider all applications and nominations for the (vacant) non-tenured position, arrange interviews with the most promising candidates, and develop a ranked list of candidates. The Director may involve other members of the Executive Committee in the process at his or her discretion and shall notify PROGRAM faculty as soon as candidates have accepted offers.

## TITLE 4 - GRIEVANCE PROCEDURES

## SECTION 1 – UNDERGRADUATE GRIEVANCES AGAINST FACULTY

1. Any student having a grievance arising from an academic action by an instructor, committee, or other representative of the Department must first submit his/her grievance to the party involved. If attempts at informal resolution fail and the student wishes to appeal further, the student should submit a written appeal to the Director, stating the basis of appeal and providing information and, if necessary, documentation supporting the appeal.
2. The appeal must offer a reasonable case as to why the academic action should be reviewed. Under no circumstances will the Director review the academic judgment of an instructor or examination committee. The claim for review must be founded upon grounds other than the academic judgment of the instructor or committee (e.g., course requirements, College degree requirements affecting undergraduates).
3. The Director may review the appeal personally, or appoint an ad hoc committee for this purpose. The grievant shall be afforded the opportunity for an oral hearing with the Director (or ad hoc committee, if constituted). The Director and/or committee shall also consult with those whose academic action has led to the appeal. The appellant may use the resources of the advising staff when appropriate (i.e., not directly involved in the original grievance), if undergraduate degree requirements are involved, to assist in preparation of the appeal.
4. The Director will respond in writing to the grievance. Program legislation concerning appeals for graduate students is not affected by this policy.

## SECTION 2 - GRIEVANCES IN OTHER CASES

1. The University follows guidelines for grievance procedures set by State law: [http://docs.legis.wisconsin.gov/code/admin\\_code/uws/6](http://docs.legis.wisconsin.gov/code/admin_code/uws/6). 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).

### ARTICLE III - The Undergraduate Program

#### **TITLE 1 -- REQUIREMENTS FOR THE CERTIFICATE IN CHICAN@ & LATIN@ STUDIES**

Requirements for the Certificate in Chican@ & Latin@ Studies approved by the Letters & Science Curriculum Committee appear in the current edition of the UW-Madison Course Guide. All changes to the requirements must be approved by the L&S Curriculum Committee and will go into effect when they appear in the UW-Madison Course Guide.

#### **TITLE 2 – HONORS AND PRIZES**

1. Each year the PROGRAM may 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 Director will appoint a committee of two or more faculty members who will present their selections for a vote at the April PROGRAM meeting. The prizes will be distributed at an end-of-year award ceremony for certificate students.
2. Each year that funds are available the PROGRAM will confer at least one Jesús Salas Academic Activist Award on at least one Chican@ & Latin@ Certificate student who who has both excelled in academic pursuits and made outstanding service contributions to the Chican@ & Latin@ Community. The award is named in honor of longtime activist Jesus Salas for his continuous commitment and dedication to that advancement and well-being of the Chican@ and Latin@ community. The PROGRAM Director will

appoint a committee of two or more faculty members who will present their selections for a vote at the April PROGRAM meeting. The Award or Awards will be distributed at an end-of-year award ceremony for certificate students.

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