

Chican@ & Latin@ Studies Program Policies and Procedures

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

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Contents

TITLE 1 - PROGRAM ORGANIZATION	3
SECTION 1 – PROGRAM MISSION STATEMENT.....	3
SECTION 2 – THE PROGRAM DIRECTOR.....	3
SECTION 3 – MEETINGS OF GOVERNING BODIES	5
SECTION 4 – SUBCOMMITTEES.....	5
SECTION 5 – PROGRAM POLICIES AND PROCEDURES.....	7
SECTION 6 – EXCLUSION OF PROGRAM MEMBERS FROM MEETINGS	Error! Bookmark not defined.
SECTION 7 – MINUTES OF PROGRAM MEETINGS.....	7
TITLE 2 - APPOINTMENTS AND GOVERNANCE	7
SECTION 1 – DEFINITIONS.....	7
SECTION 2 – PROCEDURES.....	8
SECTION 3 – HONORARY FELLOWS	9
TITLE 3 - ELECTIONS AND VOTING	9
SECTION 1 –PROGRAM STUDENT COMMITTEE ELECTIONS.....	9
SECTION 2 – VOTING RIGHTS OF PROGRAM STUDENTS.....	10
SECTION 3 – VOTING RIGHTS OF FACULTY MEMBERS	10
TITLE 4 - PHYSICAL PLANT.....	10
SECTION 1 – LIBRARY	10
TITLE 6 – CURRICULAR CHANGES AND THE CREATION OF NEW COURSES	11
SECTION 1 – PROCEDURES FOR CREATING NEW COURSES	11
SECTION 2 – PROCEDURES FOR CURRICULAR CHANGES.....	11
TITLE 1 - GENERAL CONSIDERATIONS	11
SECTION 1 – THE EXECUTIVE COMMITTEE AND PERSONNEL DECISIONS	11
TITLE 2 - PROMOTION, TENURE AND PERFORMANCE EVALUATION.....	12
SECTION 1 – TENURE POLICIES AND PROCEDURES.....	12
SECTION 2 – POST-TENURE REVIEW	15
TITLE 3 - SEARCHES AND HIRING.....	15
SECTION 1 – SEARCH COMMITTEE PROCEDURES	15
TITLE 4 - GRIEVANCE PROCEDURES.....	16
SECTION 1 – UNDERGRADUATE GRIEVANCES AGAINST FACULTY	16
SECTION 2 - GRIEVANCES IN OTHER CASES.....	16
TITLE 1 – REQUIREMENTS FOR THE MAJOR, CERTIFICATE, AND DOCTORAL MINOR IN CHICAN@ & LATIN@ STUDIES	17
TITLE 2 – HONORS AND PRIZES.....	17

Accepted by Eric Wilcots, 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

The PROGRAM in Chican@ and Latin@ Studies advances interdisciplinary research and teaching on Chican@ and Latin@ peoples, cultures, and collectivities within the United States. We also examine the transnational dimensions of Chican@ and Latin@ lives, arts, and societies. We strive for excellence in research and teaching, support our undergraduate and graduate students, and contribute to the university's mission to serve all students, advance knowledge, serve residents of Wisconsin and advance education beyond the university in line with the Wisconsin Idea.

Supporting this mission is a commitment:

1. To guarantee our own 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 balance our work in service to the campus, the local community, and both national and international professional communities to the best extent possible

SECTION 2 – THE PROGRAM DIRECTOR

The PROGRAM Director holds and exercises all powers that traditionally and legislatively reside in the office of department chair in Faculty Policies and Procedures 5.31. The PROGRAM Director in consultation with the Administrative Manager 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 Academic Advising Manager and

Administrative Manager 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 and Administrative Manager, in consultation with the Curriculum Committee, submit 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 EXECUTIVE COMMITTEE. The PROGRAM Director appoints members to serve on PROGRAM committees, subject to a majority vote of the PROGRAM faculty present and voting.

1. 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. The Director's term is typically for three years.
2. 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 may make nominations or self-nominations for the role of Director. Faculty on sabbatical or other leave will be asked to submit names via email or post to the current Director.
 - 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, all PROGRAM

faculty will vote on the Director. 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 OF GOVERNING BODIES

1. Faculty meetings include a) PROGRAM FACULTY meetings occurring at least once each semester; b) EXECUTIVE COMMITTEE meetings when needed to address personnel, budgetary, curriculum and/or governance matters, including faculty recruitment and appointment.
2. All affiliated and budgeted faculty serve on the PROGRAM FACULTY Committee and may vote on all PROGRAM issues (For example, speaker series, fundraising plans, student-centered initiatives, campus outreach/relations, community outreach/relations). The Director shall call a meeting of the PROGRAM FACULTY at the request of any two members of the PROGRAM FACULTY. A quorum at a meeting of the PROGRAM FACULTY consists of 50% or more of all PROGRAM FACULTY. Virtual attendance counts for a quorum if the meeting is held entirely or partly by videoconference.
3. All academic staff are invited to attend PROGRAM FACULTY meetings and may vote on PROGRAM issues.
4. Tenured budgeted and tenured affiliated faculty with a joint governance appointment, as defined in Faculty Policies and Procedures 5.20, serve on the EXECUTIVE COMMITTEE and may vote on all personnel, budgetary, curriculum and/or governance matters, including faculty recruitment and appointment. The EXECUTIVE COMMITTEE operates according to Faculty Policies and Procedures 5.21 A quorum at a meeting of the EXECUTIVE COMMITTEE consists of 50% or more of the tenured budgeted and tenured affiliate faculty with a joint governance appointment. Virtual attendance counts for a quorum if the meeting is held entirely or partly by videoconference. The Executive Committee may decide to invite members of the PROGRAM FACULTY to attend EC meetings in a non-voting capacity except those meetings in which personnel issues will be addressed

SECTION 4 – SUBCOMMITTEES

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: 2) revisions to the Certificate Program; 3) revisions to the undergraduate major, 4) the doctoral minor; and 5) 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) teaching and pedagogy in the department; 3) determining Summer Session course offerings; 4) identifying courses to receive graders and TAs; and 5) revising faculty teaching evaluations, as appropriate. The Curriculum Committee is charged with monitoring curricular 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 appointed faculty members, Academic Advising Manager, student representative from ChiLaCSA, student representative from *Latinx Studies Journal*, and the program director (ex officio). The committee will consider existing and develop (when necessary) new initiatives aimed at providing CLS students at UW-Madison with opportunities for social integration and academic success and achievement. The committee will implement actions to assist in the academic success and achievement of CLS students, including fostering dialogues and collaborations between students and faculty, showcasing student research, and integrating students into department academic activities. The committee will also consider, develop, and implement activities to make the CLS program known more widely among students at UW-Madison and/or participate in ongoing activities in this area. The committee may advise or make recommendations to the PROGRAM FACULTY on strengthening student-faculty relations.
3. *Faculty Professional Development Committee* – The Faculty Professional Development Committee consists of members of the PROGRAM faculty chosen by the PROGRAM Director, who serves *ex officio*. The Faculty Professional Development Committee, in consultation with the PROGRAM Director, is responsible for 1) enriching the intellectual life of the Program and support for faculty research by organizing events in which faculty can share work in progress, 2) organizing supportive programming for faculty working towards tenure, and 3) arranging mentoring relationships between senior faculty and junior faculty when needed.
4. *Funding Committee* – The Funding committee consists of members of the PROGRAM faculty chosen by the PROGRAM Director, who serves *ex officio*. The Funding committee, in consultation with the PROGRAM Director, seeks opportunities and develops initiatives for the PROGRAM to raise funds. The Funding Committee also aids the PROGRAM Director and staff in maintaining relationships with alumni and donors.
5. *Equity, Diversity, and Inclusion Committee*. – The Equity, Diversity, and Inclusion Committee consists of the Academic Advising Manager, Administrative Manager, and members of the PROGRAM faculty and staff chosen by the PROGRAM Director, who serves *ex officio*. The Equity, Diversity, and Inclusion Committee seeks to make the PROGRAM a safe, inclusive, and welcoming environment for all by 1) identifying PROGRAM strengths and areas for growth in diversity, equity, and inclusion, 2) suggesting initiatives and action plans to the PROGRAM Director and faculty to enhance diversity, equity, and inclusion, 3) assessing climate and culture in the PROGRAM. 4) monitor the implementation of initiatives, action plans related to diversity, equity, and inclusion, and 5) advising the PROGRAM Director and faculty on responses to problems related to social inequity and group identity.

6. *Speakers Series Committee.* The Director shall, when appropriate, appoint a PROGRAM committee to create and organize academic lectures and events on important topics in the field. The committee will conceptualize series and events and propose these to the PROGRAM faculty. Once approved, the committee will fundraise for events, organize events and publicity (with assistance from the Administrative Manager) and host speakers.
7. *Student Awards Committee.* The Director shall appoint a committee from among PROGRAM Faculty members to review applications and nominations for Valedictorian and Salutatorian, Jesus Salas Award, and Somos Student Professional Development Award. The committee will present its recommendations to the April PROGRAM Faculty meeting for approval.

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 EXECUTIVE COMMITTEE.
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 – 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 five dimensions: rank (probationary or

tenured), tenure home, budget, teaching obligations, and service.

2. Appointment to the PROGRAM FACULTY gives voting membership in the PROGRAM FACULTY but not in the Executive Committee. EXECUTIVE COMMITTEE governance rights give voting membership in the PROGRAM and its EXECUTIVE COMMITTEE; they may be granted only to tenured faculty.
3. BUDGETED FACULTY automatically have membership in the PROGRAM FACULTY and, when tenured, in the EXECUTIVE COMMITTEE.
4. AFFILIATE FACULTY may be elected to the PROGRAM FACULTY as either joint governance-appointment affiliates or non-governance appointment affiliates by the EXECUTIVE COMMITTEE. Affiliate faculty with a non-governance appointment may attend and participate in PROGRAM FACULTY meetings but may not participate in the EXECUTIVE COMMITTEE even if tenured. Upon their election, zero budget joint governance-appointment affiliate faculty will serve on PROGRAM committees and, if tenured, on the EXECUTIVE COMMITTEE. Non-governance appointment affiliates are welcome to attend PROGRAM FACULTY meetings and vote on PROGRAM issues with no expectation of service to the PROGRAM.

SECTION 2 – PROCEDURES

1. Election of AFFILIATE FACULTY to the PROGRAM FACULTY Committee will be based on a majority vote of members of the EXECUTIVE COMMITTEE. Appointments of AFFILIATE 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. 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 what basis (zero budget joint governance appointment or non-governance affiliation), and report the results to the EXECUTIVE COMMITTEE for approval, assuming a quorum.
4. Every member of the PROGRAM faculty 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 merit pay exercise. The Director shall report to the EXECUTIVE COMMITTEE the method (rationale) governing the distribution of merit raises before she/he undertakes the distribution. The Director, in consultation with the EXECUTIVE COMMITTEE, will give

appropriate weight to excellence and innovation in research and 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 –PROGRAM STUDENT COMMITTEE ELECTIONS

1. All students declared in the PROGRAM Certificate or major are members of the PROGRAM's official student academic association, Chican@ & Latin@ Certificate Student (ChiLaCSA). The election process is to be supervised by the Academic Advising Manager 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. All elected student representatives will be duly informed of their responsibilities and will convene students for a meeting 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 PROGRAM students to discuss matters of interest.

SECTION 2 – VOTING RIGHTS OF PROGRAM STUDENTS

1. PROGRAM student representatives may vote on matters before the Student-Faculty Liaison Committee and any other committees to which they are appointed by the Director provided those matters do not involve personnel issues. PROGRAM students do not have voting rights in PROGRAM Faculty or Executive Committee meetings.

SECTION 3 – VOTING RIGHTS OF FACULTY MEMBERS

1. The EXECUTIVE COMMITTEE as defined above retains the right to determine whether 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 in-person meetings of the PROGRAM FACULTY and of the EXECUTIVE COMMITTEE to vote; neither proxy nor absentee ballots are valid. If meetings are held by videoconference or in hybrid format, votes cast in virtual format are valid.
3. Lecturers, Teaching Faculty, and Teaching Professors have voting rights in meetings of the PROGRAM FACULTY but not in meetings of the EXECUTIVE COMMITTEE.

TITLE 4 - 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 Curriculum Committee for review and approval. Requests for particular topics courses shall be presented to the Curriculum Committee for review and approval.
2. Course proposals shall be submitted through the LUMEN course proposal process or its successor platform. The Curriculum Committee will offer initial review and approval.
3. Copies of or links to the LUMEN proposal will be distributed to all faculty with the agenda for the next PROGRAM Faculty or EXECUTIVE COMMITTEE meeting.
4. Approval at the PROGRAM Faculty or EXECUTIVE COMMITTEE meeting will proceed by majority vote.

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. 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 those holding the rank of Professor may recommend and vote on promotions to the rank of Professor. All recommendations concerning the appointment, recruitment, non-retention, dismissal, or promotion rest with the Executive Committee. Decisions about salary of academic and classified

staff and other persons appointed within the PROGRAM itself rest with the Director. The Director may consult with Executive Committee on these questions.

2. 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. Annual Review Committee Chairs 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.
3. All affirmative recommendations regarding appointment, reappointment, or promotion require a majority of eligible members of the Executive Committee present and voting. When individual review committees report recommendations regarding appointment, reappointment, or promotion to the Executive Committee, those review committees determine their recommendations based on a simple majority vote within the committee.
4. All votes by the Executive Committee on personnel matters involving appointments, promotions or renewals shall be by either a show of hands or by voice.

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) research excellence and/or professional creativity as appropriate to the discipline ; (2) teaching excellence ; 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 Director shall appoint one tenured faculty member to have primary responsibility for the guidance of the probationary faculty member (mentor). The Director shall appoint an Annual 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.

2. Beginning with the second year of a three-year initial appointment, probationary faculty with a budgeted appointment in the Chican@ & Latin@ Studies PROGRAM will be evaluated annually for possible reappointment, promotion, or nonrenewal. This review will be conducted by the Annual 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 Annual 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:
 - 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 and assistance to pre-tenure faculty member in locating teaching and research resources. An informal first year teaching observation will take place in the first year.
 - 2nd probationary year: The Review Committee's recommendation for extension, promotion, or non-retention is based on the assistant professor's one- to two-page description of major research or professional project and anticipated development of it over the next three years; the candidate's CV; copies of any publications since hire or forthcoming work; the teaching record (peer and student evaluations, syllabi, etc.); and the service record. At least one peer teaching evaluation will occur in second year and all subsequent

years before tenure.

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.

6. 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. 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 a faculty member who holds 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 governance rights in the PROGRAM and 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, publications relevant to Chican@ and Latin@ studies, 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 with governance rights may request a review in order to document their service to the PROGRAM.
5. Affiliate faculty without governance rights in the PROGRAM may request a letter of support from the Director documenting their contributions to Chican@ and Latin@ Studies.

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.
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. 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), as well as UW-Madison policies and procedures governing staff grievances.

ARTICLE III - The Undergraduate Program and Doctoral Minor

TITLE 1 – REQUIREMENTS FOR THE MAJOR, CERTIFICATE, AND DOCTORAL MINOR IN CHICAN@ & LATIN@ STUDIES

Requirements for the BA, Certificate, and Doctoral Minor 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 the University Curriculum Committee and will go into effect when they appear in the UW-Madison Course Guide.

TITLE 2 – HONORS AND PRIZES

Each year the PROGRAM may award two Writing/Creative Prizes in Chican@ & Latin@ Studies. One each will be awarded for the best undergraduate article or creative work published in that year's issue of the Chican@ & Latin@ Studies Journal, *Latinx Studies Journal*. A second award may be made for the best graduate article or creative work submitted. If the Program awards these prizes, the Awards Committee 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 PROGRAM students.

1. Each year that funds are available the PROGRAM will confer at least one JESÚS SALAS ACADEMIC ACTIVIST AWARD on at least one Chican@ & Latin@ Studies student 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 Awards Committee 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 PROGRAM students. Students are only eligible to receive this award once.
2. Each year that funds are available the PROGRAM will confer at least one SOMOS PROFESSIONAL DEVELOPMENT AWARD on a student and one on a faculty or staff member. The awards will support professional, academic, or artistic initiatives. Examples of eligible initiatives include travel to professional meetings, research expenses, research assistants, travel to collections, training that would enhance teaching, and creative projects. Students are only eligible for this award once. The award draws on funds donated by Dr. Andrea-Teresa Arenas, in part with funds from sales of the book *Somos Latinas*, which recounts the oral histories of notable women of Latin American descent in Milwaukee. The Awards Committee will present their selections for a vote at the April PROGRAM meeting. Students are only eligible to receive this award once.