

**School of Education  
Academic Planning Council (APC)  
Policies and Procedures**

**APC Charge:**

The School of Education (SoE) Academic Planning Council (APC) is a key governance body for the School of Education, established in accordance with Section 3.08 of the University of Wisconsin-Madison Faculty Policies and Procedures (FP&P).

**The APC provides advise to the Dean on:**

- 1) Program reviews and the development or deletion of academic programs (e.g., majors, certificates, PhD minors);
- 2) Strategic and long-term planning;
- 3) Budgetary planning and resource allocation;
- 4) Programmatic decisions likely to affect promotion and tenure or the non-renewal of faculty;
- 5) Diversity initiatives; and
- 6) Campus or school policies or other factors that affect the school's ability to fulfill its academic mission.

**Rules governing the SoE APC:**

- 1) Agendas will be posted on the APC website at least 5 days in advance of meetings.
- 2) Items may be added to the agenda at the meeting under new business. However, items added under new business will not be voted on until a later meeting.
- 3) Members of the SoE community (faculty and staff) are encouraged to bring items of interest to the attention of APC. Please contact XXX regarding matters that might be brought to the council.
- 4) Minutes of meetings will be posted on the APC website.
- 5) Once per year, all SoE faculty and staff will receive an email that briefly describes the APC and its function and lets them know where agendas and meeting minutes can be found.
- 6) Notice of APC membership will be distributed to all faculty and staff at the beginning of the academic year.
- 7) In accordance with FP&P, the APC shall review the structure and functions of the APC every five years. The last review was submitted in Spring of 2016.

**Elections and Membership:**

*Section to be completed after membership configuration is determined.*

*Will need to include procedures for filling slots that are vacated mid-term, any restrictions on number of consecutive terms a person can serve, and any restrictions (if any) on who can be elected.*