

# UW Colleges Constitution

## Chapter 11 - Academic Programs

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Added by the Senate (SAPC) 2014-10-24  
Revised by the Senate (SAPC) 2016-04-22

### 11.00 Academic Programs

An academic program is defined as an institutional functional unit that offers an organized curriculum of related disciplinary or interdisciplinary courses and is recognized by the faculty, senate and chancellor. Academic programs are established to a) address teaching and research needs in a sub-discipline within an academic department, b) coordinate curricula, teaching and research that are multi- or interdisciplinary in nature and, therefore, require expertise from two or more departments, c) address specialized instructional needs that do not fall within the jurisdiction or expertise of existing departments or d) provide instruction, research and service in emerging academic disciplines that may, in the future, become academic departments.

#### 11.01 Membership

All persons teaching credit or non-credit bearing courses in an academic program shall be members of one or more academic departments, and shall be approved to teach in the program by the person's academic department or departments and the coordinator, director or chair of the academic program. Upon approval of the voting members of an academic program, membership may also be granted to individuals who do not teach in the program but have research, service or other interests.

#### 11.02 Voting Rights

The Program may establish bylaws which grant others voting rights. These bylaws should clearly lay out the grounds for both initial and continuing membership in the program.

#### 11.03 Jurisdiction and Responsibilities

Revised by the Senate (SAPC) 2016-04-22

Academic programs may fall under one of the following jurisdictions: a) within one or more academic departments, b) under the direction of the Office of Academic and Student Affairs, c) in collaboration with Academic Affairs and a department or d) as autonomous curricular units that do not have departmental status. In collaboration with the appropriate academic departments, academic programs shall be responsible for maintenance of standards regarding curriculum and teaching personnel within the program. Programs shall develop and maintain an appropriate curriculum of courses, advise participating departments, the Senate and campus collegium on curriculum within the program, search and screen all candidates for appointment to teach in the program, and regularly evaluate all program members. No appointment, renewal, or promotion may be made regarding faculty or instructional staff of the program, and no one shall teach a credit course in the program's curriculum, without the approval of the appropriate academic program and appropriate academic department or departments. Academic departments shall provide oversight of academic programs that are housed within one or more departments. The

housing department's oversight of a housed academic program shall be specified in departmental bylaws. Academic programs that are autonomous curricular units without departmental status shall provide oversight of the academic program as specified in program bylaws.

#### **11.04 Directors and Coordinators and Chairs of Academic Programs**

Revised by the Senate (SAPC) 2016-04-22

Each academic program shall have a chair, coordinator or director. For academic programs under the jurisdiction of the Office of Academic and Student Affairs, the coordinator or director is appointed by the Vice Chancellor for Academic and Student Affairs. For academic programs administered by one or more departments, the coordinator or director is selected by the chancellor or the chancellor's designee from among the tenured faculty members participating in the program, following a preferential ballot by all voting members of the program. Academic programs that are autonomous curricular units without departmental status shall have a chair, director or coordinator selected by the chancellor or the chancellor's designee from among the tenured faculty members participating in the program, following a preferential ballot by all voting members of the program. If the chancellor does not choose the person nominated by the program, he/she shall request that the program make another nomination. Upon appointment, academic program chairs, coordinators or directors shall oversee program curriculum and curricular activities, shall be the spokesperson for the program and shall be responsible for maintenance of program records, for the calling of program meetings, and for such other duties as may be delegated by the program or the chancellor.

#### **11.05 Committees**

Each academic program shall have as many committees as it deems necessary to formulate recommendations to the department, the Senate, the campuses, the campus deans, the chancellor, or other individuals or groups. An executive or coordinating committee, which shall have responsibility for curriculum, teaching appointments and evaluation of instructors, shall be established by each academic program.

#### **11.06 Meetings**

Each academic program shall hold at least one meeting per semester. Meetings of academic programs may exceed one per semester with the approval of the chancellor.

#### **11.07 Bylaws**

Revised by the Senate (SAPC) 2016-04-22

Each academic program shall develop and maintain written bylaws specifying the policies and procedures to be followed by the program. Bylaws for academic programs that address teaching and research needs in a sub-discipline within one academic department shall have bylaws that are part of the departmental bylaws. In the absence of departmental bylaws that address program-specific policies and procedures, members of the housed academic program shall develop necessary bylaws. Interdisciplinary academic programs will have a unique set of bylaws. Bylaws will be written and maintained by members of the academic program.

## **11.08 Creation, Relocation, or Termination of Academic Programs**

Revised by the Senate (SAPC) 2016-04-22

An academic program can be created or relocated upon identification by the faculty, senate and chancellor of the need to a) address teaching and research needs in a sub-discipline within an academic department, b) coordinate curricula, teaching and research that are multi- or interdisciplinary in nature and, therefore, require expertise from two or more departments, c) address specialized instructional needs that do not fall within the jurisdiction or expertise of existing departments or d) provide instruction, research and service in emerging academic disciplines that may, in the future, become academic departments. Academic programs may be terminated upon recognition by the faculty, senate and chancellor that the program no longer addresses teaching, research and/or service needs of the UW Colleges. The Senate shall establish procedures for the development, approval and termination of academic programs.

## **11.09 Status of Programs Existing Prior to This Amendment**

Academic programs existing prior to the adoption of this amendment shall have one year to comply with constitutional requirements.