

Governance Structure for the Integrated Liberal Studies (ILS) Program
University of Wisconsin—Madison
Adopted by ILS Faculty Vote, April 2, 2018

Preamble: The mission of ILS is to provide an integrated exploration of the great themes of human inquiry and expression in scientific, literary, political, economic, historical and artistic thought.

1. Executive Committee

a. Membership

- i. Regular members: Associate professors or professors to whom ILS has a continuing commitment of
 1. One-half time or more, as required by FP&P § 5.20.A.1., or
 2. Less than one-half time, but for whom that department or program was the principal sponsor of the appointment, as required by FP&P § 5.20.A.2.
- ii. Invited members: Tenured Faculty with ILS Affiliate (Governing) status as outlined in § 3 below may be invited by the executive committee to be members as provided for by FP&P §§ 5.12.A, 5.20.A.3. Invitation shall be approved by a majority vote of the Executive Committee. Invited executive committee membership shall be for a period of up to three years. Renewal of said status may be granted by a majority vote by the Executive Committee.
- iii. Composition: Efforts shall be made to ensure that the Executive Committee has broad representation, with at least one member, regular or invited, but not more than two, from departments or programs with long-standing resource commitments to ILS. Selection shall be made on advice of these departments or programs.
- iv. Chair: The Chairperson of the Executive Committee shall be the ILS chair.

b. Leave: Members who are on leave may participate in its decisions insofar as participation is feasible in the judgment of the executive committee, as provided for by FP&P § 5.20.B.

c. Charge

- i. Personnel oversight: The executive committee shall, as provided for in FP&P § 5.21:
 1. Make recommendations concerning faculty appointments, recruitment, leaves, nonretentions, dismissals, promotions, and salaries and other program budget matters, which are transmitted through the chair to the dean.
 2. Review and make recommendations concerning the appointment, recruitment, nonretention, dismissal, promotion, appointment to indefinite status, or salary of academic and university staff and

other persons appointed within the program itself; or, for duties not administered by the program, whenever those personnel actions affect the instructional activities or budget of the program.

- ii. Delegation: The executive committee may, by annual vote, delegate to a subcommittee or to the chair the authority to make recommendations with respect to any or all of the following matters: salaries, faculty recruitment, nonfaculty personnel actions, and equipment and supplies, as provided for by FP&P § 5.22.A, except as noted in FP&P § 5.22.C.

2. Chair

a. Selection

- i. Affiliates of ILS, as defined in § 3 of this document, shall make advisory selection of the chair annually by secret paper ballot, which will be transmitted to the dean of the College of Letters & Science, pursuant to FP&P §§ 5.10, 5.20, 5.30.A. The academic department specialist in ILS shall annually (February) conduct the balloting for the chair. A simple majority of the vote suffices to produce a recommendation to the Dean.
- ii. The term of office of a program chair is one year, but there is no limit to the number of terms that may be served, as provided for by FP&P § 5.30.D.

b. Duties

- i. All duties required by FP&P § 5.31.
- ii. Execution of any authority delegated by the executive committee under § 1.c.ii. of this document.

3. Affiliate Status (Governing): Eligibility for affiliate status (governing) is open to:

- a. Previous and current chairs of ILS who are not retired.
- b. Professors, associate professors, or assistant professors to whom ILS has a continuing commitment of half-time or more.
- c. Professors, associate professors, or assistant professors to whom ILS does not have a continuing commitment of half-time or more, but for whom ILS was the principal sponsor of their appointment.
- d. Academic staff with a teaching appointment in ILS of half-time or more
- e. Any other person affiliated with the university may be named an ILS affiliate (governing) by a majority vote of the Faculty Committee, as described in §5 below. The Faculty Committee shall strongly consider both the following criteria when determining whether to grant affiliate (governing) status:
 - i. Whether the person under consideration shows a demonstrable record of commitment to the historical mission of the ILS program.
 - ii. Whether the person under consideration demonstrates an ongoing intention to teach for ILS. Factors that may demonstrate such an intention could include whether the person in the last two academic years has been or intends in the next two academic years to be the sole teacher for an ILS class or co-teacher for at least two ILS classes.

- f. Unless a person is granted affiliate status under §§ 3.a, 3.b, or 3.c of this document, their affiliate status shall lapse three years after it is granted, unless a continuing of that status is granted by a majority vote of the Faculty Committee.
- 4. Affiliate Status (non-governing): Affiliate status (non-governing) may be granted to:
 - a. Professors, associate professors, assistant professors, or academic staff, affiliated with the University.
 - b. Affiliates (non-governing) do not vote on any matters relating to ILS operations or governance.
- 5. Faculty Committee
 - a. Membership
 - i. All current members of the Executive Committee.
 - ii. All current affiliates of ILS.
 - iii. The chair of the Faculty Committee shall be the ILS chair.
 - b. Charge
 - i. Oversee and approve the granting of affiliate status.
 - ii. Oversee and provide advice to the chair regarding the membership of the Curriculum, Scholarship and Awards, and Advancement and Alumni Outreach Committees.
 - iii. Advise chair and standing committees on operations and strategic planning for ILS.
 - iv. Advise chair and Executive Committee on matters of personnel and budget.
 - v. Advise chair and Executive Committee on agendas.
 - vi. Respond to motions presented by standing committees and conduct votes as appropriate.
 - c. Meetings
 - i. At least once at the beginning of both Fall and Spring semesters.
 - ii. Additional meetings as necessary.
 - iii. Agenda posted publicly at least twenty-four hours in advance of meetings.
- 6. Curriculum Committee
 - a. Membership
 - i. The chair of the Curriculum Committee shall be appointed annually by the ILS chair with the advice of the faculty.
 - ii. Three ILS affiliates (governing) appointed annually by the ILS chair with the advice of the Curriculum Committee chair. The ILS chair should attempt to include one ILS affiliate (governing) who teaches in rotation for the program's first tier courses (ILS 201/202, 203/204, 205/206).
 - iii. The ILS Chair shall be, *ex officio*, a member of the Curriculum Committee. The ILS Chair shall vote only to break tied votes. Program Chair's attendance is optional.
 - b. Chair's duties: The chair of the Curriculum Committee shall:
 - i. Call and preside over meetings. Cancel meetings when necessary.
 - ii. Ensure agendas are distributed.

- iii. Communicate and consult regularly with the ILS chair.
 - iv. Communicate changes in curriculum to the academic department specialist.
 - v. Present the Committee's recommendations to the Faculty Committee for approval.
 - c. Charge: Manage issues related to ILS courses. Specific duties are to include, but not limited to:
 - i. Review and approve new courses, course changes, and course discontinuation proposals prior to submission to the College and University curriculum committees.
 - ii. Review inactive courses for deletion.
 - iii. Vet cross-listed and meets-with status courses.
 - d. Meetings
 - i. One regular meeting every Fall and Spring semester.
 - ii. Additional meetings as necessary.
 - iii. Agenda circulate to Committee at least twenty-four hours in advance of meetings.
7. Scholarship and Awards Committee
- a. Membership
 - i. The chair of the Scholarships and Awards Committee shall be appointed annually by the ILS chair with the advice of the faculty.
 - ii. Three ILS affiliates (governing) appointed annually by the ILS chair with the advice of the Scholarships and Awards Committee chair. The ILS chair should attempt to include one ILS affiliate (governing) from each of the program's first tier courses.
 - iii. The ILS Chair shall be, *ex officio*, a member of the Scholarships and Awards Committee. The ILS Chair shall vote only to break tied votes. Program Chair's attendance is optional.
 - b. Charge
 - i. Manage timely calls for student applications for scholarships and oversee collection and archiving of applications.
 - ii. Review student applications and select winners for the various awards and scholarships available.
 - iii. Prepare student awards to present at yearly banquet and for publicity through University Communications.
 - iv. Manage and adjudicate the Howe-Bascom competition for faculty and instructional academic staff and present recommendations to the ILS Chair for approval.
 - v. Prepare Howe-Bascom award for presentation at annual banquet and oversee publicity through University Communications.
 - vi. Manage and adjudicate the Meiklejohn-Powell competition, including consultation with Curriculum Committee should the selected application include a course proposal, and present recommendation to the ILS Chair.

- vii. Manage and adjudicate, as prescribed in §§ 7.b.v.&vi, any new awards that arise from new gifts to ILS.
 - viii. Recommend to ILS Chair the annual banquet speaker.
 - c. Meetings
 - i. One planning meeting in the Fall semester and at least one meeting in the Spring semester to review scholarship and award applications.
 - ii. Additional meetings as necessary or requested.
 - iii. Agenda circulated to Committee at least twenty-four hours in advance of meetings.
- 8. Advancement and Alumni Outreach Committee
 - a. Membership
 - i. Up to three ILS affiliates (governing), ILS staff, or Student Ambassador appointed by the ILS chair. The ILS chair should attempt to include one ILS affiliate (governing) from each of the program's first tier courses.
 - ii. The chair of the Advancement and Alumni Outreach Committee shall be elected annually by the Committee's members.
 - iii. The ILS Chair shall be, *ex officio*, a member of the Advancement and Alumni Outreach Committee.
 - iv. . The ILS Chair shall vote only to break tied votes. Meeting attendance is optional.
 - b. Charge: Oversee and manage, in consultation with the ILS Chair, all contacts with ILS alumni, including the bi-annual newsletter, annual campus alumni events, and outreach efforts. Specific duties are to:
 - i. Prepare bi-annual newsletter by calling for material from ILS faculty, staff, and students.
 - ii. Work with the academic department specialist and chair on layout and circulation of the newsletter.
 - iii. Work with academic department specialist to schedule and staff annual campus alumni events at the Meiklejohn House.
 - iv. Oversee communications with alumni, working with academic department specialist to maintain a mailing list and database of contacts.
 - v. Advise the Faculty Committee on new initiatives for building relationships with alumni and for fundraising.
 - c. Meetings
 - i. At least once in both Fall and Spring semesters.
 - ii. Additional meetings as necessary.
 - iii. Agenda circulated to Committee at least twenty-four hours in advance of meetings.