DATE: May 7, 2015

TO: Michael Bernard-Donals, Vice Provost for Faculty and Staff (non-voting, ex-officio), chair
Professor Tom Broman
Professor Amy Wendt
Scott Mellor (Academic staff representative)
Elaine M. Klein (Academic staff representative)
Michelle Young, Office of Academic Planning and Institutional Research (non-voting, ex-officio)
Catharine DeRubeis, Academic Personnel Office (non-voting, ex-officio)

FROM: Jo Ellen Fair, Chair, University Committee

RE: Creation of an Ad Hoc Committee on Minimum Qualifications for Instructors

With this memo, I am formally inviting you to become members of the Ad Hoc Committee on Minimum Qualifications for Instructors.

This committee will write a policy outlining the minimum qualifications for instructors (academic staff and faculty) at UW-Madison. In preparation for the university’s next round of accreditation, the committee will study and make recommendations concerning instructors’ minimum degree requirements and develop criteria for exceptional cases when instructors may lack particular degrees but have relevant professional experience suited to the classroom or to advising or serving on students’ graduate committees. This committee will look at policies at peer institutions and their policies, particularly those from institutions belonging to the North Central Association of Schools and Colleges.

A short report is due November 20, 2015, to the University Committee.

Thank you in advance for your service on this important committee.

University Committee
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