

Supersedes January 2011	Date Issued December 14, 2012	Page 1 of 2	Procedure No. ISyE P 07.2
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DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

Procedure Number:	ISyE P 07.2
Page:	1 of 2
Subject:	Department Policies Governing Joint Governance Appointments and Affiliations
Date Issued:	December 14, 2012
Supersedes:	January 21, 2011
Written by:	Faculty Affairs cluster
Approved by:	ISyE faculty members at December 14, 2012 department meeting
Review/Approved Date:	December 14, 2012

1. Purpose:

The purpose of the following document is to define the requirements of faculty members who have joint governance appointments or affiliations with the Department of Industrial and Systems Engineering (ISyE).

2. Scope:

This procedure applies to faculty members who have an affiliation with ISyE or a joint governance appointment (with voting privileges on the ISyE Department Executive Committee). The applicable university regulations will also apply in addition to the requirements stated below.

3. Related Procedures and Other Documentation:

Other Documents

- Faculty policies and procedures
 - http://www.secfac.wisc.edu/governance/fpp/Chapter_1.htm
- Definition of Joint Governance Appointment:
 - http://www.secfac.wisc.edu/governance/FPP/Chapter_5.htm#512
- Definition of Affiliate Appointment:
 - http://www.secfac.wisc.edu/governance/FPP/Chapter_5.htm#513
- Definition of a Graduate School appointment
 - http://www.secfac.wisc.edu/governance/FPP/Chapter_3.htm#305
- ISyE Department: Roles, Rights, and Responsibilities of Affiliate Faculty

4. Procedure

- 4.1 UW Madison faculty members who desire an affiliate appointment in the ISyE Department should demonstrate an active research program relevant to ISyE and be sponsored by at least two regular faculty members of the ISyE Department who will represent to the Executive Committee the scope, rights, and responsibilities of the appointment requested.

Supersedes January 2011	Date Issued December 14, 2012	Page 2 of 2	Procedure No. ISyE P 07.2
----------------------------	----------------------------------	----------------	------------------------------

- 4.2 The ISyE Executive Committee will consider requests for affiliate appointments based on a faculty member's qualifications, and will grant affiliation limited to the rights conferred by the Executive Committee and specified in the appointment letter by the ISyE Department Chair. Affiliate appointment is decided by a majority vote of the Executive Committee as a personnel action.
- 4.3 During a three-year period, the expectation is that faculty affiliated with the ISyE Department will fulfill at least two of the eight criteria listed below:
1. Teach an ISyE course, or a course that is cross-listed with ISyE
 2. Lead an independent study course in the ISyE Department
 3. Serve on an ISyE departmental committee
 4. Serve as an advisor for an ISyE graduate student (MS or PhD)
 5. Serve on the dissertation committee of an ISyE graduate student
 6. Serve as an examiner for the ISyE qualifying exam
 7. Give an ISyE seminar presentation
 8. Engage in a joint research project with an ISyE faculty member
- 4.4 The faculty of the Graduate School includes all university faculty defined in FPP 1.02. holding professional rank (professor, associate professor, assistant professor or instructor) in any department with graduate program authority, including those with zero-time appointments in such departments (FPP 3.05 A), as specified as part of the appointment letter. An affiliate appointment in ISyE therefore may convey such rights to affiliates for the duration of their appointment in ISyE, including recommending PhD students for admission and serving as a PhD student major advisor, as specified as part of the appointment letter (FPP 3.05 D).
- 4.5 Requests for a joint governance appointment are considered on a case-by-case basis by the Executive Committee. Faculty members who in addition to affiliation have a joint governance appointment with voting privileges are expected to attend at least four (4) Executive Committee meetings during each academic year of their appointment.
- 4.6 Affiliate faculty appointments are made for a period of three years. An affiliate faculty member should be notified of the pending expiration of their appointment by the department. Appointment renewal requires a letter from the affiliate faculty member detailing their contributions to the department over the past three years, indicating which of the expected criteria specified in Section 4.3 were met, detailing their participation, and expressing their continued interest to meaningfully participate. Renewal of an appointment is decided by a majority vote of the Executive Committee, whose decision may be based on meeting the expectations above.
- 4.7 If a graduate student is admitted based on an affiliate faculty member recommendation, the affiliate faculty member is typically expected to advise the student until completion of the degree program. Affiliates are expected to annually communicate to the student and department (via the Academic Affairs Cluster) on the student's progress, and if the student is funded, on the prospects for continuation of funding. An affiliate faculty member should work closely with a faculty peer in the ISyE Department to ensure that any ISyE graduate student that he or she mentors is receiving appropriate advising in order to meet the degree requirements (ISyE P14.1) and making satisfactory academic progress towards the degree (ISyE P11.1).

END OF PROCEDURE