



University of Wisconsin
Eau Claire

FACULTY AND ACADEMIC STAFF RULES AND PROCEDURES

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PART I: WISCONSIN STATUTES AND ADMINISTRATIVE CODE DEFINITIONS

The constitution of the university faculty and the university academic staff is based on Chapter 36 of the Wisconsin Statutes and on the *Wisconsin Administrative Code: Rules of Board of Regents of the University of Wisconsin System* (abbreviated UWS).

ARTICLE ONE: WISCONSIN STATUTES

WISCONSIN STATUTE 36.09[3]

Chapter 36 of the Wisconsin Statutes defines, for the University of Wisconsin System, the primary responsibilities of chancellors in educational policy-making and in institutional governance:

(a) The chancellors shall be the executive heads of their respective faculties and institutions and shall be vested with the responsibility of administering board policies under the coordinating direction of the president and be accountable and report to the president and the board on the operation and administration of their institutions. Subject to board policy the chancellors of the institutions in consultation with their faculties shall be responsible for designing curricula and setting degree requirements; determining academic standards and establishing grading systems; defining and administering institutional standards for faculty peer evaluation and screening candidates for appointment, promotion and tenure; recommending individual merit increases; administering associated auxiliary services; and administering all funds, from whatever source, allocated, generated or intended for use of their institutions.

(b) The chancellor may designate a person as provost, to act as chief executive officer of the institution in the chancellor's absence, if the person currently holds a limited appointment as vice chancellor, associate chancellor, assistant chancellor, associate vice chancellor or assistant vice chancellor. The chancellor may not create an additional administrative position for the purpose of this paragraph.

WISCONSIN STATUTE 36.09[4]

Chapter 36 of the Wisconsin Statutes defines, for the University of Wisconsin System, the primary responsibilities of faculty members in educational policy-making and in institutional governance:

The faculty of each institution, subject to the responsibilities and powers of the board, the president and chancellor of such institution, shall be vested with the responsibility for the immediate governance of such institution and shall actively participate in institutional policy development. As such, the faculty shall have the primary responsibility for academic and educational activities and faculty personnel matters. The faculty of each institution shall have the right to determine their own faculty organizational structure and to select representatives to participate in institutional governance.

WISCONSIN STATUTE 36.09[4M]

Chapter 36 of the Wisconsin Statutes defines, for the University of Wisconsin System, the primary responsibilities of academic staff members in institutional governance:

The academic staff members of each institution, subject to the responsibilities and powers of the board, the president and the chancellor and faculty of the institution, shall be active participants in the immediate governance of and policy development for the institution. The academic staff members have the primary responsibility for the formulation and review, and shall be represented in the development, of all policies and procedures concerning academic staff members, including academic staff personnel matters. The academic staff members of each institution shall have the right to organize themselves in a manner they determine and to select their representation to participate in institutional governance.

WISCONSIN STATUTE 36.09[5]

Chapter 36 of the Wisconsin Statutes defines, for the University of Wisconsin System, the primary responsibilities of students in institutional governance:

The students of each institution or campus subject to the responsibilities and powers of the board, the president, the chancellor and the faculty shall be active participants in the immediate governance of and policy development for such institutions. As such, students shall have primary responsibility for the formulation and review of policies concerning student life, services and interests. Students in consultation with the chancellor and subject to the final confirmation of the board shall have the responsibility for the disposition of those student fees which constitute substantial support for campus student activities. The students of each institution or campus shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.

ARTICLE TWO: ADMINISTRATIVE CODE DEFINITIONS

The Wisconsin Administrative Code is a collection of state agency rules developed by the policy-making body of each State of Wisconsin agency under authority provided in the Wisconsin Statutes. The section of the Wisconsin Administrative Code pertaining to the University of Wisconsin System is officially entitled *Rules of Board of Regents of the University of Wisconsin System* (abbreviated UWS).

UWS 1.01 ACADEMIC STAFF

"Academic staff" means professional and administrative personnel, other than faculty and university staff, with duties and types of appointments that are primarily associated with higher education institutions or their administration.

UWS 1.04 FACULTY

"Faculty" means persons who hold the rank of professor, associate professor, assistant professor, or instructor in an academic department or its functional equivalent in an institution. The appointment of a member of the academic staff may be converted to a faculty appointment in accordance with UWS 3.01 (1)(c).

UWS 1.05 FACULTY STATUS

By action of the appropriate faculty body and chancellor of an institution, members of the academic staff may be designated as having "faculty status." Faculty status means a right to participate in faculty governance of an institution in accordance with the rules of the institution. Faculty status does not confer rank or tenure or convert an academic staff appointment into a faculty appointment.

PART II: CONSTITUTION OF THE UNIVERSITY FACULTY AND UNIVERSITY ACADEMIC STAFF

(Constitution of the university faculty ratified by the university faculty May 1982; amended May 1984, March 1986, May 1987, May 1992. Constitution of the university academic staff ratified by the university academic staff May 1987; amended May 1992. Constitution of the university faculty and the university academic staff ratified by the university faculty and the university academic staff May 1998; amended May 2010, May 2012.)

ARTICLE ONE: UNIVERSITY FACULTY

SECTION A – NAME

The name of this organization is the University Faculty of the University of Wisconsin-Eau Claire.

SECTION B – PURPOSE

The purpose of this organization is to enable the University Faculty to exercise its responsibility for the immediate governance of the institution under the leadership of the chancellor and within the framework established by the Board of Regents of the University of Wisconsin System in accordance with Chapter 36.09 of the Wisconsin State Statutes.

SECTION C – DEFINITIONS

The University Faculty is composed of three groups:

1. tenured or probationary faculty who hold the rank of professor, associate professor, assistant professor, or instructor in an academic department or its functional equivalent;
2. academic staff who have been designated as having faculty status by the faculty and the chancellor of the University of Wisconsin-Eau Claire, as outlined in the bylaws; and
3. limited appointees (e.g., academic deans, director of libraries) who hold concurrent ranked faculty appointments in academic departments or functional equivalents. (US 10/04)

For purposes of eligibility for membership on University Faculty committees that require academic staff membership, academic staff is academic staff without faculty status who are eligible to vote in academic staff elections.

SECTION D – VOTING

University Faculty who are employed for one-half time or more have the privilege of voting.

SECTION E – MEETINGS

The University Faculty shall meet in regular sessions two times a year at the call of the chancellor. One of those meetings shall be at or near the beginning of the fall semester. The second meeting, to be held in April, shall include the report of the nominating committee, as outlined in the bylaws of the University Faculty, and provide an opportunity for nominations from the floor. Special meetings of the University Faculty may be called by the chancellor or upon the request of 15 percent of the University Faculty members eligible to vote. Written notice of the time, place, and agenda of University Faculty meetings shall be given to each University Faculty member at least 48 hours in advance.

SECTION F – PRESIDING OFFICER

The chancellor or the chancellor's designated representative presides at University Faculty meetings.

SECTION G – UNIVERSITY FACULTY COMMITTEES

Standing committees of the University Faculty shall be established or abolished following the same procedures as those established for amending this article. Membership and functions of all University Faculty standing committees shall be included in the bylaws. The University Faculty may, either directly or by action of the University Faculty members of the University Senate, establish ad hoc committees. (UF 5/10)

Election is by mailbox ballot following nominations from the floor at the spring University Faculty meeting. In the event an elected member of a committee is unable to fulfill the duties of the committee due to an official leave (sabbatical, medical leave, etc.), the committee chair may request a temporary replacement of that member following the established procedures for filling vacancies on committees as outlined in the bylaws of the University Faculty. (US 11/03)

SECTION H – RELATIONSHIP OF THE UNIVERSITY FACULTY TO THE UNIVERSITY SENATE

The University Senate is empowered to act for the University Faculty, which may review and overrule any action of the University Senate. Such review may be initiated by a request for a special meeting as provided in Article One, Section E.

ARTICLE TWO: UNIVERSITY ACADEMIC STAFF

SECTION A – NAME

The name of this organization is the University Academic Staff of the University of Wisconsin-Eau Claire.

SECTION B – PURPOSE

The purpose of this organization is to enable the University Academic Staff to be active participants in the immediate governance of and policy development for the University within the framework established by the Board of Regents of the University of Wisconsin System in accordance with Chapter 36.09 of the Wisconsin Statutes.

SECTION C – DEFINITIONS

The University Academic Staff is composed of four groups:

1. indefinite or probationary administrative and professional academic staff;
2. fixed term administrative and professional academic staff;
3. instructional academic staff without "faculty status," and
4. limited appointees with academic staff back-up positions.

SECTION D – VOTING

University Academic Staff who are employed for one-half time or more have the privilege of voting.

SECTION E – MEETINGS

The University Academic Staff shall meet in regular sessions two times a year at the call of the chancellor. One of those meetings shall be at or near the beginning of the fall semester. The second meeting, to be held

in April, shall include the report of the nominating committee, as outlined in the bylaws of the University Academic Staff, and provide an opportunity for nominations from the floor. Special meetings of the University Academic Staff may be called by the Chancellor or upon the request of 15 percent of the University Academic Staff members eligible to vote. Written notice of the time, place, and agenda of University Academic Staff meetings shall be given to each University Academic Staff member at least 48 hours in advance.

SECTION F – PRESIDING OFFICER

The chancellor or the chancellor's designated representative presides at University Academic Staff meetings.

SECTION G – UNIVERSITY ACADEMIC STAFF COMMITTEES

Standing committees of the University Academic Staff shall be established or abolished following the same procedures as those established for amending this article. Membership and functions of all University Academic Staff standing committees shall be included in the bylaws. The University Academic Staff may, either directly or by action of the University Academic Staff members of the University Senate, establish ad hoc committees. (UAS 5/10)

Election is by mailbox ballot following nominations from the floor at the spring University Academic Staff meeting.

SECTION H – RELATIONSHIP OF THE UNIVERSITY ACADEMIC STAFF TO THE UNIVERSITY SENATE

The University Senate is empowered to act for the University Academic Staff, which may review and overrule any action of the University Senate that comes under the primary responsibility of the University Academic Staff. Such review may be initiated by a request for a special meeting as provided in Article Two, Section E.

ARTICLE THREE: UNIVERSITY SENATE

SECTION A – NAME

The name of this organization is the University Senate of the University of Wisconsin-Eau Claire.

SECTION B – PURPOSE

The University Senate is a deliberative body empowered to act for the University Faculty and the University Academic Staff in matters of faculty and academic staff responsibility and concern.

SECTION C – MEMBERSHIP

All members of the University Faculty or the University Academic Staff who are eligible to vote, as defined in Article One: Section D and Article Two: Section D of this constitution, and who have served at least three semesters are eligible for membership in the University Senate. University Faculty and University Academic Staff members of the Senate are expected to serve as representatives of the University Faculty and University Academic Staff, respectively, as a whole, regardless of the manner in which they have been elected. The size of the University Senate, the distribution of senators, and the terms of office for senators shall be included in the bylaws. (US 11/11)

SECTION D – VOTING

Under Wisconsin State Statute 36.09, primary responsibility for curricular matters and faculty personnel policy rests with the University Faculty, and primary responsibility for academic staff personnel policy rests with the University Academic Staff. Therefore, after discussion by the full Senate, voting on all matters directly related to curriculum shall be reserved for those senators who are members of the University Faculty. After discussion by the full senate, voting on personnel policies shall be reserved for those senators who are members of the group, University Faculty or University Academic Staff, to which the policy applies. If those members of the senate without primary responsibility desire to vote their concern on a matter, a member of that group of senators may request that a vote be taken by those members. The results would be forwarded to the chancellor along with the vote of the members with primary responsibility.

SECTION E – MEETINGS

1. The University Senate shall normally meet monthly at a time and place determined by the chair. Special meetings of the senate may be called by the chair, at the direction of the Executive Committee, or on the written request of 10 senators or 20 members of the University Faculty and the University Academic Staff.
2. Meetings of the University Senate are open. Written notice of the agenda of the senate meetings shall be given to all University Faculty and University Academic Staff members at least 24 hours in advance of the meetings. The items on which action is taken shall be related to items on the agenda when practicable. Any University Faculty or University Academic Staff member or group of University Faculty or University Academic Staff members may request the chair place a matter on the senate agenda.

SECTION F – PRESIDING OFFICER

The chair of the University Senate presides at University Senate meetings. In the event the chair is unable to do so, the chair-elect or vice chair (as described in the bylaws) shall preside over the meetings. Election procedures and terms for officers shall be included in the bylaws. (US 11/11)

SECTION G – COMMITTEES

The University Senate shall create and maintain standing and ad hoc committees to assist in its deliberations. Such committees are responsible to the University Senate and their recommendations on matters of policy become effective only after receiving approval from the University Senate. Chairs of University Senate standing committees must be senators. In the event an elected member of a committee is unable to fulfill the duties of the committee due to an official leave (sabbatical, medical leave, etc.), the committee chair may request a temporary replacement of that member following the established procedures for filling vacancies on committees as outlined in the bylaws of the University Senate. (US 11/03)

Membership and functions of all University Senate standing committees shall be included in the bylaws. (US 5/10)

SECTION H – UNIVERSITY SENATE – STUDENT RELATIONS

1. Students who visit University Senate meetings may speak or make presentations with the prior consent of the presiding officer. Meetings of the University Senate will be open meetings.

2. The senate chair shall receive all communications from the Student Senate, inform the senate of actions taken by the Student Senate that are relevant to the concerns of the faculty and academic staff, and refer such actions to the appropriate senate committees.

SECTION I – UNIVERSITY SENATE – CHANCELLOR RELATIONS

The University Faculty and the University Academic Staff and their primary legislative body, the University Senate, shall serve as a consultative body to provide the chancellor with faculty and academic staff recommendations for making those policy decisions for which the chancellor assumes responsibility in consultation with the faculty under Wisconsin State Statute 36.09 [4] and with the academic staff under Wisconsin State Statute 36.09 [4m]. University Senate consultation with the chancellor will follow standard administrative and University Senate procedures, with the senate committees recommending appropriate actions to the University Senate and reporting to the senate any actions the committees may have taken in consultation with the chancellor as authorized by the charge to the committee set forth in the bylaws.

ARTICLE FOUR: COLLEGE FACULTIES

SECTION A

The faculty of University of Wisconsin-Eau Claire shall be organized into the faculties of the Colleges of Arts and Sciences, Business, Education and Human Sciences, Nursing and Health Sciences, and other colleges or schools which may come into being. (US 3/05)

SECTION B – MEMBERSHIP IN THE COLLEGE FACULTIES

Each college faculty shall ordinarily be composed of the members of the schools and/or departments within the college. Any faculty member eligible to vote in the faculty of the university is to be considered eligible to vote in the faculty of the college. All members of the faculty meeting the definition of graduate faculty as stated in the most recent Graduate Bulletin shall be members of the graduate faculty.

SECTION C – MEETINGS OF THE COLLEGE FACULTY

Each college faculty shall meet at least once each semester. Other meetings may be called by the dean of the college or upon the petition of 15 percent of the voting membership of the college faculty.

SECTION D – OFFICERS

The dean of the college, or the dean's designated representative, shall preside at meetings of the faculty of the college. The faculty of the college shall choose a secretary, who shall keep its minutes. Other officers may be created as need arises.

SECTION E – FUNCTIONS OF THE COLLEGE FACULTIES

The faculty of the college shall have the power to take action in matters relating primarily to the internal operation of the college, subject to review by the University Senate, which may overrule such actions by three-fifths vote of the Senate membership. Among the powers of the college faculty shall be those of approving courses to be offered within the college, and of recommending to the senate the creation or abolishment of departments, programs, majors, or minors within the college, and modifications in degree requirements. (US 11/11)

SECTION F – COMMITTEES OF THE COLLEGE FACULTY

Each college faculty shall set up such standing and ad hoc committees as are necessary for the business of the college.

ARTICLE FIVE: UNITS WITH ADMINISTRATIVE AND/OR PROFESSIONAL ACADEMIC STAFF MEMBERS

SECTION A

The administrative and professional academic staff of the University of Wisconsin-Eau Claire are organized into units under the Offices of the Chancellor, Academic Affairs, Student Affairs, and other offices which may come into being.

SECTION B

Any administrative and professional academic staff member with a split appointment who is eligible to vote as a member of the University Academic Staff is considered to be eligible to vote in the unit of primary employment for governance purposes.

SECTION C

Each unit eligible to elect a member to the University Senate shall meet at least once a year. Other meetings may be called by the unit's director or University Senate representative. The unit director, or the director's designated representative, shall preside at these meetings. The unit shall choose a secretary who shall keep its minutes.

ARTICLE SIX: AMENDMENTS AND BYLAWS

SECTION A – AMENDMENTS

Amendments to Article One and Article Four of this constitution shall be proposed by a petition signed by ten percent of the University Faculty eligible to vote or by majority vote of those University Faculty voting in the University Senate, and presented at a meeting of the University Faculty. The proposed constitutional amendment may be amended at this University Faculty meeting by a majority vote of those present and voting, except that in this event the final form of the constitutional amendment must be presented again at a subsequent meeting of the University Faculty prior to being submitted to the University Faculty for ratification. The University Faculty shall decide, at the meeting at which the final form of the proposed constitutional amendment is presented, whether the ratification vote on the constitutional amendment is to be at a future meeting of the University Faculty or in a referendum. The ratification vote shall be held not less than one week or more than three weeks after the University Faculty meeting at which the final form of the constitutional amendment was presented. Ratification shall require a two-thirds vote of those voting at the meeting or in the referendum, provided no fewer than thirty-four percent of the University Faculty participates in the voting.

Amendments to Article Two and Article Five of this constitution shall be proposed by a petition signed by 10 percent of the University Academic Staff eligible to vote or by majority vote of those University Academic

Staff voting in the University Senate, and presented at a meeting of the University Academic Staff. Instructional Academic Staff with "faculty status" may propose amendments to Part III, Article Four, Section A, 3. and Section B, 1. The proposed constitutional amendment may be amended at this University Academic Staff meeting by a majority vote of those present and voting, except that in this event the final form of the constitutional amendment must be presented again at a subsequent meeting of the University Academic Staff prior to being submitted to the University Academic Staff for ratification. The University Academic Staff shall decide, at the meeting at which the final form of the proposed constitutional amendment is presented, whether the ratification vote on the constitutional amendment is to be at a future meeting of the University Academic Staff or in a referendum. The ratification vote shall be held not less than one week or more than three weeks after the University Academic Staff meeting at which the final form of the constitutional amendment was presented. Ratification shall require a two-thirds vote of those voting at the meeting or in the referendum, provided no fewer than thirty-four percent of the University Academic Staff participate in the voting.

Amendments to Article Three of this constitution shall be proposed by a petition signed by 10 percent of the University Faculty eligible to vote and ten percent of the University Academic Staff eligible to vote, or by majority vote of those voting in the University Senate, and presented at a meeting of the University Faculty and University Academic Staff. To amend Article Three, the University Faculty shall follow the procedures stated above for amending Article One and Article Four and the University Academic Staff shall follow the procedures stated above for amending Article Two and Article Five.

SECTION B – BYLAWS

In order to facilitate the functioning of this constitution,

1. the University Faculty may, either directly or by action of the University Faculty members of the University Senate, enact such bylaws as are consonant with the provisions of Article One and Article Four of this constitution;
2. the University Academic Staff may, either directly or by action of the University Academic Staff members of the University Senate, enact such bylaws as are consonant with the provisions of Article Two and Article Five of this constitution; and
3. the University Faculty and the University Academic Staff may, either directly or by action of the University Senate, enact such bylaws as are consonant with the provisions of Article Three of this constitution.

PART III: BYLAWS OF THE UNIVERSITY FACULTY **AND UNIVERSITY ACADEMIC STAFF**

ARTICLE ONE: UNIVERSITY FACULTY

(Bylaws separated and revised US 2/98; UF 5/12)

SECTION A – MEETINGS

1. Proceedings

Unless otherwise provided in the constitution or the bylaws, the proceedings of University Faculty meetings or meetings of its committees shall be governed by the most recent edition of Robert's Rules of Order. The Chair may appoint a parliamentarian who will advise the Chair on matters of parliamentary procedure.

2. Quorums

At the regular and special meetings of the University Faculty, a quorum shall consist of those in attendance who are eligible to vote.

3. Roll-Call Votes

A roll-call vote may be ordered by any member of the body except for the election of officers. *WI Statute 19.88(2)* {see <http://www.legis.state.wi.us/statutes/Stat0019.pdf>}. (US 3/05)

4. Minutes

Draft minutes of University Faculty meetings shall be distributed to all members of the University Faculty and reviewed for approval by the University Faculty members of the University Senate at a meeting of the University Senate. Approved minutes of University Faculty meetings and University Faculty committee meetings of committees established by these Bylaws shall be made available through the Office of the Provost and Vice Chancellor and the University Senate Office.

5. Secretary

The secretary of the University Senate, a member of the regular clerical staff at the university, shall serve as secretary of the University Faculty.

SECTION B – ELECTIONS

1. Election Procedures

For faculty elections, the following procedures will be followed:

- Election information and ballots will be prepared by the secretarial staff in the University Senate Office.
- Election information shall indicate the voting timeframe, the number to be elected from any specific designated group (department, unit, college, or school), the group designation of continuing members, and the group designation of the candidates.
- Ballots, at a minimum, shall contain the number to be elected from any specific group and the group designation of the candidates.
- Election information and ballots will be distributed to eligible voters, who can then submit the completed ballots to the secretarial staff of the University Senate office.

- To assure a secret ballot, no return address should be used.
- The wording on ballot instructions shall read: “Incorrectly marked ballots will be discarded.”

2. Determining Election Results

In all University Faculty elections, the results shall be decided by a plurality of votes cast. In cases of tie votes, the University Senate chair shall be empowered to determine a means of resolving the tie. When terms of different lengths are being filled by election, the elected individual(s) receiving the most votes receive(s) the longest term(s). (US 11/02)

SECTION C – COMMITTEES

1. Organization

University Faculty committees provided for by the Constitution of the University Faculty and described in Article Four of these bylaws shall arrange for their own organization, officers, and schedule of meetings.

2. Vacancies on Committees

Vacancies occurring on standing committees of the University Faculty shall be filled by election by the University Faculty members of the University Senate. Members elected shall hold office until the next regular election.

SECTION D – REVIEW OF UNIVERSITY SENATE ACTION

At University Faculty meetings called by petition of the faculty under Part II, Article One, Section H (Relationship of the University Faculty to the University Senate), the motion under consideration by the University Faculty shall be the motion acted on by the University Senate (rather than a resolution made at the University Faculty meeting or a substitute motion). Once presented, the motion will be handled by normal University Faculty meeting procedures.

ARTICLE TWO: UNIVERSITY ACADEMIC STAFF

(Bylaws separated and revised US 3/98; UAS 5/12)

SECTION A – MEETINGS

1. Proceedings

Unless otherwise provided in the constitution or the bylaws, the proceedings of University Academic Staff meetings or meetings of their committees shall be governed by the most recent edition of Robert's Rules of Order. The Chair may appoint a parliamentarian who will advise the Chair on matters of parliamentary procedure.

2. Quorums

At the regular and special meetings of the University Academic Staff, a quorum shall consist of those in attendance who are eligible to vote.

3. Roll-Call Votes

A roll-call vote may be ordered by any member of the body except for the election of officers. *WI Statute 19.88(2)* {see <http://www.legis.state.wi.us/statutes/Stat0019.pdf>. (US 3/05)

4. Minutes

Draft minutes of University Academic Staff meetings shall be distributed to all members of the University Academic Staff and reviewed for approval by the University Academic Staff members of the University Senate at a meeting of the University Senate. Approved minutes of University Academic Staff meetings and University Academic Staff committee meetings of committees established by these bylaws shall be made available through the office of the Provost and Vice Chancellor and the University Senate Office.

5. Secretary

The secretary of the University Senate, a member of the regular clerical staff at the University, shall serve as secretary of the University Academic Staff.

SECTION B – ELECTIONS

1. Election Procedures

For academic staff elections, the following procedures will be followed:

- Election information and ballots will be prepared by the secretarial staff in the University Senate Office.
- Election information shall indicate the voting timeframe, the number to be elected from any specific designated group (department, unit, etc.), the group designation of continuing members, and the group designation of the candidates.
- Ballots, at a minimum, shall contain the number to be elected from any specific group and the group designation of the candidates.
- Election information and ballots will be distributed to eligible voters, who can then submit the completed ballots to the secretarial staff of the University Senate office.
- To assure a secret ballot, no return address should be used.
- The wording on ballot instructions shall read: "Incorrectly marked ballots will be discarded."

2. Determining Election Results

In all University Academic Staff elections, the results shall be decided by a plurality of votes cast. In cases of tie votes, the chair of the University Senate shall be empowered to determine a means of resolving

the tie. When terms of different lengths are being filled by election, the elected individual(s) receiving the most votes receive(s) the longest term(s). (US 11/02)

SECTION C – COMMITTEES

1. Organization

University Academic Staff committees provided for by the constitution of the University Academic Staff and described in Article Four of these bylaws shall arrange for their own organization, officers, and schedule of meetings.

2. Vacancies on Committees

Vacancies occurring on standing committees of the University Academic Staff shall be filled by election by the University Academic Staff members of the University Senate. Members elected shall hold office until the next regular election.

SECTION D – REVIEW OF UNIVERSITY SENATE ACTION

At University Academic Staff meetings called by petition of the University Academic Staff under Part II, Article Two, Section H (Relationship of the University Academic Staff to the University Senate), the motion under consideration by the University Academic Staff shall be the motion acted on by the University Senate (rather than a resolution made at the University Academic Staff meeting or a substitute motion). Once presented, the motion will be handled by normal University Academic Staff meeting procedures.

ARTICLE THREE: UNIVERSITY SENATE

(Bylaws separated and revised US 4/98; US 5/12)

SECTION A – MEMBERS

The University Senate shall consist of University Faculty and University Academic Staff senators and will reflect the appropriate percentages of University Faculty senators and University Academic Staff senators as described in item 4. Senator Balance below.

1. University Faculty Senators

- a. Each academic department having four or more positions shall elect one senator. For purposes of senate representation, library services and recognized academic programs shall be considered the equivalent of an academic department. The department election shall take place at a regularly scheduled department meeting following the election of senators at large and shall provide for nominations from the floor. The election shall be conducted by secret ballot. Any department member who is a member of the University Faculty with half-time or more appointment within that department is eligible to vote in the department's election and to be elected as a senator, but no person shall vote or be a candidate in more than one department. The department chair shall notify the chair of the University Senate of the results of the election as soon as possible. If a vacancy occurs, the department shall elect another senator to serve the remainder of the unexpired term.
- b. Additional University Faculty senators shall be elected at large by the University Faculty. The number of University Faculty senators at large shall be determined according to item 4 in this section and shall include at least one from each of the colleges. These senators shall be nominated by the University-Wide Nominating Committee and elected in the spring election. Approximately one-fourth of the senators at large shall be elected each year. (US 10/04)

2. University Academic Staff Senators

- a. Each nonteaching unit having at least four academic staff positions shall elect one senator. Each unit having 20 or more academic staff positions shall elect two senators. The unit election shall take place at a regularly scheduled unit meeting following the election of academic staff senators at large and shall provide for nominations from the floor. The election shall be conducted by secret ballot. Any unit member who is a member of the University Academic Staff with half-time or more service in a unit is eligible to vote in the unit's election and to be elected as a senator, but no person shall vote or be a candidate in more than one unit. The director shall notify the chair of the University Senate of the results of the election as soon as possible. If a vacancy occurs, the unit shall elect another senator to serve the remainder of the unexpired term.
- b. Additional University Academic Staff senators shall be elected at large by the University Academic Staff. The number of University Academic Staff senators at large shall be determined according to item four in this section. These senators shall be nominated by the University-Wide Nominating Committee and elected in the spring election. Approximately one-fourth of the senators at large shall be elected each year.

3. Administrative Senators

The chancellor and vice chancellor(s) shall be non-voting members of the senate. (US 10/09)

4. Senator Balance

Each year the Senate Executive Committee shall review the size of the University Senate and distribution of senators. The percentage of University Faculty senators and the percentage of University Academic Staff senators within the University Senate shall reflect, as closely as possible, the percentage of

University Faculty and the percentage of University Academic Staff, respectively, within the total number of University Faculty and University Academic Staff eligible to vote.

The Senate Executive Committee or authorized representatives shall work with the appropriate administrators to determine the numbers of University Faculty and University Academic Staff eligible to vote as of October each year. Based on this information, recommendations pertaining to the number and distribution of senators may be made.

Any recommendations for changes in the number and distribution of senators at large and procedures for implementing the change must be approved by the University Senate. Upon approval, such changes shall be reflected in the spring elections of senators at large. (US 3/05)

5. Senator Membership

The voting members of the University Senate include: (US 4/09)

- 42 University Faculty (defined in Part II, Article One, Section C)

- One University Faculty member from each academic department or equivalent with 4 or more members

University Faculty senators at large:

- Additional faculty elected by and from each college as needed to have a minimum of three faculty senators from each college (the minimum of three includes any departmental senators)
- Additional instructional academic staff (IAS) with faculty status elected by and from each college as needed to have at least one IAS from each college (the minimum of one includes any departmental senators)
- Additional University Faculty from any area elected at large as needed to total 42
- 28 University Academic Staff (defined in Part II, Article Two, Section C)
 - One University Academic Staff member from each Unit with 4 or more members
 - One University Academic Staff member from instructional academic staff without faculty status from each department with 9 or more such members

University Academic Staff senators at large:

- Two University Academic Staff from the Instructional Academic Staff without faculty status
- Additional University Academic Staff from any area as needed to total 28

The chancellor and vice chancellor(s) shall be non-voting members of the University Senate. (US 3/05; US 10/09)

6. Senator Elections and Term of Office

Senators are elected to serve terms of four years, beginning the first day of the official opening of the fall semester and terminating on the day previous to the official opening of the fall semester.

Approximately one-fourth of the University Faculty senators at large and approximately one-fourth of the department University Faculty senators shall be elected each year according to procedures set forth in the University Faculty bylaws. Approximately one-fourth of the University Academic Staff senators at large and approximately one-fourth of the unit University Academic Staff senators shall be elected each year according to procedures set forth in the University Academic Staff bylaws.

7. Senate Vacancy

The office of senator or senate committee member shall be considered vacant under one or more of the following conditions:

- a. if the member resigns the office or membership on a committee
- b. if the member leaves the faculty permanently

- c. if the member is absent or anticipates being absent from meetings for a period of one semester or more. If the member anticipates being absent from meetings for a period of only one semester, the member may (1) submit a request to the University Senate Chair to temporarily fill the position for just the one semester and (2) seek permission, from the chair of any committees on which the member serves, to virtually participate on the committee during the semester (voting only when synchronous debate has occurred).

In case a senator cannot complete a term, a replacement shall be elected to serve for the unexpired portion of the term, according to procedures set forth in these bylaws.

8. Senator Expectations

University Faculty and University Academic Staff members of the Senate are expected to serve as representatives of the University Faculty and University Academic Staff, respectively, as a whole, regardless of the manner in which they have been elected. Each senator is expected to serve on at least one standing or ad hoc University Governance Committee and to keep the senate apprised of actions of those committees as appropriate.

SECTION B – SENATE OFFICERS AND SENATE SECRETARY

1. Senate Chair (US 4/17)

- a. Election: Nominations for chair-elect will be made at the last University Senate meeting in October of the even-numbered years. Election of the chair-elect will take place at the first University Senate meeting in November. The chair-elect is to be elected from among the current members of the University Senate.
- b. Term: The chair-elect will serve on the Executive Committee immediately upon election and then become chair of the University Senate for two years, taking office July 1 in the odd-numbered years. Upon completion of the two-year term as chair, the officer shall serve an additional year as the immediate past chair. (US 11/11, 2/12)
- c. Assignment: The University Senate chair receives a 37.5 percent assignment (annual appointment, July 1 to June 30) to the Office of the Chancellor for the two-year term as chair. (US 2/98, 5/10, 11/11)
- d. Responsibilities: The officer, during the years as chair-elect, chair, and immediate past chair, serves as an ex officio (and voting) member of the University Senate and the University Senate Executive Committee. If the senate term expires before the expiration of the term as chair or immediate past chair, the officer becomes an ex officio (and voting) member of the University Senate and University Senate Executive Committee for the remainder of the term of office. (US 2/12)

The chair of the University Senate shall serve as the representative of the faculty and the academic staff at official occasions and functions. The chair of the University Senate shall serve as the chair of the Senate Executive Committee, presiding over meetings following parliamentary procedures. (US 2/12)

The chair shall, as appropriate, attend meetings where concerns of governance are discussed; shall be a member of the University Planning Committee, shall be responsible for reporting Executive Committee actions and other information relevant to governance to the University Senate; shall assist the chancellor in setting the agenda for the fall and spring meetings of the University Faculty and University Academic Staff, and shall serve as supervisor of any clerical staff of the University Senate.

2. Senate Vice Chair (US 4/17)

- a. Election: The vice chair-elect shall be elected at the first spring meeting of the University Senate of the odd-numbered years. If the chair-elect is a faculty member, then the vice chair-elect is to be elected from among the current academic staff members of the University Senate. If the chair-elect is an academic staff member, then the vice chair-elect is to be elected from among the current faculty members of the University Senate. (US 11/11, 2/12)
- b. Term: The vice chair-elect will serve on the Executive Committee immediately upon election and then become vice chair of the University Senate for two years, taking office July 1 in the odd-numbered years.
- c. Assignment: The University Senate vice chair receives a 10 percent assignment (annual appointment, July 1 to June 30) to the Office of the Chancellor for the two-year term as vice chair. (US 5/10, 11/11)
- d. Responsibilities: The officer, during the years as vice chair-elect and vice chair, serves as an ex officio (and voting) member of the University Senate and the University Senate Executive Committee. If the senate term expires before the expiration of the term as vice chair, the officer becomes an ex officio (and voting) member of the University Senate and University Senate Executive Committee for the remainder of the term of office.

The vice chair shall preside over the University Senate and University Senate Executive Committee meetings in the absence of the Chair. The Vice Chair shall, as appropriate, attend meetings where concerns of governance are discussed; shall be responsible for reporting Executive Committee actions and other information relevant to governance to the University Senate; and shall assist the chancellor in setting the agenda for the fall and spring meetings of the faculty and academic Staff.

3. Faculty Representative to UW System

- a. Election: The faculty representative to the University of Wisconsin System shall be elected by the faculty members and from the tenured faculty members of the University Senate at the first fall-semester meeting of the University Senate of odd-numbered years. (UF 4/07)
- b. Term: The term as faculty representative-elect begins immediately upon election. The term of faculty representative shall be for two years beginning the next July 1. (UF 4/07; US 11/11)
- c. Assignment: The faculty representative receives a 20 percent assignment (annual appointment, July 1 to June 30) to the Office of the Chancellor for the two-year term as faculty representative. (US 2/98, 5/10, 11/11)
- d. Responsibilities: The faculty representative serves as an ex officio (and voting) member of the University Senate and the University Senate Executive Committee, and serves as chair of the Faculty Personnel Committee. Immediately upon election, the faculty representative-elect shall be an ex officio (and voting) member of the Faculty Personnel Committee. If the senate term expires before the expiration of the term as faculty representative, the representative becomes an ex officio (and voting) member of the University Senate, University Senate Executive Committee, and the Faculty Personnel Committee for the remainder of the term of office. (F 5/10, 4/11)

The faculty representative shall represent the faculty at UW System meetings of the faculty representatives and at other appropriate meetings where concerns of the faculty are discussed; shall be responsible for reporting actions and information relevant to faculty to the University Senate, to faculty-related committees, and, when appropriate, to the faculty; shall communicate

with UW-Eau Claire and UW System Administration on faculty issues; shall represent faculty at official functions of UW-Eau Claire or UW System; may serve on task forces/committees of the UW System; shall assist the chancellor in setting the agenda for the fall and spring all-faculty meetings; and shall generally advocate for faculty. (UF 5/10)

[The faculty may, either directly or by action of the faculty of the University Senate, alter this bylaw.] (US 3/04)

4. Academic Staff Representative to UW System

- a. Election: The academic staff representative to the University of Wisconsin System shall be elected by and from the academic staff members of the University Senate at the first fall-semester meeting of the University Senate of odd-numbered years. (AS 5/10)
- b. Term: The term as academic staff representative-elect begins immediately upon election. The term of academic staff representative shall be for two years beginning the next July 1. (AS 5/10)
- c. Assignment: The academic staff representative receives a 20 percent assignment (annual appointment, July 1 to June 30) to the Office of the Chancellor for the two-year term as academic staff representative. (US 3/91, 5/10, 11/11)
- d. Responsibilities: The academic staff representative serves as an ex officio (and voting) member of the University Senate and the University Senate Executive Committee, and serves as chair of the Academic Staff Personnel Committee. Immediately upon election, the academic staff representative-elect shall be an ex officio (and voting) member of the Academic Staff Personnel Committee. If the senate term expires before the expiration of the term as academic staff representative, the representative becomes an ex officio (and voting) member of the University Senate, University Senate Executive Committee, and the Academic Staff Personnel Committee for the remainder of the term of office. (AS 5/10, 4/11)

The academic staff representative shall represent the academic staff at UW System meetings of the academic staff representatives and at other appropriate meetings where concerns of the academic staff are discussed; shall be responsible for reporting actions and information relevant to academic staff to the University Senate and to the Academic Staff Personnel Committee, and to the academic staff at large; shall communicate with UW-Eau Claire and UW System administration on academic staff issues; shall represent UW-Eau Claire academic staff at official functions of UW-Eau Claire or UW System; may serve on task forces/committees of the UW System; shall assist the chancellor in setting the agenda for the fall and spring all-academic staff meetings; and shall generally advocate for academic staff.

[The academic staff may, either directly or by action of the academic staff of the University Senate, alter this bylaw.] (US 4/04)

5. Officer Vacancy

If the Senate term of an officer expires before the expiration of the term as a senate officer, the officer becomes an ex officio (voting) member of the Senate for the remainder of the term of office. In these cases the original senate membership will be filled following normal procedures. The balance of faculty and academic staff within the offices shall be maintained during the process of filling a vacancy in the office of chair or vice chair. If such balance can be maintained, then in the event of a vacancy in the office of chair, the current chair-elect (or if none, the vice chair) shall assume the office of Chair to serve the unexpired term. In the event of a vacancy in the office of vice chair, the current vice chair-elect shall

assume the office of vice chair to serve the unexpired term. In the event of a vacancy in the office of chair-elect (or vice chair-elect), the senate shall elect a chair-elect (or vice chair-elect) to serve the unexpired term. If a balance cannot be maintained, then appropriate elections shall be held to restore the balance.

6. Secretary of the University Senate

The secretary of the University Senate is a member of the regular clerical staff at the university.

SECTION C – MEETINGS

1. Proceedings

Unless otherwise provided in the constitution or the bylaws, the proceedings of University Senate meetings or meetings of its committees shall be governed by the most recent edition of Robert's Rules of Order. The chair may appoint a parliamentarian who will advise the chair on matters of parliamentary procedure. The parliamentarian shall be a member of the faculty or academic staff.

2. Quorums

At meetings of the University Senate or its committees, a quorum shall consist of a majority of the members eligible to vote.

3. Roll-Call Votes

A roll-call vote may be ordered by any member of the body except for the election of officers. *WI Statute 19.88(2)* {see <http://www.legis.state.wi.us/statutes/Stat0019.pdf>}. (US 3/05)

4. Speaking Rights

Each member of the University Senate shall have the right to speak twice to a given motion or amendment during debate. Upon approval of the majority of the body, a member may be granted a third speaking turn. During the period of debate, the presiding officer may grant a speaking turn to any nonmember of the body for clarification or informational purposes. The student body president and University Staff Council chair shall be granted the same speaking rights as those retained by members of the University Senate. (US 12/09, 03/11, 4/13)

5. Minutes

- a. Those present at University Senate meetings shall be recorded as such in the minutes of University Senate meetings.
- b. Draft minutes of University Senate meetings shall be distributed with the agenda of the next meeting to members of the University Senate and guests (registrar, the president of the Student Senate, etc.).
- c. Approved minutes of University Senate meetings and University Senate committee meetings established by these bylaws shall be made available through the University Senate office.

SECTION D – ELECTIONS

1. Election Procedures

For elections, the following procedures will be followed:

- a. Election information and ballots will be prepared by the secretarial staff of the University Senate.
- b. Election information shall indicate the voting timeframe, the number to be elected from any specific designated group (department, unit, college, etc.), the group designation of continuing members, and the group designation of the candidates.

- c. Ballots, at a minimum, shall contain the number to be elected from any specific group and the group designation of the candidates.
 - d. Election information and ballots will be distributed to eligible voters, who can then submit the completed ballots to the secretarial staff of the University Senate.
 - e. To assure a secret ballot, no return address should be used.
 - f. The wording on ballot instructions shall read: “Incorrectly marked ballots will be discarded.” (FS 5/81; US 11/11)
2. Determining Election Results
In all University Senate elections, the results shall be decided by a plurality of votes cast, except in the case of University Senate officers where a majority of votes cast is required for election. When terms of different lengths are being filled by election, the elected individual(s) receiving the most votes receive(s) the longest term(s). (US 11/02)

In cases of tie votes, the names of those tied shall be placed on the ballot and a run-off election conducted. If this does not resolve the tie, the University Senate chair shall be empowered to determine a means of resolving the tie. In cases where a candidate for senate office does not receive a majority vote, the names of the two candidates receiving the most votes shall remain on the ballot and a run-off election shall be conducted.

SECTION E – COMMITTEES

1. Committee Organization
University Senate committees provided for by the constitution of the University Senate and described in Article Four of these bylaws shall arrange for their own organization, officers, and schedule of meetings. Student members noted in committee memberships (1) shall serve as non-voting members upon appointment to the committee through appropriate Student Senate procedures; (2) should not be counted when determining quorums; (3) should be granted speaking rights accorded to voting members of the committee; and (4) may request for specific items of concern to students to be placed on meeting agendas. (US 3/11, 4/13, 3/15)
2. Vacancies on Committees
Vacancies occurring on standing committees of the senate shall be filled by the senate as soon as possible.
3. Co-expiration of Senate Committee Membership
When a University Senate member's term of office as a senator expires before the expiration of that member's membership term on a University Senate committee as a representative of the senate, the committee membership will expire with the expiration of the senate term. The replacement on the committee shall be elected for the remainder of the term.
4. Committee Reports to Senate
All reports of standing or ad hoc committees of the University Senate shall be accepted when submitted and become a part of the minutes of the University Senate, but this in no way indicates University Senate approval or rejection of any aspect of the report. After a committee report has been received, the University Senate will follow normal procedures in handling motions relevant to the contents of the report. It would, for example, be appropriate for the senate to make, amend, and vote on motions relating to the committee report, but it would not be appropriate for the senate to move to amend the committee report.

All motions forwarded by University Senate committees for senate action must have been officially acted upon by the committee prior to being placed on the agenda of University Senate. A report for the University Senate should accompany each motion and provide:

- a. the name of the committee;
- b. a brief history of why the issue needs to be considered;
- c. points discussed by the committee;
- d. pros of the recommendation;
- e. cons of the recommendation;
- f. technology/human resource impact; and
- g. a brief statement summarizing the committee recommendation.

Submitted with the report, the motion for the University Senate must include the name of the committee, the number of votes within the committee for and against the proposal, the date of the committee vote, the details of the proposal, and the recommended date upon which the action should take effect, if passed. (US 3/99)

SECTION F – ACTIONS

1. University Senate Actions Directed to the Chancellor

For those University Senate actions that are directed to the chancellor, the following procedures shall be followed:

- a. The chair of the University Senate shall transmit the recommendations of the University Senate to the chancellor who will act on them or refer them to the appropriate administrative body.
- b. The University Senate will expect the chancellor, or a member of the faculty or academic staff designated by the chancellor, to report to the University Senate without unnecessary delay the action taken on University Senate recommendations. If no action is reported to the University Senate Office within 60 days of receipt of the recommendation, the recommendation will be considered approved. (US 4/10)
- c. In the event that the Chancellor finds a University Senate recommendation unacceptable in whole or in part, these procedures will be followed:
 - 1) For University Senate or faculty concerns:
 - a) If the recommendation deals primarily with matters of concern to the University Faculty, a subcommittee composed of the University Faculty members of the Executive Committee will consult with the chancellor concerning those aspects of the recommendation which are unacceptable. For University Senate concerns, the executive committee will consult with the chancellor concerning those aspects of the recommendation which are unacceptable.
 - b) If the executive committee or subcommittee feels that a modification of the recommendation would be acceptable to both the chancellor and the University Senate, they may work with the chancellor in an attempt to modify the recommendation.
 - c) If the parties agree on the modification, it shall be presented to the University Senate for action.
 - d) If the executive committee or subcommittee does not agree to a modification suggested by the chancellor, the chancellor's objections to the recommendation shall be reported to the University Senate along with the executive committee's or subcommittee's position.
 - e) If the University Senate does not agree to a modification of its original recommendation, the original recommendation shall be returned to the chancellor for final action.

- 2) For University Academic Staff concerns:
 - a) If the recommendation deals primarily with matters of concern to the University Academic Staff, a subcommittee composed of the university academic Staff members of the executive committee and the four University Academic Staff senators on the Academic Staff Personnel Committee will consult with the chancellor concerning those aspects of the recommendation which are unacceptable.
 - b) If the University Academic Staff subcommittee feels that a modification of the recommendation would be acceptable to both the chancellor and the University Senate, they may work with the chancellor in an attempt to modify the recommendation.
 - c) If the parties agree on the modification, it shall be presented to the University Senate for action.
 - d) If the University Academic Staff subcommittee does not agree to a modification suggested by the chancellor, the chancellor's objections to the recommendation shall be reported to the University Senate along with the University Academic Staff subcommittee's position.
 - e) If the University Senate does not agree to a modification of the original recommendation, the original recommendation shall be returned to the chancellor for final action.
2. Thanks of the University Senate

A commendation to be known as the Thanks of the University Senate shall be awarded to members of the university family for accomplishments above that called for in their typical job and which are not normally recognized by other means. (FS 5/69)

ARTICLE FOUR: UNIVERSITY GOVERNANCE COMMITTEES AND COUNCILS (US 5/12)

In order to facilitate the functioning of these bylaws,

- for faculty committees or councils, the faculty may, either directly or by action of the faculty members of the University Senate, enact or modify those committees or councils;
- for academic staff committees or councils, the academic staff may, either directly or by action of the academic staff members of the University Senate, enact or modify those committees or councils; and
- for University Senate or university-wide committees or councils, the faculty members of the University Senate may enact or modify those committees or councils whose primary function is related to curriculum or faculty personnel; the academic staff members of the University Senate may enact or modify those committees or councils whose primary function is related to academic staff personnel; and all members of the University Senate may enact or modify those committees or councils related to the functioning of the University Senate or the university as a whole. (US 11/12)

The University Senate office shall maintain election results and membership lists, monitor vacancies, serve as a referral source for issues to be addressed by university governance committees, and ensure that initial committee meetings are held by October 1 each year.

SECTION A – UNIVERSITY SENATE COMMITTEES

1. University Senate Executive Committee
 - a. Membership: The committee includes at least 22 members: 10 faculty senators and 4 academic staff senators elected by the members of the University Senate; the chair and the vice chair of the University Senate; the chair-elect or the immediate past chair of the University Senate (whoever is serving); the vice chair-elect of the University Senate (if serving); the academic staff representative; the faculty representative; and the chancellor and vice chancellor(s), who will be ex officio and non-voting members of the committee. There shall be at least one member from each of the colleges. In the event that Senate Executive Committee acts as the functional equivalent of the University Senate (see below), if the Executive Committee does not include a senator from the Barron Campus or a senator from the Library (or both), then the membership of the Executive Committee shall temporarily expand so that it includes senators from both of these units as full voting members during period in which the Executive Committee acts as the functional equivalent of the University Senate. Members shall serve two-year terms unless membership is terminated by expiration of University Senate membership as described in the bylaws. The chair of the University Senate shall serve as chair of the executive committee. (US 3/09, 10/09, 10/12, 10/14, 9/21)
 - b. Function: Included among the functions of the executive committee are establishing the agenda for senate meetings, calling special meetings of the senate, making recommendations on matters referred to it by the senate, and acting as the functional equivalent of the University Senate if the Senate is unable to meet during its regular session. This committee may suggest policies and means of implementing them to the senate, act as a coordinating agency among senate members, and recommend to the senate interpretations of the constitution of the University Faculty and the University Academic Staff. The executive committee may also serve as an advisory body to the chancellor and may provide the regents or system administration with faculty and academic staff reaction to documents and proposed policies when time does not permit their normal consideration by the senate and other senate committees. Such advice or reaction shall be reported to the

University Senate and channeled through the chancellor to the regents or system administration. The executive committee shall serve as the Institutional Ethics Committee (as per motion 02/2007) as set forth in Part III, Article Five, Section D,3,g. The executive committee along with UW System president (as per motion 09/2009) shall serve as the UW-Eau Claire Honorary Degree Committee (<https://www.wisconsin.edu/regents/policies/honorary-doctorate-degrees/>). Honorary degree recommendations require a minimum of two regularly-scheduled meetings during which the nominee is discussed. No recommendations will be made until the second regularly scheduled meeting. (US 12/19, 9/21)

2. University Senate Academic Policies Committee
 - a. Membership: The committee includes 12 members: nine University Faculty senators elected by the University Faculty members of the University Senate. There shall be at least one member from each of the colleges and one University Faculty representative elected by members of library services. Members shall serve three-year terms unless membership is terminated by expiration of University Senate membership as described in the bylaws. The provost and vice chancellor or designated representative, will be an ex officio and non-voting member of the committee. One student, who will be non-voting, may be appointed by the Student Senate to serve on this committee for a one-year term. (US 3/05, 4/06, 3/11, 10/14, 4/18)
 - b. Function: This committee is responsible for recommending policies for academic programs of the university as they relate to items such as the creation and/or abolition of colleges, schools, departments, degree requirements, academic programs and standards, policies concerning grading, final examinations, class attendance, credit by examination, admission and transfer standards, and such related issues. The committee's charge also includes recommending policies and implementing procedures for review of academic programs, in accordance with policies of the Board of Regents and/or system administration.
3. University Senate Academic Staff Personnel Committee
 - a. Membership: The committee includes at least 10 members: four academic staff senators, one of whom must be instructional academic staff, elected by the academic staff members of the University Senate; four academic staff, one of whom must be instructional academic staff, elected by the academic staff at large; the academic staff representative to the UW System Academic Staff Council; and one administrator selected by the chancellor, who will be an ex officio and non-voting member of the committee. During a year when an academic staff member of the senate has been elected to serve as academic staff representative-elect, the person becomes an ex officio (and voting) member of the committee. At least two but no more than three seats must be held by instructional academic staff members and at least six seats must be held by administrative or professional academic staff members. Members shall serve three-year terms unless committee membership is terminated by expiration of University Senate membership as described in the bylaws. The Academic Staff Representative to the UW System Academic Staff Council will serve as the chair of the committee. (US 11/04, 2/08, 10/14, 2/18)
 - b. Functions: The Academic Staff Personnel Committee shall consider and recommend policies affecting the academic staff in regard to status, salary, indefinite appointment, promotion, and working conditions. It shall also consider and recommend the practices and procedures for implementing those policies and serve as the primary agent for recommending revisions and amendments of the UW-Eau Claire Academic Staff Personnel Rules. It is charged as follows:

- 1) To study and be knowledgeable of both system and local academic staff personnel policies and procedures.
 - 2) To maintain awareness of all administrative matters that may have ramifications for the procedures and rights afforded academic staff members under the policies and procedures.
 - 3) To provide information, but not function in an advocacy or advisory relationship, to any academic staff member regarding due process afforded to academic staff.
 - 4) To review the criteria for salary adjustments of academic staff but not arbitrate specific cases.
 - 5) To review the criteria used in the designation of positions within the budgetary and personnel constraints of the UW-Eau Claire as being within the fixed term or probationary categories.
 - 6) To review policies governing conversion of academic staff from fixed term to probationary, or from probationary to fixed term.
 - 7) To offer interpretations of guidelines for the definition of an operational area, especially where positions and duties under those positions might be transferred to other operational areas even though for all functional purposes they remained the same.
 - 8) To review policies and recommend criteria for the designation of positions as fixed term when appointments to such positions would seem to exceed the temporary duration implied in the guidelines of fixed term employment.
 - 9) To offer interpretations of guidelines for the promotion to indefinite appointment.
 - 10) To maintain awareness of the rights of academic staff on layoff for alternative employment and reappointment as specified under UWS 12.03 and 12.09.
 - 11) To function as an agent for revision and amendment of the existing academic staff rules for UW-Eau Claire. (Charges reinstated US 9/10)
4. University Senate Compensation and Budget Committee (US 10/16)
- a. Membership: The committee includes at least nine voting members: two University Faculty senators and two University Academic Staff senators elected by the University Senate; two University Faculty members elected by and from the University Faculty at large; two University Academic Staff members elected by and from the University Academic Staff at large; and one academic dean selected by the deans of the four colleges in consultation with the provost and vice chancellor. There shall be one member from at least three of the colleges, at least one member from student affairs, at least one member from instructional academic staff (IAS), and at least one member from the administrative and professional academic staff (APAS). Members shall serve three-year terms unless membership is terminated by expiration of University Senate membership as described in the bylaws.

The committee may also include three non-voting members: one university staff member selected by the University Staff Council to serve on this committee for a three-year term; one student appointed by the Student Senate to serve on this committee for a one-year term; and the provost and vice chancellor of designated representative.
 - b. Functions: The primary responsibility of the Compensation and Budget Committee is to generate the UW System-mandated compensation plan. The committee may also choose to, at its discretion, recommend to the University Senate for approval policies and procedures concerning other compensation plans and salary adjustment distribution. The committee may also conduct surveys and studies to determine faculty and academic staff priorities related to resource allocation and/or compensation and benefits. The committee may recommend policies and procedures concerning budget transparency, compensation, and salary adjustment distribution to the senate.

5. University Senate Faculty Personnel Committee
 - a. Membership: The committee includes nine members: four faculty senators elected by the faculty members of the University Senate; three faculty elected by the faculty at large; the faculty representative to the UW System; and one administrator selected by the chancellor, who will be an ex officio and non-voting member of the committee. There shall be at least one member from each of the colleges. Members shall serve three-year terms unless committee membership is terminated by expiration of University Senate membership as described in the bylaws. The faculty representative to the UW System will serve as the chair of the committee. (US 3/05, 11/10, 11/11, 10/14)
 - b. Function: The Faculty Personnel Committee shall consider and recommend policies affecting the faculty in regard to status, salary, tenure, promotion, and working conditions. It shall also consider and recommend the practices and procedures for implementing those policies and serve as the primary agent for recommending revisions and amendments of the UW-Eau Claire Faculty Personnel Rules. (US 2/05)

6. University Senate Campus Infrastructure Committee
 - a. Membership: The committee includes eight voting members: two University Faculty senators, two University Academic Staff senators, and two University Staff members selected by the University Staff Council. Two other members, elected by and from the University Faculty, will contribute expertise or experience relevant to the committee's mission (such as health, sustainability, accessibility, ecosystems, planning, design, etc.). Voting members serve three-year terms unless membership is terminated by expiration of University Senate or Staff Council membership as described in their bylaws. Two non-voting representatives will be appointed by the chancellor from Facilities, and the office of Budget & Resource Planning or Safety, Risk Management & Sustainability. Two non-voting student members shall be appointed to participate on this committee: one by the Student Senate president and one by the Student Office of Sustainability director. Of all committee members, at least one shall have responsibility to represent UWEC-BC faculty/staff/students. At least one other shall have responsibility to represent faculty/staff/students who have a University workspace or residence apart from the main campus (such as The Priory, Marshfield campus, Haymarket Landing, County Materials Complex, Pablo Center for the Arts, etc.) to represent the interests of other campuses. (US 3/11, 4/13, 10/14, 3/15, 11/22)
 - b. Scope: The Campus Infrastructure Committee (CIC) maintains a focus on issues inclusive of all UW-Eau Claire campus buildings, grounds (including Putnam Park), and other infrastructure that have the potential to impact institutional strategic goals and core mission and/or the usability, accessibility and sustainability of the campuses and the well-being of its students, faculty and staff. (US 11/22)
 - c. Functions: (1) The CIC shall accept input, maintain awareness of issues, provide information to the University Senate, University Staff Council, and Student Senate, and guidance to the administration related to its scope, above. (2) The CIC shall consider and recommend related policies and implementation procedures. (3) Campus committee(s) tasked with work to develop and update the Campus Master Plan shall include at least two voting members of the CIC. All campus building construction and renovation committees shall include at least one voting member of the CIC. (4) University administration shall report annually to the CIC the allocated disbursement of funds applied to physical infrastructure, and Facilities shall report to the CIC significant campus building and development projects at the start of each academic year. (US 11/22)

7. University Senate Technology Committee
 - a. Membership: The committee includes at least ten members: three senators elected by the University Senate, one of whom must be from the University Academic Staff; four University Faculty members, one elected by and from each of the Colleges; one from Learning and Technology Services (LTS); one from the McIntyre Library; and one representative from the UWEC Barron County campus. Members shall serve three-year terms unless membership is terminated by expiration of University Senate membership as described in the bylaws. The Chief Information Officer shall be an ex officio and non-voting member of the technology committee. One university staff member may be selected by the University Staff Council, as a voting member, to serve on this committee for a three-year term. One student, who will be non-voting, may be appointed by the Student Senate to serve on this committee for a one-year term. (US 4/10, 3/11, 4/13, 10/14, 3/15, 12/21)
 - b. Function: The University Senate Technology Committee shall follow activities of school-, college-, and university-wide technology-related committees and all technology-related matters to provide guidance to either the full senate or to senate committees on items requiring University Senate action which may affect instructional, resource, and personnel policies and procedures. The committee may provide guidance to the University Senate Executive Committee or the chancellor on regent and system administration documents and proposed policies. Such advice or reaction shall be reported to the University Senate and channeled through the chancellor to the regents or system administration. The committee shall consult with information and technology management on the development of the campus learning and technology services' strategic plan and the setting of priorities on the use of resources and distribution of technology-related monies.

SECTION B – UNIVERSITY-WIDE COMMITTEES

1. Academic Staff Complaint, Grievance, and Review Committee
 - a. Membership: The committee includes nine academic staff members elected by the academic staff for staggered three-year terms. Representation of administrative and professional academic staff and instructional academic staff shall be in proportion to the number of voters in their constituencies and shall be elected by and from the administrative and professional or instructional academic staff constituency, respectively.
 - b. Function: The Complaint, Grievance, and Review Committee shall implement the hearing procedures outlined in Local Implementation Procedures for UWS 11, 12, and 13.
2. Faculty Complaint, Grievance, and Termination Review Committee
 - a. Membership: The committee includes 15 tenured members of the faculty, elected at large by the faculty, to serve three-year terms (five elected each year). The committee shall meet to elect a chair and vice-chair at the beginning of each academic year. (2/18, US 12/19)
 - b. Functions: The function of the Faculty Complaint, Grievance, and Termination Review Committee is to implement the hearing procedures outlined in the Local Implementation Procedures for UWS 6 (complaints and grievances), UWS 3.08 (non-renewal), UWS 4.03 (dismissal), and UWS 5.11 (termination). (US 11/03; US 12/09)
3. Administrative and Professional Academic Staff Awards Committee
 - a. Membership: The committee includes five members holding administrative or professional academic staff or limited positions serving staggered three-year terms. Each year the chancellor will appoint one or two members to be selected from at least two or three names, respectively, recommended by the University-wide Nominating Committee.

- b. Function: The Administrative and Professional Academic Staff Awards Committee, in consultation with the Foundation, shall establish eligibility criteria and selection procedures for identifying award recipients. It solicits and receives nominations for the Excellence in Performance Award which is given annually to a person holding an administrative and professional academic staff or limited position who, in the opinion of their colleagues, excels in the areas of performance and service. The committee evaluates the nominations for each award and forwards its selection to the chancellor. The committee shall assist sponsors of other awards as requested. (US 05/10, 10/14)
- 4. University Faculty Awards Committee
 - a. Membership: The committee includes six members of the University Faculty serving staggered three-year terms. Each year the chancellor will appoint two members from at least three names recommended by the University-Wide Nominating Committee.
 - b. Function: The University Faculty Awards Committee, in consultation with the foundation, shall establish eligibility criteria and selection procedures for identifying award recipients. It solicits and receives nominations for the excellence in advising, excellence in scholarship, and excellence in service awards. The committee evaluates the nominations for each award and forwards its selections to the chancellor. The committee shall assist sponsors of other awards as requested.
 - 5. Academic Staff Professional Development Committee
 - a. Membership: The committee includes six academic staff members elected by the academic staff for staggered three-year terms and one member appointed by the chancellor from among those persons holding academic staff or limited positions but who are not University Academic Staff. The assistant vice chancellor for research and sponsored programs and the affirmative action director, or their designee(s), shall serve as ex officio and non-voting members of the committee.
 - b. Function: The Academic Staff Professional Development Committee encourages, reviews, and recommends training and/or retraining proposals from persons holding academic staff or limited positions for funding by appropriate resources.
 - 6. University-Wide Nominating Committee
 - a. Membership: The committee consists of six members: two senators elected by the University Senate, one from the university faculty and one from the university academics staff; two university faculty members elected by and from the university faculty; two university academic staff members elected by and from the university academic staff. Members shall serve two-year staggered terms.
 - b. Functions:
 - 1) The University-Wide Nominating Committee shall present nominations for all positions to be filled by university senate elections or through general university faculty and university academic staff elections, unless the University Senate, University Faculty, and/or the University Academic Staff, respectively shall provide another means of nominations in specific areas. The committee shall seek to provide more nominees than there are positions to be filled.
 - 2) The committee shall report to the chancellor in time to permit distribution of the report along with the agenda for the meeting of the University Faculty and the University Academic Staff, at which time the report is to be formally presented to the University Faculty and University Academic Staff, respectively.
 - 3) The committee shall also present nominations to fill vacancies created by resignations or other causes as outlined in the bylaws. The nominating committee report of nominations to fill vacancies will be made to the University Faculty and the University Academic Staff during a regularly scheduled University Senate meeting. Any University Faculty member or University

- Academic Staff member will be eligible to nominate from the floor at that meeting. As an alternative to this procedure, a special meeting of the University Faculty or the University Academic Staff to make nominations to fill these vacancies can be requested by 15 percent of the University Faculty or University Academic Staff, respectively. Elections conducted to fill vacancies shall follow the procedures outlined in the bylaws. At the next general University Faculty or University Academic Staff election, the University Faculty or the University Academic Staff, respectively, shall elect members to serve out the remaining terms of the original University Faculty or University Academic Staff members, respectively, temporarily replaced by University Senate.
- 4) The committee shall also present nominations to fill any vacancies that occur on University Senate or University Senate committees.
 - 5) The committee shall also present names of University Faculty and/or University Academic Staff as potential nominees for search committees for administrators at or above the rank of dean.
7. University Assessment Committee
- a. Membership: The committee consists of 16 members, including the director of assessment who shall serve as chair of the committee. Two members from each of the four colleges shall be appointed by the respective dean of the college; three members shall be appointed by the vice chancellor for academic affairs, at least one of whom must represent an academic affairs unit outside of the four colleges; one member shall be appointed by the vice chancellor for administration and finance; one member shall be appointed by the vice chancellor for enrollment management; one member shall be appointed by the vice chancellor for equity, diversity and inclusion and student affairs; and one student member will be appointed by Student Senate. Each year approximately one-third of the committee will be appointed by the deans and vice chancellors in consultation with the University Senate Executive Committee to serve three-year terms.
 - b. Function of the Committee:
 - 1) Assist departments and academic and support programs to develop and improve plans for assessing student learning;
 - 2) Annually collect and review assessment reports from departments and academic and support programs and provide feedback;
 - 3) Prepare an Annual Report for Academic Affairs and the University Senate that includes a summary of assessment activities conducted throughout the university;
 - 4) Develop, implement, and evaluate the results of institutional level assessment activities in collaboration with institutional research (exit interviews, standardized exams, surveys, etc.);
 - 5) Prepare reports on student learning at UW-Eau Claire for UW System's Voluntary System of Accountability program;
 - 6) Annually review the effectiveness of plans and practices for assessing student learning at the university, department, and program levels;
 - 7) Develop and propose to the University Senate policies and procedures related to the assessment of student learning at UW-Eau Claire for approval;
 - 8) Help implement approved policies and procedures related to the assessment of student learning at UW-Eau Claire;
 - 9) Assist with other initiatives involved in the assessment of student learning as requested by the provost, University Senate, or other stakeholders, as necessary; and
 - 10) Advise the director of assessment in performance of the duties of the position. (US 10/11)

8. University Liberal Education Committee

- a. Membership: The committee includes seven faculty representatives from the College of Arts and Sciences, two faculty representatives from the College of Business, two faculty representatives from the College of Education and Human Sciences, and two faculty representatives from the College of Nursing and Health Sciences and one faculty representative from the library. These representatives will be chosen by existing shared governance processes established through the bylaws of the respective schools, colleges, or library. One academic staff representative (ex officio and non-voting) will be chosen by existing shared governance processes established by the academic staff. One student will be appointed by the student senate president in accordance with customary procedures. Faculty serve staggered three-year terms with approximately one-third of the representatives from each college being elected each year. The provost and vice chancellor or designated representative shall serve as an ex officio non-voting member of the committee. (US 3/05, 3/11, 4/18)
- b. Function: The University Liberal Education Committee is responsible for developing criteria and intended learning outcomes for the liberal education core: the core includes general education and other university-wide course/experience requirements outside the major/minor. It is responsible for recommending such criteria and intended learning outcomes to the Academic Policies Committee and to the University Senate. It serves as the coordinating body for university liberal education reform efforts. The committee is responsible for periodic review of university graduation requirements outside the major/minor; development of criteria for inclusion of courses and high impact practices in the liberal education core; periodic review of existing course offerings of the liberal education core for re-approval; working with the Office of Academic Affairs to annually evaluate liberal education core effectiveness in achieving the liberal education goals as passed by the University Senate. (US 3/05, 10/10)

9. University Planning Committee

- a. Membership: The committee consists of 15 members. Ten of those members are appointed by the chancellor in consultation with the University Senate Executive Committee and with the University Staff Council, when appropriate. The chair of the committee is appointed by the chancellor for an unlimited term. The remaining nine appointed members serve staggered four-year terms. The nine appointees are nominated by each of the four colleges, the four divisions (currently titled: Academic Affairs, Enrollment Management, Equity, Diversity, Inclusion and Student Affairs, and Finance and Administration) and UWEC – Barron County. Membership of the committee must include a minimum of five University Faculty, ensuring one university faculty member from each of the colleges, one Administrative and Professional Academic Staff, and one University Staff Representative. The remaining members of the committee are University Senate Chair, the University Staff Council Chair, the Director of Institutional Research, the Vice Chancellor for Finance and Administration and the Student Body President. They shall be ex-officio and voting members.
- b. Functions: The University Planning Committee is charged with the responsibility for (1) analyzing the demographic, educational, societal, and economic environment in which the university exists and operates, (2) reviewing both the mission and vision statements of the university, (3) overseeing an effective, integrated institutional planning process, (4) establishing success benchmarks and metrics to monitor progress on vision and goals, (5) supporting integrated planning efforts across all divisions, (6) annually assessing the implementation of the strategic plan and identifying priorities that will advance the University's vision and goals, and (7) annually providing recommendations to the chancellor and the chancellor's cabinet, after consultation with the University Senate Executive

Committee, the Student Senate leadership, and the University Staff Council, for annual priorities that will advance the university's vision and goals. (US 4/13, 4/22)

10. University-Wide Administrator Review Committee

- a. Membership: The committee shall include nine members serving three-year terms. One faculty member shall be elected by and from each of the colleges; one member shall be elected by and from the instructional academic staff; two members shall be elected by and from the administrative and professional academic staff; two members shall be elected by and from the University Staff Council. The director of human resources will facilitate the committee as an ex officio, non-voting member. Three members will be elected each year in the spring elections. Each year the review committee shall elect its own chair. (US 4/13, 5/17)
- b. Function: The committee shall be facilitated by the director of human resources and have its purpose to ensure university faculty and staff input to upper level administrator performance. The committee will:
 - 1) Provide opportunity (e.g. online survey) for campus faculty and staff to provide feedback on the performance of the upper level administrators in fulfilling the mission, vision, and strategic plan of the university. Feedback will be distributed to the employee, their supervisor, and the director of human resources (5/17)

SECTION C – UNIVERSITY COUNCILS

1. Graduate Council

- a. Membership: The membership of the Graduate Council shall be as set forth in Article IV, Section 4, of the bylaws of the graduate faculty and graduate council
<http://www.uwec.edu/Graduate/council/councilbylaws.htm>.
- b. Function: The purpose and objectives of the Graduate Council shall be as set forth in Article IV, Section 2, of the bylaws of the graduate faculty and graduate council
<http://www.uwec.edu/Graduate/council/councilbylaws.htm>.

2. University Honors Council

- a. Membership: The membership of the University Honors Council shall include one faculty member from each of the undergraduate colleges, the president and secretary of the student honors program organization, the director of the university honors program, the assistant director of the university honors program, and the university honors program faculty fellow.
- b. Function: The council shall receive regular reports from the director on program status; serve as liaison between university honors program and colleges, departments, faculty, and students; review new-existing program components and requirements and make reports and recommendations; approve honors colloquia and honors designations for course programs; review and approve new or revised college and departmental Honors programs; admit students to university honors program; assist in preparation of periodic audits/reviews of the university honors program; and undertake other tasks as assigned by the director.

ARTICLE FIVE: PERSONNEL POLICIES AND PROCEDURES

SECTION A – INTRODUCTION

Personnel rules and procedures for faculty and academic staff at the University of Wisconsin-Eau Claire are authorized by and in conformity with policies established at state and system levels. The chief source of personnel policies is the section of the Wisconsin Administrative Code which applies to the University of Wisconsin System.

1. Wisconsin Administrative Code – University of Wisconsin System (UWS)

{based on UWS http://docs.legis.wisconsin.gov/code/admin_code/uws}

The Wisconsin Administrative Code is a collection of state agency rules developed by the policy-making body of each State of Wisconsin agency under authority provided in the Wisconsin Statutes. The section of the Wisconsin Administrative Code pertaining to the University of Wisconsin System is officially entitled *Rules of Board of Regents of the University of Wisconsin System* (abbreviated UWS). The following chapters of UWS relate directly to faculty and academic staff:

UWS 1-6	Personnel Rules for Faculty
UWS 8	Faculty/Academic Staff Code of Ethics
UWS 9-13	Academic Staff Rules
UWS 19	Sick Leave

Board of Regents rules call for the development of local rules to implement UWS at each institution of the system. At UW-Eau Claire, chapters of UWS applying to faculty and those applying to academic staff have been implemented by various actions of the University Senate, recommended to and approved by the chancellor.

Except for a few essential definitions, the text of UWS is not reproduced here; however, reference to the appropriate chapter of UWS precedes all local implementation.

2. Definitions: Faculty and Academic Staff

{based on UWS 1 http://docs.legis.wisconsin.gov/code/admin_code/uws/1}

{UWS definitions, also located in Part I, Article Two are repeated here for convenience.}

a. Academic Staff – UWS 1.01

"Academic Staff" means professional and administrative personnel, other than faculty and university staff, with duties and types of appointments that are primarily associated with higher education institutions or their administration.

b. Faculty – UWS 1.04

"Faculty" means persons who hold the rank of professor, associate professor, assistant professor, or instructor in an academic department or its functional equivalent in an institution. The appointment of a member of the academic staff may be converted to a faculty appointment in accordance with UWS 3.01 (1)(c).

c. Faculty Status – UWS 1.05

By action of the appropriate faculty body and chancellor of an institution, members of the academic staff may be designated as having "faculty status." Faculty status means a right to participate in faculty governance of an institution in accordance with the rules of the institution. Faculty status does not confer rank or tenure or convert an academic staff appointment into a faculty

appointment. Academic staff with faculty status are defined as University Faculty for purposes of participation in governance.

1) Eligibility

Members of the instructional academic staff who hold appointments of 50 percent or more in an academic department or functional equivalent, whose principal assignment is teaching (and/or coaching in athletics), who possess the qualifications normally required of ranked members of the faculty, and whose letter of appointment does not contain the statement that there is "no intent to renew," are eligible for "faculty status." (US 10/02)

Members of the instructional academic staff whose letter of appointment contains the statement that there is "no intent to renew," but who otherwise meet all of the above requirements and who have served in the appointment for at least three consecutive semesters, are also eligible for "faculty status." (US 10/02)

2) The Role of Academic Staff in Faculty Governance

Members of the instructional academic staff at the University of Wisconsin-Eau Claire who have been granted "faculty status" will have the right to and will be expected to participate in faculty governance activities at the department, school, college, University Senate, and University Faculty levels to the extent and subject to the limitations described in this section.

1) Departmental Governance

Members of the instructional academic staff who have been granted "faculty status" will be voting members of the department and will be eligible to be elected or appointed to voting membership on departmental committees, except those committees whose membership is restricted to tenured members of the faculty. Members of the academic staff may not serve on departmental reappointment (personnel) committees, departmental promotion committees, departmental committees developing and approving long-range tenure management plans, and any other committees which the department restricts to members of the faculty or to tenured members of the faculty.

2) College/School Governance

Members of the instructional academic staff who have been granted "faculty status" will be voting members of the college faculty and will be eligible to be appointed or elected to voting membership on all college or school committees except those whose membership is restricted to tenured members of the faculty.

3) University Senate Governance

Members of the instructional academic staff who have been granted "faculty status" will be eligible, subject to the terms of the constitution of the University Faculty and University Academic Staff, to be elected to the University Senate and to serve on all committees of the University Senate except those whose membership is restricted to tenured members of the faculty.

4) General Faculty Governance

Members of the instructional academic staff who have been granted "faculty status" will be voting members of the general faculty and will be eligible to be appointed or elected to all committees of the general faculty except those whose membership is restricted to tenured members of the faculty.

3) Procedures

- a) Recommendations for granting "faculty status" to eligible members of the instructional academic staff will normally proceed from the academic department or functional equivalent through administrative channels to the chancellor. The chancellor or designee will review and approve all recommendations and formally grant "faculty status" in writing to eligible members of the instructional academic staff.
- b) If "faculty status" is granted at the time of appointment, the letter of appointment will so state and the appointment letter will be accompanied by a copy of this policy on Faculty Status for Instructional Academic Staff.
- c) If "faculty status" is granted during a period of appointment, the letter from the chancellor or designee conferring "faculty status" shall be accompanied by a copy of this policy on Faculty Status for Instructional Academic Staff. (FS 4/79)

d. Emeritus Titles

Emeritus faculty and academic staff titles are conferred by the chancellor of an institution according to criteria established by the institutional faculty and academic staff. The university recognizes emeritus status of retired faculty and academic staff members. Standards for conferring emeritus status are as follows:

- 1) The faculty or academic staff member has served at least 20 years in this institution; or has had 20 years of collegiate service, 10 of which must have been in this institution just prior to retirement or has had 20 years of service to the education profession, at least 15 of which have been in this institution just prior to retirement.
- 2) The faculty or academic staff member is permanently retired from the university.

An exception to the above requirements may be granted under the following procedure.

The recommendation must originate at the department level or its functional equivalent and be forwarded to the chancellor. The chancellor will determine whether or not to grant the exception after consultation with the University Senate Executive Committee.

Emeritus status includes the following privileges: (US 4/99)

- 1) Names of emeriti faculty and academic staff are published with the faculty and academic staff roll in UW-Eau Claire announcements.
- 2) Emeriti faculty and academic staff may march in commencement or other academic processions, entering immediately ahead of the administrative officers and leaving immediately after those officers.
- 3) Emeriti faculty and academic staff may participate in all social affairs of the university and hold membership in the emeriti faculty and retired associates of the university.
- 4) Emeriti faculty and academic staff are awarded the UW-Eau Claire medallion.
- 5) Emeriti faculty and academic staff, as with all retired faculty and academic staff, retain the UW-Eau Claire ID and all the privileges it provides.
- 6) Emeriti faculty and academic staff may, under certain circumstances, receive assistance in continuing their professional activities.
- 7) Emeriti faculty and academic staff may request a learning and technology services (LTS) network account.

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8) Emeriti faculty and academic staff may audit courses according to the policies on auditing of classes by special students and auditing courses as published in the current university catalogue.

e. Visiting Faculty

The title "visiting professor" (associate, assistant, or instructor) is used for individuals who come from outside the UW System to an institution for temporary academic assignments. Normally such assignments last not longer than one year. Use of these titles is primarily intended for faculty from other educational institutions (as opposed to visitors from, for example, government or industry). Normally, the title given should reflect the comparable rank at the individual's home institution.

f. Educational Preparation Code

The following educational preparation code was originally established by Res. #3650 and Res. #3668 of the Board of Regents of the former Wisconsin State Universities. It is presently used at UW-Eau Claire in establishing guidelines for starting salaries and for recognizing appropriate educational attainments of continuing instructional staff.

Code 1 Any of the following three categories qualify for this rating:

- Ph.D.
- Ed. D.
- Earned doctor's degrees equivalent to the Ph.D. and Ed.D. requiring the minimum equivalent of three full years of graduate study beyond the baccalaureate.

Code 2 - Earned degrees requiring a minimum of three full years beyond the baccalaureate degree.

- All requirements for the doctorate met with the exception of the completion of the dissertation.

Code 3 - A master's degree plus one full year of graduate study as measured by the institution where graduate work is applicable in a degree program.

- A specialist degree or its equivalent.

- Two-year Master's degree.

Code 4 - Master's degree.

Code 5 - Bachelor's degree.

Code 6 - No bachelor's degree.

g. Day – UWS 1.08

{based on UWS 1 http://docs.legis.wisconsin.gov/code/admin_code/uws/1}

UWS 1.08 provides the definition of "day" for all actions to be completed within a specified number of days:

- Day shall mean calendar day.
- The first day shall be the day after the event, such as receipt of a notice or conclusion of a hearing.
- Each day after the first day shall be counted, except that a Sunday or legal holiday shall not be counted if it would be the final day of the period.

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h. Department

"Department" also refers to any functional equivalent of an academic department. (FS 3/76, in connection with the Faculty Personnel Rules replaced by this revision.)

i. Peer

For purposes of review of faculty performance "peer" shall be defined as the tenured members of the department or functional equivalent, excluding the chair. (FS 11/77)

3. Definitions: Period of Employment and Related Policies

Many of the policies quoted or summarized in this section derive from Academic Planning Statement #4 (abbreviated ACPS-4 <https://www.wisconsin.edu/program-planning/academic-planning-statements>) entitled "University of Wisconsin System Policy on Academic Year Definition and Assorted Derivatives," approved by the regents and revised July 11, 1980.

a. Academic Year – ACPS 4:1

The contractual academic year consists of a full nine months (39 weeks) and includes not fewer than 34 weeks of organized services for students, including classroom instruction, registration, advising, and examining.

b. Period of Employment – ACPS 4:3a,b

Most members of the instructional staff are engaged on an academic year appointment, which extends for the nine-month academic year specified in the UW-Eau Claire calendar as approved by the Board of Regents. The academic year ordinarily begins no earlier than one week before the first day of scheduled campus registration for the fall semester and concludes with the spring commencement and the submission of all grade reports.

The instructional staff may be employed as needed for the summer session. An additional two-ninths of the academic year salary is paid for a full-time summer appointment. Summer employment cannot be guaranteed because it is contingent on enrollment, department needs, and the individual's preparation for available assignments. Preference is given to regular faculty members for summer session teaching before seeking off-campus candidates.

The instructional staff may also be employed as needed for the Winterim session and will be paid according to the UW-Extension schedule by rank/title. Employment is contingent on enrollment, department needs, the individual's preparation for available assignments and willingness to teach a course immediately preceding the beginning of the spring semester.

The standard employment period for nonteaching positions is the annual appointment, extending over 12 months with the accrual of vacation at the rate of 22 working days per year. Compensation, sick leave, and vacation for employment periods of less than 12 months are prorated using the 12-month rates as the base. If an employee is moved from an academic year to an annual appointment, compensation for the annual appointment is ordinarily computed as the academic year base plus two-ninths of the base.

c. Unanticipated Termination of Appointment – ACPS 4:4

In the event of unanticipated termination of service during the term of an appointment, payment for services shall be terminated or suspended following cessation of services. The final check shall be calculated so that the employee receives full compensation for the portion of the appointment which has been completed. The formulas for computing such compensation are available from the director of human resources.

d. Full –Time Teaching Load - Faculty

A full-time semester teaching load is generally twelve credits or the equivalent. A full-time summer session load is eight credits. An alternative load measurement for a semester is based upon the number of student credit hours required to meet targets for student credit hour production within the various departments. A teacher who is assigned an overload will be compensated by a reduction in load a following semester. However, such overloads are approved only in very rare instances.

Teaching loads of departmental chairs are approximately nine hours in departments which have five to 15 members, and six hours in departments which have more than 15 members.

Faculty assigned to other appropriate professional activities, such as curricular development, student advising, pursuit of external grant support, research projects (generally involving students), coaching, directed or independent study with an individual or small groups of students, other scholarly/creative activities or administrative duties, will have their teaching load reduced. Such arrangements will occur only after careful consideration of the individual faculty member's professional goals and consultation between the faculty member, the department chair, and the college dean. Position descriptions or memoranda of agreement will typically serve as documentation that variances have been approved by the college dean.

The nonteaching elements of faculty workload for a semester typically include advising; serving on department, school, college, and/or university committees; providing public service; and conducting scholarly or creative activities. These elements are detailed in the annual performance review materials submitted by each faculty member and should also be reported, in summary form, in the departmental annual report as prepared by the department chair and forwarded to the college dean and provost and vice chancellor.

Faculty workload is initially determined by the department chair in consultation with the individual faculty member. A recommendation is submitted to the college dean who reviews the workloads of all faculty in the college. The provost and vice chancellor is ultimately accountable for the determination of faculty workload. (US 5/94).

e. Full –Time Teaching Load – Instructional Academic Staff (IAS)

A full-time semester teaching load is generally fifteen credits, or the equivalent. IAS responsibilities are more limited than those of a probationary faculty and are generally limited to teaching duties. However, those assigned responsibilities in addition to teaching such as advising will have a reduced teaching load. Such arrangements will occur only after careful consideration of the individual staff member's responsibilities and after consultation with the IAS member, the department chair, the college dean and the provost or designee. Such assignments will be stipulated in a letter of appointment.

A full-time summer session load is eight credits. Instructional academic staff who are assigned an overload are generally compensated through an overload payment; however, instructional academic staff may be compensated by a reduction in load a following semester.

The provost and vice chancellor is ultimately accountable for the determination of IAS workload. (US 10/03)

f. Unanticipated Assignments from University Sources during the Period of Appointment – ACPS 4:6a

The salary received by full-time employees is generally assumed to be full compensation for university activity during their appointment period. Thus, such employees may not receive

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compensation for an overload activity from any funds administered within the University System, regardless of source, except through procedures and within standards provided in this policy.

Exceptions to this policy are subject to specific advance approval of the provost and vice chancellor as the designee of the chancellor and must be of an unusual, short-term, or non-recurring nature. Compensation for such exceptions cannot exceed the statutory limitations as defined in Wisconsin Statutes (Section 16.417(2)).

g. Mini-Sessions During the Academic Year – ACPS 4:6b

Faculty may receive additional payment for mini-sessions scheduled during the academic year when the addition of a mini-session or inter-session results in a teaching load that exceeds the institution's regular expected teaching load for fall and spring semesters.

Academic staff may receive additional payment for mini-sessions scheduled during the academic year when the addition of a mini-session or inter-session results in a teaching load that exceeds the institution's regular expected teaching load for fall and spring semesters.

h. Summer-Sessions and Post-Commencement Mini-Sessions – ACPS 4:6c

For employment during the summer period, compensation received from the University may not in aggregate exceed two-ninths of the faculty/academic staff member's academic year salary unless an explicit exception is granted by the provost and vice chancellor as the designee of the chancellor.

i. Interinstitutional instructional, consulting, or technical services on an overload basis – ACPS 4:6d

Overload payment for such services may be authorized by the provost and vice chancellor as the designee of the chancellor if the service falls outside the faculty member's regularly assigned responsibilities, can be provided without adversely affecting performance of regularly assigned responsibilities, and is an activity of unusual, short-term and non-recurring nature. Additional information regarding UW System and UW-Eau Claire policy may be obtained from the provost and vice chancellor.

j. Off-Campus Credit Instruction Coordinated through UW-Extension – ACPS 4:6e

When taught by full-time faculty members during their appointment period, such courses are included insofar as possible as part of assigned full-time responsibilities. UW System and UW-Eau Claire policies regarding overload and ad hoc employment may be obtained from the provost and vice chancellor.

k. UW-Extension Continuing Education and Public Service Programs – ACPS 4:6f

To the extent that needs can be anticipated, such assignments are included as part of the faculty member's full-time load. UW System policies may be obtained from the provost and vice chancellor.

l. Funding for Research and Other Activities (External Sources)

Research and other activities that involve financial support from agencies external to the University of Wisconsin System play an important part in the growth of the university and in the professional development of its faculty. The following policies and procedures, consistent with Board of Regents policy, govern local university operations.

m. Extramural Funds received by University of Wisconsin-Eau Claire

Any grant or contract for extramural funding which will be administered through the University of Wisconsin System must be accepted by the Board of Regents. Grant proposals must be cleared with department chairs, related dean(s) and/or directors, and the Office of Research and Sponsored Programs as a part of the UW-Eau Claire review/approval process. Assistance in preparing a

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proposal and arranging for UW-Eau Claire concurrence is available from the Office of Research and Sponsored Programs.

Request for released-time should follow the normal administrative channel from the department chair to the dean of the college to the provost and vice chancellor.

Compensation for those projects which are supported by extramural funds and administered through the UW System must comply with the provisions outlined in ACPS-4 (<https://www.wisconsin.edu/program-planning/academic-planning-statements/>). See Unanticipated Assignments from University Sources during the Period of Appointment.

n. External Funds as a Direct Source of Compensation

Faculty receiving compensation directly from agencies external to the University of Wisconsin System must comply with the provisions outlined in UWS 8, Outside Activities, (http://docs.legis.wisconsin.gov/code/admin_code/uws/8.pdf) and the corresponding section of these Rules and Procedures.

o. Non-University Employment

The acceptance of any employment within the UW system but outside of the contract with the Board of Regents shall be with the concurrence of the chancellor of the university. Part-time teaching or in-service assignments with any other institution of learning shall be by request of the faculty or academic staff member and with the approval of the department chair or program director and must be reported as part of the annual Outside Activities report. In any case where remunerative employment is conducted with another agency, assurances must be provided that the Board of Regents has prior claim upon all services. (US 10/18)

Non-university employment is subject to the provisions outlined in UWS 8, Outside Activities, (http://docs.legis.wisconsin.gov/code/admin_code/uws/8.pdf) and the corresponding sections of these Rules and Procedures.

p. Leaves of Absence

Leaves of absence without salary may be granted for up to two years by the chancellor of the university. These are considered upon the request of the faculty member or academic staff member and the recommendation of the provost and vice chancellor.

q. Faculty Sabbatical Program

{based on ACPS 3.3 <https://www.wisconsin.edu/program-planning/academic-planning-statements/>}

The Faculty Sabbatical Program enables recipients to engage in intensive study in order to become more effective teachers and scholars and to enhance their services to the university. Faculty members are considered on the merit of their past academic contributions. They are eligible for sabbatical if they have completed six or more years of full-time service, or the equivalent, in the UW System and have not taken a sabbatical within the UW System during the previous six years of full-time service or equivalent. A faculty member may take a sabbatical leave for one semester of an academic year at full compensation for that period or a sabbatical leave for an academic year at 65 percent of full compensation for that period.

The call for faculty sabbatical proposals is issued by the Office of Research and Sponsored programs each spring for academic year beginning 18 months later. A workshop on the sabbatical application procedures is generally offered in May. Proposals must be submitted to the assistant vice chancellor for research and sponsored programs for distribution to the screening committee. The deadline for

submission of proposals will be announced at the beginning of each fall semester. More complete information on the program is available from the [Office of Research and Sponsored Programs](#).

SECTION B – FACULTY PERSONNEL POLICIES AND PROCEDURES

Personnel actions for faculty include recruitment, appointment, periodic review, reappointment, granting tenure, and promotion in rank. The provost, in consultation with the Faculty Personnel Committee, has the authority to designate an academic program as an official tenure home and therefore as the functional equivalent of a department. Such an academic program must establish and maintain written faculty personnel policies and procedures as defined herein with the program coordinator serving as department chair and the program serving as the department. (US 10/11)

1. Faculty: Department Personnel Committee

a. DPC – Introduction

The Department Personnel Committee (DPC) is responsible for establishing criteria and procedures for periodic review, establishing criteria and procedures for evaluating performance, making recommendations on reappointment and granting tenure, and assisting the department chair in recruitment. The DPC is also responsible for communicating to faculty the criteria and procedures it currently uses in making these recommendations. Specifically, the DPC provides an opportunity annually for faculty to discuss the criteria and procedures contained in the departmental faculty evaluation plan.

All periodic review reports, evaluations of performance, and recommendations for appointment, reappointment, and granting tenure are forwarded to the department chair. The department chair is responsible for conducting his/her own periodic review of faculty members and evaluation of performance, and for making recommendations regarding appointment, reappointment, granting tenure, and promotion in rank to the dean. The department chair informs the faculty in writing of the criteria used in the review processes.

Criteria for periodic review and evaluation of performance for purposes of reappointment, granting tenure, and promotion in rank must include, but are not limited to, the general criteria of teaching effectiveness, scholarly activity, and service to the University, the profession, and the public.

b. DPC – Membership

All tenured faculty with an assignment of 50 percent or more in the department, excluding the department chair and excluding tenured faculty members on paid or unpaid leave of absence of greater than 50 percent, shall be members of the Department Personnel Committee. A faculty member may hold membership on the Department Personnel Committee in only one department. If a faculty member holds a 50 percent assignment in each of two departments, the department in which he or she will be a member of the Department Personnel Committee shall be determined at the time the tenure appointment is made. Tenured faculty members who are (a) on sabbatical leave or (b) temporarily assigned (i.e., for a period of two years or less) to university duties outside the department or (c) teaching abroad remain members of the Department Personnel Committee and are expected to participate fully in the Department Personnel Committee unless they expressly elect to temporarily suspend their membership during their sabbatical leave, outside appointment or teaching assignment and inform their department chair of their decision. Temporary suspension of membership can affect the ability of the Department Personnel Committee and its subcommittees

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to formally organize and make recommendations [see below, “Organization” and “Functional Equivalent”]. (US 4/09)

Even though the department chair is not a member of the Department Personnel Committee or of its subcommittees, the chair may be invited to attend their meetings. The department chair shall call organizational meetings of the Department Personnel Committee as needed. The Department Personnel Committee shall elect a chair and a secretary, each of whom shall sign all official documents and communications from the committee.

c. DPC – Organization

In order to formally organize and make recommendations, a Department Personnel Committee must have three or more members.

Each eligible faculty member has a responsibility to serve on the Department Personnel Committee, and there is no provision for resignation from this committee. An individual must decline to participate in certain decisions of this committee when there is a danger of conflict of interest. If the failure of an individual faculty member to participate in this committee's actions reduces the number of participating members to fewer than three, then for the purpose of those actions, the functional equivalent [see below] shall replace the committee.

d. DPC – Functional Equivalent

If the Department Personnel Committee cannot be formed because of insufficient numbers of eligible members, then, unless the Department Evaluation Plan specifies other procedures for designating the functional equivalent of a Department Personnel Committee in such situations, the department chair in conjunction with the faculty eligible for membership on the committee shall operate as the functional equivalent of the Department Personnel Committee. (US 11/07, 11/19) Serving on the functional equivalent does not itself impact the chair's membership on other DPCs. (US 10/11, 11/19)

The functional equivalent shall be treated as the Department Personnel Committee in all respects and must adhere to the normal policies and procedures (including meeting announcement procedures) that govern the operation of the Department Personnel Committee except in those cases where the normal policies and procedures:

- 1) call for a recommendation to be submitted from the Department Personnel Committee to the Chair or Director. In this situation, the functional equivalent shall operate as the Department Personnel Committee and the recommendation shall be submitted directly to the next administrative level.
- 2) call for the Department Personnel Committee to assist the chair or director with a specific task. In this situation, the chair or director shall perform the specific task with assistance from the other members of the functional equivalent.
- 3) call for the Department Personnel Committee to take a specific action with input from the chair or director. In this situation, the functional equivalent shall be responsible for the specific action.
- 4) call for the chair or director to perform an evaluation independent from the evaluation performed by the Department Personnel Committee. In this situation, the functional equivalent shall perform the single evaluation.

In those cases where the department chair or unit director is the sole member of the functional equivalent, the normal meeting announcement procedures do not apply. (US 1/03)

e. DPC – Procedures

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The Department Personnel Committee shall develop and approve written procedures for carrying out its charge. The committee procedures shall be in harmony with university and UW System policies and procedures, which shall always take precedence.

f. DPC – Voting

All votes pertaining to a personnel action will be conducted by voice, by show of hands, by signed ballot, or by roll call. If any member of the voting body requests a roll call or signed ballot vote, then the vote must be conducted in that manner. In the case of signed ballot or roll call, the name and specific vote cast by each voting member must be recorded, preserved, and be available for public inspection.

In reporting the results of any personnel action requiring a vote, the vote count (votes for, votes against, members present) will be recorded on the appropriate official personnel form. That form will be provided to the individual under consideration in the personnel action at the same time that it is forwarded to the next appropriate administrative level (Chair, Dean, etc.). (US 4/14)

To be considered a positive recommendation (e.g., supportive of reappointment, tenure, or promotion), a simple majority of *those voting on the motion* must vote for the action (more votes “for” than votes “against”). Any other outcome, including a tie vote, is considered a negative recommendation (e.g., against reappointment, tenure, or promotion). [Note: Abstentions are not votes, they are a refusal to vote. Members who elect to abstain are not considered as having voted, but they are considered as part of the total for the number of members present.] (US 4/14)

The right to vote is limited to members of an organization who are present in person or via synchronous discussion at the time the vote is taken at a legal meeting. (US 2/05; 4/05; 5/05)

g. DPC - Subcommittees

The Department Personnel Committee procedures shall provide for subcommittees as specified in the sections on Promotion in Rank and Post-Tenure Review. The committee procedures may also provide for the delegation of any of the committee functions and responsibilities, other than those specified for the promotion and post-tenure review subcommittees, to one or more subcommittees whose membership must be formed with the membership of the Department Personnel Committee. (US 9/04)

h. DPC - Meetings

The procedures shall provide for at least one meeting of the Department Personnel Committee each academic year at which the committee procedures and criteria used by the committee shall be reviewed and may be modified according to the provisions set forth in the procedures.

i. DPC - Charge

The Department Personnel Committee shall:

- 1) Establish criteria and procedures for periodic review of faculty performance as prescribed by university and UW System policies.
- 2) Establish a professional development process for each rank as well as language to evaluate the service of those who mentor others in professional development. (US 4/13)
- 3) Establish criteria and procedures for making recommendations concerning the reappointment of probationary faculty, the rehiring of instructional and/or research academic staff, and granting tenure to faculty.

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- 4) Establish criteria and procedures within the limits granted to the department for making salary recommendations.
- 5) Assist the department chair in developing and approving the departmental long-range plan.
- 6) Assist the Department Chair in the recruitment of faculty and instructional and/or research academic staff.
- 7) Make recommendations to the Department Chair concerning appointment and reappointment of faculty, hiring and rehiring of instructional and/or research academic staff, granting tenure to faculty, and the granting of faculty status to instructional and/or research academic staff, including a specific statement whether the recommendation is for or against these actions.
- 8) Implement personnel policies and procedures either delegated to or permitted at the department level.
- 9) Provide to faculty and instructional and/or research academic staff a copy of the current criteria and procedures used by the Department Personnel Committee, the promotion subcommittees, and any other subcommittees.
- 10) Annually provide an opportunity for faculty and academic staff to discuss the criteria and procedures used by the Department Personnel Committee and its subcommittees.

Unless otherwise provided, the procedures of the Department Personnel Committee shall be governed by Robert's Rules of Order. (US 12/03)

2. Faculty: Recruiting/Appointment/Performance/Tenure/Renewal & Promotion

{based on UWS 3 http://docs.legis.wisconsin.gov/code/admin_code/uws/3}

a. Faculty: Appointments

Appointments to the faculty of the University of Wisconsin-Eau Claire are made by the Chancellor of the University. Initial appointments are typically for two years. Contracts may be offered for part- or full-time positions which are specifically restricted to one or two semesters.

To ensure compliance with University, State, and Federal rules and regulations, the university shall provide a regular schedule of training for members of Department Personnel Committees, search committees, department chairs, and deans.

The University of Wisconsin-Eau Claire is an equal opportunity employer actively seeking applications from all qualified persons, whatever their sex, marital or parental status, race, color, religion, age, national origin, or handicap. Department chairs and directors recruit for each position available according to the affirmative action guidelines provided in the UW-Eau Claire Affirmative Action Plan. The recruitment process begins with completion of the "Request to Recruit" form available from the provost and vice chancellor's office. Written records are kept of all recruiting practices. (US 2/05)

1) Types of Appointments {based on UWS 3.01}

When a vacancy exists in an academic department, the chair of the department in consultation with the Department Personnel Committee (DPC) shall prepare a recommendation as to whether the vacancy is to be filled with a faculty appointment or an academic staff appointment. In formulating this recommendation consideration shall be given to, but not limited to, the staffing needs of the department, the tenure density of the department, the source of funding for the position, the responsibilities to be associated with the position, the number of years the position is expected to continue, and the provisions of Unclassified

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Personnel Guideline #1, Attachment #1, 4 – Instructional Academic Staff. The number of probationary faculty appointments in a department need not be limited to the number of anticipated vacant tenure positions. (FS 11/84)

When an academic department has a vacant probationary faculty position, upon the recommendation of the Department Personnel Committee, the chair may recommend that the position be offered to one of the instructional and/or research academic staff members in the department without advertising the position. Such recommendation must be supported with documentation giving evidence that no useful purpose would be served by advertising the position, and that the academic staff member has the qualifications sought for the position and could be expected to prevail among the pool of applicants if the position were advertised. Upon approval by the dean, the affirmative action officer, and the chancellor, the instructional and/or research academic staff member shall be offered the probationary faculty position. (FS 11/84)

2) Recruiting {based on UWS 3.02}

Academic departments shall develop a long-range staffing plan that includes a description of curricular needs, a description of the value of a diversified faculty/staff to those curricular needs, and a description of diversity recruitment strategies. The affirmative action office will provide baseline data and information as necessary for this plan. When a vacancy exists in an academic department, the chair of the department shall forward a request to fill the vacancy and forward a recruitment plan that includes the department's diversity strategies to the dean. In consultation with appropriate members of the faculty, the chair shall develop a description of the position and the qualifications to be sought and forward that for approval to the dean as well. All recruiting procedures shall be in accordance with the department's long-range staffing plans and with UW-Eau Claire's affirmative action plan. (US 4/94) {See [Affirmative Action's web site](#) for recruiting details.}

Upon review by the affirmative action officer and approval by the dean of the college and the provost and vice chancellor, the department chair shall publicize the vacancy in accord with the current affirmative action plan and in an effort to secure as many qualified applicants as possible. (US 12/99)

The department chair shall obtain from the affirmative action office the appropriate forms for recording the recruitment activity and for recording the qualifications of the applicants reviewed.

After the review of applications, the department chair in consultation with the faculty of the department shall select the best qualified candidate(s); and after review by the affirmative action officer and approval of the dean of the college and the provost and vice chancellor, the dean shall invite the candidate(s) to campus for interviews. If none of the candidates is acceptable, the department chair, in consultation with the faculty of the department, shall (1) revisit the pool for additional candidates, (2) readvertise in the same and/or different locations using exactly the same position description and requirements, or (3) close the search, and, if appropriate, determine what changes need to be made to either the position or the wording of the advertisement and request permission to begin a new search incorporating the changes. (US 12/03)

While on campus, the candidate or candidates shall be interviewed by members of the faculty, the department chair, and normally by the dean of the college or colleges in which the candidate will hold appointment, and the provost and vice chancellor or designee.

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If the candidate or candidates are not acceptable to the department and/or to the administration, another candidate will be invited for interviews and so on, until an acceptable candidate is found. (FS 10/75)

3) Appointments - General {based on UWS 3.03}

When an acceptable candidate has been found, the department chair on behalf of the department will prepare a recommendation for appointment including rank and salary. After review by the Affirmative Action Officer and upon recommendation of the dean of the college, the provost and vice chancellor shall prepare an appointment letter detailing the terms and conditions of the appointment, including, but not limited to, duration of the appointment, salary, starting date, ending date, general position responsibilities, probation-tenure status, tenure home, and the crediting of prior service where appropriate. (US 10/11)

For all split and joint appointments, the appointment letter will specify the tenure home for the appointee and include detailed and specific descriptions of the various unit responsibilities in the evaluation process. For both split and joint appointments, the letter will designate which units are responsible for evaluating teaching, scholarship, and service respectively, and to what degree each unit is responsible for evaluating each of these criteria. The letter will also specify in which unit the appointee's tenure resides as well as which unit is responsible for making the overall recommendations for retention, tenure, and promotion. For split appointments, the letter will also specify which unit is responsible for evaluating the administrative duties of the appointee and will include detailed information about how the administrative evaluation will be weighed relative to the faculty evaluation for retention, tenure, and promotion. (US 4/12)

The letter of appointment shall reference those portions of the Wisconsin Administrative Code (UWS) which pertain to faculty and the UW-Eau Claire Faculty Personnel Rules and Procedures relating to faculty appointment. Copies of these rules are available online.

All faculty and academic staff will be apprised of their governance rights by the department chair at the time of original hire. (US 12/99)

4) Probationary Appointments {based on UWS 3.04}

Appointment to a faculty position may be made initially with tenure status or probationary status. If a probationary appointment is made, previous full-time service as a ranked member of the faculty of other colleges or universities or comparable instructional service at this university may be included in calculating the probationary period at the University of Wisconsin-Eau Claire. Of the total years of such service, the portion to be included will typically not exceed three years, and may be less, and shall be determined at the time of initial appointment by the chancellor upon the recommendation of the Department Personnel Committee, the department chair, the dean of the college, and the provost and vice chancellor. (FS 1/80)

The maximum probationary period for full-time faculty appointments shall be seven years of continuous service. The maximum probationary period for part-time positions of at least half-time shall be no more than the mathematical equivalent of seven years of full-time continuous service. For example, for a half-time appointment, the maximum probationary period shall be no more than fourteen years of half-time continuous service.

a) Leaves of Absence

Leaves of absence, sabbatical leaves, or retraining assignments shall not constitute breaks in continuous service nor shall they be included in the probationary period.

Responsibilities with respect to childbirth or adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond the control of the faculty member, shall not constitute breaks in continuous service nor shall they be included in the probationary period when those circumstances significantly impede the faculty member's progress toward achieving tenure. It shall be presumed that a request made because of responsibilities with respect to childbirth or adoption shall be approved.

b) Delay of Tenure Evaluation

Requests to delay the tenure evaluation shall not be initiated once the tenure review cycle commences according to UWS 3.04(3). The review cycle typically commences following the Board of Regents' final action on the previous year's tenure candidates. A request to "suspend the clock" for any of the above listed reasons must be made in writing to the department chair. The approved request must be forwarded along with the approval recommendation in turn to the dean, provost and vice chancellor, and chancellor. The chancellor in consultation with the department chair, dean, and provost and vice chancellor may grant the request. If the request is denied at any level, the denial must be based upon clear and convincing reasons and must be in writing. (US 10/15)

More than one request may be granted because of responsibilities with respect to childbirth or adoption. More than one request may be granted to a probationary faculty member but the total, aggregate length of time of all requests, except for a request because of responsibilities with respect to childbirth or adoption, granted to one probationary faculty member shall be no more than one year. If a faculty member has been in probationary status for more than seven years because the clock has been "suspended" for one or more of the above reasons, then the person shall be evaluated as if he or she had been in probationary status for seven years. Tenure is not acquired solely because of years of service. Granting tenure must result from an affirmative recommendation of the department and approval by the administration. (US 5/94)

b. Faculty: Review of Performance

1) Purpose {based on UWS 3.05 http://docs.legis.wisconsin.gov/code/admin_code/uws/3}

The University of Wisconsin-Eau Claire is committed to a continuous self-evaluation as one means of ensuring the quality of the education it offers students. The periodic review of faculty performance is an integral part of this process. As such, it has as its primary purpose the maintenance and improvement of the quality of instruction provided by the individual faculty member and the quality of programs offered at the departmental or college levels. Recognizing that teaching, research, professional development, and service to the public, the profession, and the University, as well as all other types of scholarly activity, contribute to the quality of educational opportunity available at the University, all faculty shall be evaluated in all aspects of the fulfillment of their professional commitment to the institution. For split and joint appointments, the review shall be based on the responsibilities and criteria for evaluation established in the appointment letter. (US 4/12)

The department chair, the Department Personnel Committee (DPC), the DPC subcommittees, and designated academic administrators participate in one or more of the several phases of periodic review of each faculty member listed below. (US 3/04; 9/04)

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Phase	Frequency	Initiated By
Salary Review	Annually	Department Chair
Reappointment Review	Annually through the fifth probationary year	Department Personnel Committee and Department Chair
Tenure Review	Prior to the seventh probationary year	Department Personnel Committee and Department Chair
Promotion Review	After satisfaction of applicable criteria	Department Personnel Committee (Appropriate Promotion Subcommittee) and Department Chair
Post-Tenure Review	During the fifth year following tenure or promotion, whichever is more recent and then during every subsequent fifth year	Department Personnel Committee (Appropriate Subcommittee)

a) Probationary Faculty

The information gathered through the various phases of periodic review of probationary faculty is used in making personnel decisions as well as in the formulation of plans for the professional development of the faculty member involved. To promote the retention of qualified probationary faculty, the institution encourages departments to assign mentoring teams to the new faculty, to monitor retention goals, and, in conjunction with the administration, work to enhance the intercultural climate. The evaluation policies and procedures shall respect the dignity and the academic freedom of the individual and shall recognize the importance of good staff morale to the achievement of academic excellence.

b) Tenured Faculty

The information gathered through the various phases of periodic review of tenured faculty is used to ensure continuing growth and development in professional skills; to encourage faculty to explore new ways to promote academic excellence; and to identify areas for improvement and provide solutions for problem areas.

The periodic review of probationary faculty and of tenured faculty shall follow the same procedures as described below. The reviews may be incorporated into other departmental procedures for salary and other performance reviews at the department level.

Salary recommendations shall be based on performance of assigned duties and must include consideration of student evaluations.

2) Criteria for Periodic Review of Faculty Performance (US 11/16,3/17)

***EDI language implementation beginning 7/1/2018*

Each periodic review of faculty must include, but is not limited to, consideration of teaching effectiveness, scholarly activity, and service to the University, the profession, and the public.

******In addition, all faculty members are expected to contribute to university efforts towards equity, diversity, and inclusivity (EDI).

Equity is defined as the fair and impartial treatment of all individuals. Diversity is defined as the structural and power differences among people, including but not limited to, differences in race,

ethnicity, religion, gender sexual orientation, disability, economic status or perspectives. Inclusivity is defined as valuing the perspectives and contributions of all individuals.

EDI contributions can be included in any of the three primary criteria for periodic review. Contributions to EDI can be demonstrated through teaching and curricular development, scholarly activity, engagement in initiatives that directly serve underrepresented students, underrepresented faculty, and/or underrepresented communities, or professional development, or any other activities as defined in the approved evaluation plan. All periodic faculty reviews shall include an evaluation of the faculty member's EDI engagement efforts. ** Many faculty activities may contribute to more than one of these criteria, which are defined as follows:

- a) Teaching effectiveness means the success of the instructor in securing interest, effort, and progress on the part of students. The primary consideration is that students are stimulated to better standards of scholarship, to keener interest in learning, to greater professional understanding, and to more effective effort toward self-improvement. On October 4, 1974, the Board of Regents approved policies requiring student evaluation of instruction for the following purposes: (1) improvement of instruction; (2) as information used in actions on promotion, retention, and granting tenure; (3) as information used in actions on salary increases.
- b) Scholarly activity means scholarship of a live and progressive character, manifested by continued study, scholarly interests, research, productive and creative work, and professional participation and performance. The essential test of such growth is the teacher's success in holding the respect and esteem of students and colleagues within his or her special field of study and in maintaining professional standards in keeping with those generally approved by the teaching profession.
- c) Service to the university, the profession, and the public means the acceptance and fulfillment of the responsibility to serve the university, the professions, and the public through various activities which take place outside the classroom.
 - (1) Service to the university refers to service in various individual roles (e.g. mentoring faculty in professional development, assisting committees as an invited presenter, etc.) and service through participation on various committees, advisory boards, etc., at either the department, school, college, university, or system level.
 - (2) Service to the university also includes academic advising. Academic advising includes providing ongoing consultation for the student; referring the student to appropriate sources of assistance when necessary; assisting the student in the development of a comprehensive, long-range academic and career plan and the selection of courses; and monitoring the student's progress towards the fulfillment of all applicable degree requirements. (US 11/16)
 - (3) Service to one's profession refers to active participation in professional organizations at the local, state, national, or international level.
 - (4) Service to the public refers to participation in community movements of an educational nature, or in continuing education activities, or to using one's professional expertise in a consulting or advisory capacity to agencies, businesses, communities, or individuals, or to similar types of activities through which the university achieves greater recognition and prestige in the community, state, or nation. (US 4/13)

Each phase of periodic review of faculty performance shall include, but is not limited to, consideration of teaching effectiveness, scholarly activity, and service to the university, the profession and the public. The Department Personnel Committee (DPC) of each department or functional equivalent with input from the Department Chair shall develop and approve a written evaluation plan that defines each of these general criteria and describes the relative emphasis to be given to each criterion. The emphasis may vary depending on needs of the department, individual interests, and the stage of a faculty member's career. Upon approval by the DPC, the plan shall be submitted to the department chair, the dean, and the provost and vice chancellor who shall review the plan and, if it is determined to be acceptable, approve it in writing. The department chair shall distribute the approved plan to department members, thereby informing them of the agreed upon criteria. The Department Personnel Committee, the department chair, the dean, and the provost and vice chancellor shall use the agreed upon criteria in considering performance reviews.

The Department Personnel Committee shall annually review the Department Evaluation Plan and revise the plan as deemed appropriate. Revisions shall be approved in the same manner as the original plan. The department chair shall inform the department in writing of any agreed upon revisions in the plan.

If at any point during the development or revision of the plan agreement cannot be reached over any aspect of the plan, the next higher level (department chair, dean, or provost and vice chancellor) shall attempt to informally mediate any differences and to secure agreement so that the plan may move forward. If the provost and vice chancellor's effort at informal mediation fails, the Faculty Complaint, Grievance, and Termination Review Committee shall be convened by the chancellor to examine the issues and to make a recommendation to the chancellor concerning that portion of the plan for which an agreement could not be reached. The decision of the chancellor is final. When the Faculty Complaint, Grievance, and Termination Review Committee recommendation is supported by three-fourths of those voting, the committee can expect that its recommendation will be supported except for only the most compelling reasons. (US 12/03)

3) Procedures for Periodic Review of Faculty Performance

a) Procedures for Periodic Review by Department Personnel Committee

The committee or one of its subcommittees shall meet annually with all instructional staff of the department for the purpose of discussing the department criteria, the relative emphasis given to each of the criteria in the review of the individual faculty member's performance, and the procedures of the evaluation plan.

In addition to student evaluations, each phase of periodic review shall provide for peer judgments of performance and may be conducted by means of classroom evaluations, information presented by the faculty member, and information gathered by the DPC or its subcommittees. For nonteaching faculty, the plan shall follow the principles reflected in these guidelines with appropriate modifications based on the responsibilities and duties of the individual.

The departmental faculty evaluation plan shall include procedures which:

- (1) Conform to the Wisconsin open meetings and records laws, the UW System rules and policies, and UW-Eau Claire policies, all of which shall take precedence.

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- (2) Provide forms and procedures for administering and analyzing student evaluations and promote the anonymity and integrity of those evaluations.
- (3) Provide that the faculty member shall be given copies of all periodic reviews of faculty performance at the same time as such reports are submitted to the department chair or other administrators by the Department Personnel Committee or its subcommittees.
 - (a) Provide that each phase of periodic review of probationary faculty be forwarded through administrative channels to the department chair, dean, provost and vice chancellor, and chancellor in the course of the reappointment process.
 - (b) Provide that each phase of periodic review of tenured faculty be forwarded to the department chair. (US 3/18)
- (4) Provide that the faculty member be given an opportunity to examine his or her student evaluations.
- (5) Provide that the faculty member be given an opportunity to respond in writing to the student evaluations and the evaluation reports prepared by the Department Personnel Committee and that such responses are attached to the original documents before the evaluation report is forwarded to the dean.
- (6) Afford the faculty member opportunities to submit to the Department Personnel Committee or its subcommittees any documents or information relevant to the evaluation of his or her performance, and/or request a meeting with the committee.
- (7) Recognize that the department chair has the responsibility for maintaining the departmental personnel file for each staff member, including a record of the periodic evaluations, personnel decisions, and the information on which they are based.
- (8) Afford the faculty member an opportunity to review and respond to the information in his or her departmental personnel file.

b) Procedures for Periodic Review by Department Chair

In addition to student evaluations, each phase of periodic review by the department chair may be conducted by means of classroom observations, information presented by the faculty member, and information gathered by the Department Personnel Committee or its subcommittees. Following the completion of the each phase of periodic review, the department chair shall provide the faculty member with a written report on his or her performance. The faculty member shall have the opportunity to respond to this report in writing. This report, the information on which it is based, and the response, shall become a part of the departmental personnel file of the faculty member. (US 12/03, 3/18)

c. Faculty: Renewal of Appointment and Granting Tenure

{based on 3.06 http://docs.legis.wisconsin.gov/code/admin_code/uws/3}

1) Renewal of Appointments (Probationary Faculty Members)

Recommendations pertaining to reappointment of probationary faculty members proceed through administrative channels from the departmental level to the chancellor. The Department Personnel Committee is responsible for initiating reappointment or non-reappointment recommendations for all probationary faculty members in the department. These recommendations are forwarded to the chair of the department, the dean(s) of the college(s) in which the probationary faculty member holds an assignment, and the provost and vice chancellor. The chair of the department is then responsible for the development of a

reappointment recommendation for each probationary faculty member in the department. These recommendations are forwarded to the dean of the college in which the faculty member has his/her primary assignment, who in turn reviews the recommendations and forwards a recommendation to the provost and vice chancellor, who in turn recommends to the chancellor.

The Department Personnel Committee shall give the faculty member at least 20 days' advance written notice of the departmental review. This notice will inform the faculty member whether the review is to be conducted to determine a reappointment recommendation only or to determine a recommendation for tenure. This notice will also inform the faculty member of his/her right to present to the committee written information related to the criteria on which it will base its recommendation and of his/her right to request an opportunity to appear before the committee to explain the information presented.

The Department Personnel Committee shall forward to the Department Chair its recommendation, the evaluation supporting that recommendation, and the number of votes for and against reappointment within 10 days of the time of the committee's vote. It shall at the same time inform the faculty member of its recommendation in writing. The faculty member shall not receive the reasons for the recommendation at this time.

Whenever a reappointment recommendation differing from that of the Department Personnel Committee's recommendation is sent forward, the Department Personnel Committee will be informed and an opportunity for consultation provided.

2) Other Administrative Responsibilities

The Department Chair shall meet with each probationary faculty member of the department for the purpose of communicating to him/her the judgment and suggestions regarding the faculty member's teaching and other academic responsibilities and to discuss his/her progress toward tenure.

The department chair shall make a recommendation and forward it, along with the Department Personnel Committee's recommendation and reasons, to the appropriate dean within 20 days of the Department Personnel Committee's vote, at the same time informing the faculty member in writing of the recommendation.

The dean shall make a recommendation and forward it, along with those previously made, to the provost and vice chancellor within a reasonable time. He/she shall inform the faculty member in writing of his/her recommendation within 20 days of making it.

The provost and vice chancellor shall make a recommendation and forward it, along with those previously made, to the chancellor within a reasonable time. He/she shall inform the faculty member in writing of his/her recommendation within 20 days of making it.

Where the Department Personnel Committee recommendation is supported by 3/4 of those voting, the committee may expect that its recommendation will be supported by the chair of the department, the dean, the provost and vice chancellor, and the chancellor, except for only the most compelling reasons. In such case, those compelling reasons will be communicated by the administrative officer making a recommendation different from that of the Department Personnel Committee to the chair of the Department Personnel Committee for distribution to the tenured members of the department. (FS 3/75)

The providing of reasons upon request of a faculty member and the communicating of "compelling reasons" for reversing the recommendation of a Department Personnel Committee

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are separate actions. Reasons for non-reappointment shall be placed in the faculty member's official file (located in the chancellor's office) only when the faculty member has requested them. When reasons for reversal are communicated to the Department Personnel Committee, they shall be accompanied by a statement limiting access to the reasons to the tenured members of the appropriate department. (FS 5/81, 10/81)

3) Granting Tenure for Faculty

a) Tenure Decisions

The maximum probationary period in a full-time position is seven years. Therefore a tenure decision is made no later than the sixth year of a probationary faculty member's full-time service to the university. The procedure to be followed is that used in periodic review of faculty, and must include, but is not limited to, a review of teaching effectiveness, scholarly activity, service to the university, the profession, and the public, and departmental needs. In reviewing teaching, departments must consider, among other factors, student evaluations.

If the decision is to grant tenure, it will become effective at the beginning of the academic year following the decision. If a decision not to grant tenure is made in the sixth year of service, the faculty member's service will be terminated with the completion of the seventh year. An appeal of a negative tenure decision can be made by the affected faculty member under the provisions of appeal of a nonrenewal decision.

b) Doctoral Degrees and Tenure

When a Department Personnel Committee deems an earned doctorate or other special preparation essential, probationary faculty members will be expected to have these qualifications before consideration for tenure will be given. The Department Personnel Committee shall inform the probationary faculty member of these expectations. In instances where no Department Personnel Committee exists, the department chair shall perform these functions.

c) Granting Tenure and Promotion in Rank

Granting tenure and promotion in rank result from separate recommendations. An individual may be promoted before obtaining tenure and may be granted tenure without promotion in rank. (US 12/91)

Granting tenure shall result from an affirmative recommendation of the department and approval by the administration. Such recommendation shall proceed in the same manner as a recommendation for reappointment. (FS 11/75)

d. Faculty: Nonrenewal of Probationary Appointments

{based on UWS 3.07, 3.08, and 3.09 http://docs.legis.wisconsin.gov/code/admin_code/uws/3}

1) Rules and Procedures {based on UWS 3.07(1)(a)}

If the decision of the chancellor is to deny reappointment, the faculty member, within 20 days of being notified of the decision, may request from the chancellor the reasons for the non-reappointment in writing. The chancellor shall forward the request to the official or body making the initial negative recommendation. Within 10 days of the faculty member's request, that official or body shall supply the faculty member with all reasons given in support of its recommendation in writing. A copy of the reasons and notification shall be forwarded to the chancellor and placed in the faculty member's official file. (FS 3/75).

2) Reconsideration {based on UWS 3.07(1)(b)}

The faculty member, after receiving the reasons, may within 10 days request a reconsideration from the official or body making the initial recommendation not to renew. The faculty member must be given at least 10 days' advance written notice of the time of the reconsideration. The faculty member shall have an opportunity to respond to the written reasons and to present any written or oral arguments or evidence relevant to the decision. Reconsideration shall take place within 20 days of the faculty member's request.

The official or body reconsidering a negative recommendation shall forward its conclusion directly to the chancellor within five days, at the same time notifying the faculty member of its recommendation in writing. If the new recommendation reverses the earlier recommendation for nonrenewal, the chancellor, in consultation with the intervening levels of consideration, shall determine whether to reaffirm or reverse the previous decision, notifying the faculty member of the decision in writing within 10 days of the reconsideration. (FS 3/75)

3) Appeal of a Nonrenewal Decision {based on UWS 3.08}

If the chancellor reaffirms the nonrenewal decision following reconsideration, the faculty member may within 20 days (25 days if notice is by first-class mail and publication) request in writing that the chancellor convene an appeals committee to consider evidence that the nonrenewal decision was based on prejudicial factors outlined in UWS 3.08. The chancellor shall request the chair and vice-chair of the Faculty Complaint, Grievance, and Termination Review Committee to select the five members who were not involved in the decision-making process to serve on the five-member appeals committee(s), which will function as outlined in UWS 3.08. If the chair or vice-chair has been involved in the decision-making process, the chancellor shall convene all members of the standing Faculty Complaint, Grievance, and Termination Review Committee who have not been involved in the decision-making process. These committee members will select a chair and a co-chair who will select the five members to serve on the five-member appeals committee(s), which will function as outlined in UWS 3.08. Each appeals committee will select a chair and a vice-chair from among its members. (US 12/94, 2/18)

4) Appeal of a Denial of Tenure Decision by a Department Personnel Committee or Functional Equivalent {based on UWS 3.08}

If the appeals committee from the Faculty Complaint, Grievance, and Termination Review Committee (FCGTRC) finds that a departmental nonrenewal decision which results from a tenure denial during the probationary period was based in any significant degree upon impermissible factors, as defined in UWS 3.08, with material prejudice to the individual faculty member, and elects not to remand the case back to the department under UWS 3.08 because it would serve no useful purpose, the Faculty Complaint, Grievance, and Termination Review Committee shall appoint an ad hoc committee as follows:

- a) The membership of the committee will consist of five or seven tenured faculty members from any other UW-System campuses from substantially related fields who are not and have not been members of the probationary faculty member's academic department(s) or of any committee which has been involved in the nonrenewal appeal process for that faculty member.
- b) The Office of the Provost and Vice Chancellor and the dean of the college will assist the FCGTRC in coordinating the committee meetings, including provisions for meeting spaces, travel funding for the ad hoc committee members, and other necessary resources as recommended by the members of the FCGTRC.

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- c) The FCGTRC shall make its appointments by a simple majority vote of the full FCGTRC. (US 10/12)

The ad hoc review committee shall conduct a de novo review of the candidate's record with reference to the criteria for tenure contained in the University of Wisconsin-Eau Claire *Faculty and Academic Staff Rules and Procedures* and in the probationary faculty member's department evaluation plan. Both written records and verbal testimony may be used to review the record.

The chancellor may recommend to the Board of Regents that a tenure appointment be granted without the concurrence of the appropriate Department Personnel Committee or its functional equivalent if the ad hoc committee, following the customary decision rules of the department or its functional equivalent, has recommended that tenure be granted. The ad hoc committee's recommendation shall proceed through the same administrative channels as the DPC's recommendation.

If the ad hoc committee's decision is adverse, the faculty member may request a statement of reasons and a reconsideration by that committee. An adverse decision by the ad hoc committee, following such reconsideration, shall be final. (US 9/92)

- 5) Notice of Nonrenewal {based on UWS 3.09}

A faculty member who is employed on probationary appointment pursuant to s.36.13, Stats. {<http://docs.legis.wisconsin.gov/statutes/statutes/36.pdf>}, shall be given written notice of reappointment or nonreappointment for another academic year in advance of the expiration of the current appointment as follows:

- a) When the appointment expires at the end of an academic year, not later than March 1 of the first academic year and not later than December 15 of the second consecutive academic year of service;
- b) If the initial appointment expires during an academic year, at least three months prior to its expiration; if a second consecutive appointment terminates during the academic year, at least six months prior to its expiration;
- c) After two or more years of continuous service at an institution of the University of Wisconsin System, such notice shall be given at least 12 months before the expiration of the appointment.

e. Faculty: Promotion

1) Promotion Subcommittees

a) Membership

Promotion subcommittees shall consist of those members of the Department Personnel Committee who hold rank higher than those being considered for promotion to a particular rank.

b) Organization

There normally will be three such subcommittees in each department, to be known as (department name) Professorship Subcommittee, (department name) Associate Professorship Subcommittee, and (department name) Assistant Professorship Subcommittee. In order to formally organize and make recommendations, a promotion subcommittee must have three or more members.

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Each eligible faculty member has a responsibility to serve on the appropriate promotion subcommittee. Moreover, there is no provision for resignation from this committee. An individual must decline to participate in certain decisions of this committee when there is a danger of conflict of interest. If the failure of an individual faculty member to participate in this committee's actions reduces the number of participating members to fewer than three, then for the purpose of those actions, the functional equivalent (see below) shall replace the committee.

c) Functional Equivalent

If any of the promotion subcommittees cannot be formed because of insufficient numbers of eligible members, then, unless the Department Evaluation Plan specifies other procedures for designating the functional equivalent of a Promotion Subcommittee in such situations, the department chair or unit director in conjunction with the faculty eligible for membership on the subcommittee shall operate as the functional equivalent of the Promotion Subcommittee. (US 11/07, 11/19)

The functional equivalent shall be treated as the promotion subcommittee in all respects and must adhere to the normal policies and procedures (including meeting announcement procedures) that govern the operation of the promotion subcommittee except that recommendations for promotion shall be initiated by the functional equivalent and shall be submitted directly to the next administrative level.

In those cases where the department chair or unit director is the sole member of the functional equivalent, the normal meeting announcement procedures do not apply. (US 01/03)

d) Procedures

Initially, and as necessary thereafter, the department chair shall call meetings of the appropriate tenured members of the department for the purpose of organizing the promotion subcommittees. Only promotion subcommittees with three or more members will formally organize and make recommendations. Each promotion subcommittee shall elect a chair and a secretary, each of whom shall sign all official documents and communications from the subcommittee.

The promotion subcommittees shall operate autonomously in making their promotion recommendations. They shall use the criteria in the department evaluation plan for arriving at their recommendations.

2) Minimum Degree and Experience Requirements for Promotion

Promotion in rank shall not be automatic based solely on years at rank. These policies govern promotion in rank, not initial appointment to a rank at the time of hiring.

Credit for full-time years of experience at a rank shall be established at the time of hire.

Minimum years of full-time experience must be completed by the time of application and do not include the year in which the promotion evaluation occurs.

a) Professor:

(1) Earned terminal degree, as specified by the professional teaching societies which represent the different disciplines (e.g., MFA is the earned terminal degree required for promotion within the art & design department in studio areas). Faculty members

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holding such degrees shall not be discriminated against by reason of their not holding a doctorate.

- (2) A minimum of five years of full-time equivalent (FTE) experience at the rank of associate professor of which at least two years are at the University of Wisconsin-Eau Claire. (FS 9/71, FS 11/71, US 4/07)

b) Associate Professor:

- (1) Earned terminal degree (same as above).
- (2) A minimum of five years of full-time equivalent (FTE) experience at the rank of assistant professor of which at least two years are at the University of Wisconsin-Eau Claire. (FS 9/71, FS 11/71, US 12/91, US 4/07)

c) Assistant Professor:

Earned terminal degree (same as above) or earned master's degree plus completion of coursework for the terminal degree and evidence of active progress toward the completion of the terminal degree. (US 4/07)

d) Exceptions:

Exceptions to these minimum requirements may be made when it is believed that the faculty member's performance and contributions merit promotion.

3) Criteria for Promotion in Rank

The criteria to be followed in determining promotion in rank are provided in the department evaluation plan (see Periodic Review). Peer judgments of faculty performance and student evaluations shall be considered by the promotion subcommittee in making promotion recommendations. Promotions from one rank in the schedule to another shall not follow automatically when a faculty member shall have raised his or her qualifications to meet the requirements of the rank above.

4) Promotion in Rank and Granting Tenure

Granting tenure and promotion in rank result from separate recommendations. An individual may be promoted before obtaining tenure and may be granted tenure without promotion in rank. (US 12/91)

5) Charge to the Promotion Subcommittee

The (department name) Professorship Subcommittee, the (department name) Associate Professorship Subcommittee, and the (department name) Assistant Professorship Subcommittee shall recommend promotions within the department to the rank of professor, associate professor, and assistant professor respectively.

The appropriate promotion subcommittees of the Department Personnel Committee shall initiate recommendations for promotion which shall be forwarded to the chancellor through the following review levels: the chair of the department or functional equivalent, the dean of the college, and the provost and vice chancellor.

The process begins at the departmental subcommittee level with a formal nomination or request for promotion. Faculty members may request that they be considered by means of an application procedure developed at the departmental level. Nominations may be made by a member of the promotion subcommittee, the department chair, or other academic

administrator. All requests for consideration or nominations should be submitted to the chair of the appropriate promotion subcommittee with a copy sent to the department chair.

Departmental promotion subcommittees shall be responsible for giving formal consideration to all applications and nominations for promotion and for submitting a written recommendation for each application or nomination receiving a majority of affirmative votes. The subcommittees shall also inform each applicant or nominee in writing as to whether or not a recommendation supporting promotion has been forwarded to the department chair. The active status of all applications or nominations terminates with the academic year. Faculty may avail themselves of the appeal procedure (below) should they wish to question the decision of the promotion subcommittee. (FS 5/85)

All recommendations supporting a promotion in rank must be forwarded to the chair of the department (or functional equivalent) not later than December 1 and shall include the number of votes for and against and an appropriate justification for the recommendation.

Recommendations shall be supported by documentation of the nominee's qualifications for the promotion and the record of the subcommittee's vote. The subcommittee's documentation and recommendation shall be forwarded through each successive level of administrative review along with the recommendation of the reviewing official. The chancellor shall inform the candidate for promotion of his/her recommendation prior to or at the time the promotion recommendations are forwarded to system administration. Thus, the recommendations made by the department promotion subcommittees will be considered at all administrative levels in the review process. Members of the faculty not recommended for promotion by the department promotion subcommittee shall not be considered at any other review level. (See appeal procedures, below.) (Amended FS 5/85)

If a department promotion subcommittee's recommendation for promotion is not supported at any successive level of review, the official responsible for the decision not to support the recommendation will, in a timely manner, provide the promotion subcommittee chair and lower levels of administrative review with a written explanation of the decision not to support the recommendation. The subcommittee chair will share this communication with subcommittee members and the nominee, and if requested will call a meeting of the subcommittee to consider a response. (FS 11/79, 5/85)

Those faculty whose recommendations for promotion were not approved at administrative levels subsequent to the promotion subcommittee must have their request or nomination for promotion reactivated by the appropriate subcommittee should they desire to be considered for promotion during a subsequent year. The active status of all applications or nominations terminates with the academic year. (FS 5/85)

6) Appeals of Denials of Promotion

Upon receiving written notice of a decision to deny promotion, a faculty member who meets the minimum degree and experience requirements for promotion to the rank sought may within 10 days formally appeal the negative decision to the next highest administrative level not involved in the contested decision. The faculty member's appeal shall be heard within 20 days of its initiation. It is the faculty member's obligation to provide good reasons why the negative decision should be overturned. After reviewing the relevant facts, the reviewer shall, within five days of hearing the appeal, decide the appeal and shall promptly inform the faculty member and all previous levels of review in writing of his or her decision and the reasons for it. If the

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reviewer reaffirms the negative decision, the faculty member may not appeal it. If the reviewer reverses the negative decision, the application for promotion shall be forwarded to the next higher administrative level, if any, though the faculty member may not appeal any subsequent negative decision of the current application for promotion. (US 4/08)

f. Faculty: Post-Tenure Review (RPD 20-9) (US 10/16)

- 1) The overriding purpose of the periodic, post-tenure review is tenured faculty development; such review shall not infringe on existing faculty rights and protections (with the exception noted in f.2), including those of academic freedom.
- 2) All policies, procedures, and definitions for post-tenure review, unless otherwise specified, are taken from RPD 20-9. The reviews conducted and remediation plans developed in accordance with this policy are subject to the complaint process set forth in Chapter UWS 6.01, Wis. Admin Code, but are not subject to the grievance process set forth in Chapter UWS 6.02, Wis. Admin. Code. Cases where failed remediation leads to a recommendation of termination for cause are subject to Chapter UWS 4.01, Wis. Admin. Code. The post tenure review process is separate and distinct from all other review processes, including all annual, salary, and promotion reviews.

3) Definition of Review Categories

The review will result in the assignment of an overall category reflecting faculty performance. In determining the category, the review shall consider whether the faculty member under review has discharged conscientiously and with professional competence the contractual duties appropriately associated with the faculty member's position. All tenured faculty members under review shall be assigned one of the following categories.

- a) Meets expectations. This category recognizes the faculty member's significant contributions and reflects a level of accomplishment, through performance of contractual duties, at the level expected for the institution, college, department, or program as reflected in the approved evaluation plan. All faculty in this category shall be eligible for salary adjustment as outlined in the Comprehensive Salary Plan approved by the University Senate and the chancellor.
 - b) Does not meet expectations. This category reflects a level of accomplishment through performance of contractual duties below the expected level for the institution, college, department, or program as reflected in the approved evaluation plan, and which requires remediation. All reviews resulting in "does not meet expectations," unless overturned upon further review, will result in a remediation plan as described below.
- 4) Post-Tenure Review Subcommittee of the Department Personnel Committee (DPC)
- a) Membership
 - (1) Each post-tenure review subcommittee shall consist of members of the Department Personnel Committee (DPC) who hold the same or higher rank as that individual being reviewed.
 - b) Organization
 - (1) Initially, and as necessary thereafter, the department chair shall call meetings of the appropriate tenured members of the department for the purpose of organizing the necessary post-tenure review subcommittees. For all assistant professors scheduled for a post-tenure review, a post-tenure

review subcommittee shall be formed from all remaining members of the DPC holding a rank of assistant professor or higher. For all associate professors scheduled for a post-tenure review, a post-tenure review subcommittee shall be formed from all remaining members of the DPC holding a rank of associate professor or higher. For all professors scheduled for a post-tenure review, a post-tenure review subcommittee shall be formed from all remaining members of the DPC holding the rank of Professor. In no case shall a member of the DPC serve on a post-tenure review subcommittee during the same year in which he/she is also undergoing a post-tenure review by that subcommittee.

- (2) In order to formally organize and perform a review, a post-tenure subcommittee must have two or more members. Each eligible faculty member has a responsibility to serve on all appropriate post-tenure review subcommittees. An individual must decline to participate in actions of the subcommittee when there is a real or perceived conflict of interest. If the failure of an individual faculty member to participate in the subcommittee's actions reduces the number of participating members to fewer than two, then for the purpose of those actions, the functional equivalent (see below) shall replace the committee. (US 11/10)

c) Functional Equivalent

- (1) If any of the post-tenure review subcommittees cannot be formed because of insufficient numbers of eligible members, then, unless the evaluation plan specifies other procedures for designating the functional equivalent of a post-tenure review subcommittee in such situations, the Department Chair in conjunction with the faculty eligible for membership on the appropriate post-tenure review subcommittee shall operate as the functional equivalent of the post-tenure review subcommittee. (US 11/07)
- (2) The functional equivalent shall be treated as the post-tenure review subcommittee in all respects and must adhere to the normal policies and procedures (including meeting announcement procedures) that govern the operation of the post-tenure review subcommittee.
- (3) In those cases where the department chair is the sole member of the functional equivalent, the normal meeting announcement procedures do not apply.

d) Charge to the Committee

- (1) Each post-tenure review subcommittee shall be responsible for conducting a review of those faculty members who are scheduled for post-tenure reviews and who hold a rank no higher than that of any member of the subcommittee. Each review shall be both summative and formative in nature with the express purpose of both evaluating past performance and facilitating improvement in future performance. Each subcommittee shall develop a written evaluation for its assigned faculty members. For faculty below the rank of professor, the evaluation must include explicit discussion of the faculty member's progress toward promotion to the next rank; subcommittee members at the same rank as the faculty member being reviewed shall be excluded from this specific discussion. For faculty at the

rank of Professor, the evaluation must include explicit discussion of the faculty member's growth and professional development. The written performance evaluation shall only address the performance criteria contained in the most recently approved personnel evaluation plan. The committee shall forward to the department chair the written performance evaluation and separate form recording the recommended category and the votes for and against the recommended category. Following the post-tenure review, a faculty member may be eligible for a salary adjustment as outlined in the Comprehensive Salary Plan approved by the University Senate. (US 5/08, 11/10, 3/18)

e) Procedures

- (1) The provost will inform faculty members who are scheduled for post-tenure review no later than May 1 of the academic year preceding the start of the review cycle. Furthermore, each post-tenure review subcommittee shall give the faculty member at least 20 days advance written notice of the start of the post-tenure review process. This notice will inform the faculty member of his/her right to present to the committee written information related to the faculty member's performance and of his/her right to request an opportunity to appear before the committee to explain the information presented and to provide input to focus the formative portion of the evaluation.
 - (2) At the time the reviewing subcommittee forwards its written evaluation to the department chair, written notice must be given to the faculty member indicating that the review has been forwarded to the department chair. This notice shall include a copy of the written report and shall inform the faculty member of his/her right to discuss the report with the department chair and of his/her right to submit to the department chair a written response to the report within seven days of the notice.
- 5) Role of the Department Chair In Post-Tenure Review
- a) After reviewing the submitted materials, the department chair shall submit a recommendation to the dean, along with the subcommittee report and any written response from the faculty member to the subcommittee report. The chair's letter shall recommend the faculty member be assigned to one of the categories outlined in Section f.3. The department chair shall provide the faculty member with a copy of the recommendation and inform the faculty member of his/her right to discuss the recommendation with the dean and of his/her right to submit to the dean a written response to the chair's recommendation within seven days of the notice. (US 3/18)
- 6) Role of The Dean In Post-Tenure Review
- a) After reviewing the submitted materials, the dean shall submit a recommendation to the provost, along with the materials from the subcommittee and department chair report. The dean's letter shall recommend the faculty member be assigned to one of the categories outlined in Section f.3. The dean shall provide the faculty member with a copy of the recommendation and inform the faculty member of his/her right to discuss the recommendation with the provost and of his/her right to submit to the provost a written

- response to the dean's recommendation within seven days of the notice. (US 3/18)
- 7) Role of the Provost In Post-Tenure Review
 - a) After reviewing the submitted materials the provost (or designee) shall submit a recommendation to the chancellor, along with materials from the previous reviews. The provost's letter shall recommend the faculty member be assigned to one of the categories listed in Section f.3. The provost shall provide the faculty member with a copy of the recommendation and inform the faculty member of his/her right to discuss the recommendation with the chancellor and of his/her right to submit to the chancellor a written response to the provost's recommendation within seven days of the notice. (US 3/18)
 - 8) Role of the Chancellor In Post-Tenure Review
 - a) After reviewing the submitted materials, the chancellor (or designee) shall make a determination that assigns the faculty member to one of the categories outlined in Section f.3. The chancellor shall forward this determination to the faculty member, the department chair, the dean, and the provost.
 - 9) Post-Tenure Review of the Department Chair
 - a) As with all post-tenure reviews, the evaluation of the department chair shall be conducted relative to the faculty performance criteria outlined in evaluation plan of the chair's department. In particular, the department chair is to be evaluated against criteria for teaching, scholarship, and service. The post-tenure review of the department chair shall adhere to the normal policies and procedures that govern all post-tenure reviews, except that the review shall be submitted directly to the dean. In those cases where there are insufficient numbers of eligible faculty to serve on the post-tenure review subcommittee for the department chair, the dean shall select two tenured faculty at or above the rank of the department chair and from the department and disciplines similar to that of the department chair to serve as the functional equivalent of the post-tenure review subcommittee. This committee shall be explicitly instructed to limit their review to the policies outlined in the evaluation plan of the chair's department and shall submit their review directly to the dean. (US11/10, US 12/18)
 - 10) Post-Tenure Remediation
 - a) The dean shall identify any performance deficiencies that result from the process described above and provide a written report to the faculty member.
 - b) After receiving the report from the dean, the faculty member shall, in consultation with the dean and the department chair, devise a remediation plan. The dean has final approval over the remediation plan.
 - (1) The remediation plan shall address all of the criteria outlined in RPD 20-9 (teaching, scholarship, and service) regarding deficiencies that led to the assignment of the category "does not meet expectations" by the chancellor.
 - (2) The primary focus of the remediation plan shall be developmental and provide the faculty member with appropriate support from the department or college as appropriate.
 - (3) The remediation plan shall include details of the support needed for implementation and shall specify a range of possible sanctions should it be determined that the faculty member has not met the remediation plan expectations.

- (a) Possible sanctions may include, but are not limited to: workload reassignment, limited access to discretionary institutional support resources, reduction in salary, reduction in rank, or dismissal for cause (UWS 4.01).
- (4) The remediation plan shall include a semester-by-semester timeline that includes the three-semester timespan outlined in RPD 20-9, if necessary. The timespan shall begin with the next full academic semester but does not include the summer term unless it is specified in the remediation plan and the faculty member has summer term financial support designated for the remediation plan.
- (5) If the remediation plan includes a research component, the faculty member may be granted an extension of one semester if approved by the Chancellor.
- c) At the conclusion of the remediation plan, or at any time prior to the end of the remediation plan, the faculty member in remediation shall submit a report to the Department Chair describing how the faculty member has met the goals of the remediation plan.
- d) After reviewing the report from the faculty member in remediation, the department chair shall submit a written recommendation to the dean. The recommendation shall include the department chair's determination regarding whether the remediation goals have been met. The department chair shall inform the faculty member of his/her right to discuss the recommendation with the dean and of his/her right to submit to the Dean a written response to the chair's recommendation within seven days of the notice.
- e) After reviewing the report from the faculty member in remediation and the department chair, the dean shall make a determination as to the achievement of the goals of the remediation plan.
 - (1) If the dean determines the faculty member has achieved the goals of the remediation plan, the Dean shall inform the faculty member, the department chair, the provost and the chancellor that the plan has been completed and that no further action will be taken.
 - (2) If the dean determines the faculty member has not achieved the goals of the remediation plan, the dean shall submit a report to the provost. The report shall include an explanation of any unresolved deficiencies. The dean shall inform the faculty member of his/her right to discuss the report with the provost and of his/her right to submit to the provost a written response to the dean's report within seven days of the notice.
- f) If the provost receives notification from the dean that the faculty member in remediation has not achieved the goals of the remediation plan, the provost shall convene a consultative meeting that includes the faculty member in remediation, the department chair, and the dean.
 - (1) If the Provost determines the goals of the remediation plan have been met, the Provost shall inform the faculty member, the department chair, the dean and the chancellor that the plan has been completed and that no further action will be taken.
 - (2) If the provost determines the goals of the remediation plan have not been

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met, the provost will, in consultation with the chancellor, determine which sanctions outlined in the remediation plan shall be applied.

3. Faculty: Dismissals and Layoffs

{based on UWS 4 http://docs.legis.wisconsin.gov/code/admin_code/uws/4 and UWS 7 http://docs.legis.wisconsin.gov/code/admin_code/uws/7}

a. Faculty: Procedures for Dismissal (US 6/05)

{based on UWS 4 http://docs.legis.wisconsin.gov/code/admin_code/uws/4.pdf}

1) Dismissal for Cause – See UWS 4.01

Any faculty member having tenure may be dismissed only by the board and for just cause and only after due notice and hearing. Any faculty member having a probationary appointment may be dismissed prior to the end of his/her term of appointment only by the board and for just cause and only after due notice.

A decision not to renew a probationary appointment or not to grant tenure does not constitute a dismissal. Grievances alleging discrimination on the basis of sex, race, color, national origin, religion, handicap, or age shall be filed with the affirmative action officer, according to procedures outlined in these rules and procedures.

Members of the faculty are entitled to enjoy and exercise all rights of a United States citizen and the rights and privileges of academic freedom as they are generally understood in the academic community. This policy shall be observed in determining whether or not just cause for dismissal exists. The burden of proof of the existence of just cause for a dismissal is on the administration.

2) Responsibility for Charges – See UWS 4.02

3) Standing Faculty Committee – See UWS 4.03

The faculty committee to operate as a hearing agent under UWS 4 shall be a committee of five faculty selected from the standing Faculty Complaint, Grievance, and Termination Review Committee as follows:

The Chair of the Faculty Complaint, Grievance, and Termination Review Committee shall call a meeting of the full committee and conduct the meeting at which the five-member hearing committee is selected. Those members of the Faculty Complaint, Grievance, and Termination Review Committee who are not qualified to serve on the hearing committee as provided by UWS 4.06(b) shall first be disqualified. Then five members from those remaining shall be selected by lot to constitute the hearing committee. The hearing committee shall then elect a chair and proceed to conduct its business.

If replacements are needed because of further disqualifications under UWS 4.06(d) or because of official leaves, they shall be selected by lot from those qualified members of the Faculty Complaint, Grievance, and Termination Review Committee not originally selected by lot to serve on the hearing committee. In those rare cases where further replacements are still needed, they shall be selected by the University Senate Executive Committee from eligible members of the faculty at large.

This committee shall operate as the hearing agent for the board pursuant to Wisconsin statutes and conduct the hearing, make a verbatim record of the hearing, prepare a summary of the evidence and transmit such record and summary along with its recommended findings of law and decision to the board according to s. UWS 4.07.

- 4) Hearing Procedures for Dismissal Appeals – See UWS 4.04
- a) If a faculty member requests a hearing within 20 calendar days from the service of the statement of specific charges (25 calendar days if notice is by first class mail and publication), such hearing shall be convened no later than 20 calendar days after the request, except that this time limit may be extended by mutual consent of the parties or by order of the hearing committee.
 - b) The request for a hearing must be submitted in writing to the chair of the Faculty Complaint, Grievance, and Termination Review Committee.
 - c) Within five working days of receipt of the hearing request, the Faculty Complaint, Grievance, and Termination Review Committee chair shall acknowledge, in writing, receipt of the request and shall provide a copy of the acknowledgement to the petitioner's dean or director. In the acknowledgement the chair shall ask the petitioner to submit a clear written statement of the reasons for the hearing request and any relevant documentation. The chair shall request, in writing, that the dean or director provide a copy of the statement of charges and any other relevant documentation. Such documentation may include (but is not limited to) information regarding the sequence of events leading to the charge(s), correspondence regarding pertinent events in the case, names of individuals with direct knowledge of those events, and commentary regarding the nature of their knowledge. All documentation must be submitted to the hearing committee chair by the date set at the pre-hearing conference. Documents from the petitioner and from the dean or director will be exchanged on the date set at the pre-hearing conference. Documents shall not be shared by the committee with either party prior to this date.
 - d) Hearing Procedures for Dismissal Cases
 - (1) The hearing committee shall conduct a pre-Hearing conference within ten calendar days of receipt of the original hearing request. The pre-hearing conference shall be held with all parties involved to:
 - (a) confirm the names and official mailing addresses of all parties involved,
 - (b) confirm that there is a dismissal appeal to be heard,
 - (c) identify the applicable UWS and UWEC rules having jurisdiction over the matter,
 - (d) state clearly the charge(s), the petitioner's interest in the matter, the remedy being sought,
 - (e) hear any opening statements, pre-hearing motions, or closing statements made by the parties,
 - (f) decide whether the hearing will be open or closed,
 - (g) stipulate facts agreed upon, and
 - (h) determine a timetable for the exchange of witness lists and documents.A written summary of the pre-hearing conference shall be distributed to all parties involved within one working day of the conclusion of the pre-hearing conference.
 - (2) The hearing committee subsequently shall convene to hear the appeal. The hearing shall proceed according to UWS 4.04, 4.05, and 4.06. In consultation with the hearing committee, the chair shall be responsible for maintaining the decorum of the hearing

and determining the relevance of the questions asked. It is recommended that the hearing committee pursue the following order of business:

- (a) The chair shall summarize the purpose of the hearing and the issues involved.
 - (b) The chair shall ask both parties (the institution or its representative first and the petitioner second) whether they have any questions before the hearing proceeds. This order of presentation should be maintained consistently throughout the hearing.
 - (c) The chair shall ask whether each party wishes to make an opening statement.
 - (d) Each party shall have the opportunity to present documents and witnesses to support the case. Each party may pose questions to the witnesses.
 - (e) The chair shall ask whether each party wishes to make a closing statement.
 - (f) The chair shall inquire if there are any final questions and shall close the hearing.
- (3) Notwithstanding UWS 4.06(1)(b), the final deliberation of the hearing committee in the formulation of its recommendation(s) shall be in closed meeting as provided by Subchapter V, Chapter 19 <http://www.legis.state.wi.us/statutes/Stat0019.pdf>, Wis. Stats. The hearing committee shall allow for a minority report in all of its recommendations. The hearing committee's recommendations and the consideration thereof will proceed as specified in the UWS 4.07.
- e) The hearing committee is authorized to develop additional procedures not inconsistent with the provisions of Chapter UWS 4.
 - f) The timelines for hearings cited in UWS or UWEC rules may be extended by mutual consent of the parties involved or by order of the hearing committee.
- 5) Adequate Due Process – See UWS 4.05
- 6) Procedural Guarantees – See UWS 4.06
- 7) Recommendations to the Chancellor; to the Regents – See UWS 4.07
- a) The Faculty Hearing Committee shall send to the chancellor and to the faculty member concerned, as soon as practicable after conclusion of the hearing, a verbatim record of the testimony and a written copy of its report, finding, and recommendations. The report shall include:
 - (1) the names and official mailing addresses of all parties involved,
 - (2) a statement of the petitioner's request and the UWS and UWEC chapters and sections under which it was filed,
 - (3) the hearing committee's findings of fact,
 - (4) the hearing committee's conclusions of law, i.e., its rationale as to whether the alleged charges are valid or not, and
 - (5) the hearing committee's recommendations to the chancellor to
 - (a) dismiss the faculty member,
 - (b) impose a lesser disciplinary action, or
 - (c) find in favor of the faculty member, dismiss the charges against the faculty member, and remove any record of the charges from the faculty member's personnel file.

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- b) Within 20 calendar days after receipt of this material the chancellor shall review it and afford the faculty member an opportunity to discuss it. The chancellor shall prepare a written recommendation within 20 calendar days following the meeting with the faculty member, unless his/her proposed recommendation differs substantially from that of the committee. If the chancellor's proposed recommendation differs substantially from that of the Faculty Hearing Committee, the chancellor shall promptly consult the Faculty Hearing Committee and provide the committee with a reasonable opportunity for a written response prior to forwarding his/her recommendation. If the recommendation is for dismissal, the recommendation shall be submitted through the president of the system to the board. A copy of the Faculty Hearing Committee's report and recommendations shall be forwarded through the president of the system to the Board along with the chancellor's recommendation. A copy of the chancellor's recommendation shall also be sent to the faculty member concerned and to the faculty committee.
 - c) Disciplinary action other than dismissal may be taken by the chancellor, after affording the faculty member an opportunity to be heard on the record. Upon written request by the faculty member, such action shall be submitted as a recommendation through the president to the board, with a copy of the Faculty Hearing Committee's report and recommendation.
- 8) Board Review – See UWS 4.08
 - 9) Suspension from Duties – See UWS 4.09
 - 10) Date of Dismissal – See UWS 4.10
- b. Faculty: Layoffs and Termination for Reasons of Financial Emergency
- {based on UWS 5 http://docs.legis.wisconsin.gov/code/admin_code/uws/5}
- 1) General – See UWS 5.01
 - 2) Financial Emergency – See UWS 5.02
 - 3) Layoff and Termination – See UWS 5.03
 - 4) Faculty Consultative Committee – See UWS 5.04
- The standing faculty committee to advise the chancellor concerning fiscal emergency shall consist of the University Faculty members of the University Senate Executive Committee and the University Faculty chairs (or elected University Faculty representative) of the University Senate Academic Policies Committee, University Senate Faculty Personnel Committee and the University Senate Budget Committee. All members of this committee shall have voting privileges. The committee shall carry out the charges as detailed in UWS 5.05 and 5.06.
- 5) Consultation – See UWS 5.05
 - 6) Recommendation to the System President and the Board – See UWS 5.06
 - 7) Individual Designations – See UWS 5.07
 - 8) Seniority – See UWS 5.08
- [The form of seniority to be followed is] without regard to rank, with seniority established by total years of service in the institution. (US 2/05)
- a) Designation for reassignment or layoff shall follow the order of seniority according to years of service at the institution.
 - b) Seniority shall be determined by the date upon which the faculty members' duties began at the University of Wisconsin-Eau Claire and by the years of full-time service at the institution.

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Part-time service shall be counted for a corresponding percentage of time toward seniority. Service during the summer session, however, shall not count toward seniority. All leaves, TIA's and reassignments granted prior to 1 July 1976 shall be counted in determining seniority. All leaves and reassignments granted after 1 July 1976 shall be counted toward seniority, except that no more than two consecutive years of leave shall be counted.

For a faculty member holding a joint or split appointment, total seniority shall be calculated on the basis of time of service in the institution.

- c) A faculty member who transfers to UW-Eau Claire shall not be allowed to count his/her years at the former institution as time toward seniority on the UW-Eau Claire campus.
- d) When it is necessary to select from among persons of identical seniority:
 - (1) Persons of lower rank shall be reassigned or laid off before persons of higher rank.
 - (2) Among persons of identical seniority and rank, those not holding the earned doctorate or terminal degree normal for the discipline shall be reassigned or laid off first.
 - (3) Among persons of identical seniority, rank and educational preparation, persons with fewer years in rank shall be reassigned or laid off first.
 - (4) Among persons of identical seniority, rank, educational preparation and time in rank, other academic credentials shall be considered: teaching effectiveness, contributions to the discipline, scholarly development, professional affiliation and activity, and contribution to department or university. (FS 3/76)
- 9) Notification – See UWS 5.09
- 10) Notification Period – See UWS 5.10
- 11) Faculty Hearing Committee – See UWS 5.11

The Faculty Hearing Committee for purposes of UWS 5 shall be a committee of five faculty selected from the Faculty Complaint, Grievance, and Termination Review Committee as follows: The Chair of the Faculty Complaint, Grievance, and Termination Review Committee shall call a meeting of the full committee and conduct the meeting at which the five-member Hearing Committee is selected. Those members of the Faculty Complaint, Grievance, and Termination Review Committee who are not qualified to serve because they participated in the lay-off decision or who will be material witnesses in the hearing shall disqualify themselves. Five members from those remaining shall be selected by lot to constitute the hearing committee. The committee shall then elect a chair and proceed to conduct its business. (FS 4/75)
- 12) Review Hearing – See UWS 5.12
- 13) Hearing Procedure – See UWS 5.13

The first order of business shall be consideration of a request for legal counsel, as provided by UWS 5.13(1), either from the Office of General Counsel, UW System, or from the attorney general's office.

If replacements are needed because of further disqualification for cause according to 5.13(2), they shall be selected by the remaining members of the hearing committee from qualified members of the Faculty Complaint, Grievance, and Termination Review Committee not originally selected by lot to serve on the Hearing Committee. If further replacements are needed, they shall be selected by the hearing committee from the eligible members of the faculty at large. (FS 4/75)
- 14) Recommendations and Review by the Board – See UWS 5.14
- 15) Board Review – See UWS 5.15
- 16) Layoff Status – See UWS 5.16

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17) Alternative Employment – See UWS 5.17

18) Reappointment Rights – See UWS 5.18

Where layoff or termination occurs for reasons of financial emergency, no person may be employed within three years to perform reasonably comparable duties to those of the faculty member laid off or terminated, unless the laid-off or terminated faculty member is first offered reappointment without loss of tenure, seniority, and other rights. The three-year period shall be computed from the effective date of layoff as specified in the original notice. (FS 11/75)

19) Retention of Rank and Salary – See UWS 5.19

20) Rights of Faculty Members on Layoff – See UWS 5.20

Faculty on layoff whose layoff status involves involuntary reduction of service but not indefinite suspension of service shall continue to have use of campus facilities and shall continue to participate in departmental and university activities on the same basis as faculty not on layoff.

Faculty on layoff whose layoff status involves indefinite suspension of service shall have the following rights to use university facilities and participate in departmental and university activities:

- a) Faculty members on layoff shall continue to hold faculty identification cards and have access to those campus-wide facilities available to holders of faculty identification cards.
- b) Faculty members on layoff may be provided personal office space and related facilities at the discretion of the appropriate department or administrative officer if such use can be shown to be productive of any one of the following: professional development, scholarly research, curriculum development, or public service.
- c) Faculty members on layoff shall have the same rights to participate in university social and cultural activities as faculty members not on layoff.
- d) Faculty members on layoff shall not participate in regular shared governance activities of the University, except that they may serve on ad hoc shared governance bodies specifically created to deal with issues involving layoff. (FS 3/76)

21) System-wide Tenure – See UWS 5.21

22) Lack of Faculty Action – See UWS 5.22

4. Faculty: Complaints and Grievances

{based on UWS 6 http://docs.legis.wisconsin.gov/code/admin_code/uws/6}

a. Faculty: Complaint and Grievance Committee

The local standing committee to act as a hearing agent for UWS 6.01 and 6.02 shall be the Faculty Complaint, Grievance, and Termination Review Committee which shall consist of 15 tenured faculty members elected by the faculty. Each member shall be elected for a three-year term with five terms expiring each year. The committee shall meet and elect a chair and a vice-chair at the beginning of each academic year. (US 2/18, 10/21)

Any member of the Faculty Complaint, Grievance, and Termination Review Committee shall be disqualified from serving on the committee during the consideration of a particular complaint or grievance in which the member is involved in the substance of the complaint or grievance. This would include, but is not limited to, cases in which a member makes the complaint or grievance or is the object of a complaint or grievance. Any question of disqualification shall be resolved by a majority vote of the committee members voting.

Five members from those remaining shall be selected by lot to form a subcommittee to consider the particular complaint or grievance in question. If more than 10 members of the Faculty Complaint,

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Grievance, and Termination Review Committee are disqualified from or, because of an official leave, are unable to participate in the consideration of a particular complaint or grievance, the committee shall be increased to five members for consideration of the particular complaint or grievance in question. In those rare cases where further members are still needed, they shall be selected by the University Senate Executive Committee from eligible members of the faculty at large. (US 11/03, 10/21)

b. Faculty: Complaints

{based on UWS 6.01}

All complaints alleging that conduct by a faculty member violates university rules or policies or adversely affects the faculty member's performance of his/her obligation to the University shall be made in writing to an appropriate university official.

The official receiving the complaint shall review the complaint and act on it within 20 days. He/she may dismiss the complaint, refer the complaint to the next administrative level, or, after notifying the faculty member involved and consulting with him or her, he/she may take disciplinary action. If the complaint is referred to the next administrative level, the same procedures and options shall exist except that at the level of chancellor the action to refer the complaint to the Faculty Complaint, Grievance, and Termination Review Committee is an additional option.

If disciplinary action is taken against the faculty member at any administrative level, the faculty member shall have a right to a hearing before the Faculty Complaint, Grievance, and Termination Review Committee. Within 20 days after a request for a hearing, the committee shall meet and initiate action to evaluate the complaint and review the appropriateness of the administrative action. Within 30 days of its initial meeting, the committee shall issue a report that includes an evaluation of the complaint and a recommendation to the chancellor to:

- 1) Dismiss the complaint and rescind disciplinary action—and remove any record of the complaint from the faculty member's personnel record, [or]
- 2) Affirm the disciplinary action, [or]
- 3) Rescind the disciplinary action and substitute action recommended by the committee.

A copy of this report shall be sent to the faculty member involved. The chancellor shall act on the report and notify the committee of his/her action within 20 days of receiving the report.

The chancellor also has the right to refer any complaint to the committee before any final administrative disposition of the complaint. The time limitation on committee action and the chancellor's response shall be the same for complaints referred by a faculty member.

The committee shall notify the faculty member of the specific charges in the complaint at least ten days before the initial hearing. These charges shall not include any charges that have been part of a previous complaint. The notice shall also inform the faculty member of his/her right to request an open hearing and/or to present a written statement answering the charges. The faculty member may also select witnesses to appear before the committee on his/her behalf. The hearing shall be restricted to consideration of the charges specified in the notification to the faculty member. (FS 10/75, amended 4/76)

c. Faculty: Grievances {based on UWS 6.02; http://docs.legis.wisconsin.gov/code/admin_code/uws/6}

A grievance is a formal assertion by a faculty member of unfair treatment or of dissatisfaction with aspects of his/her university rank, salary, or working conditions within the University which are not covered by other personnel policies, rules, or procedures. Examples of matters covered by other personnel rules include, without limitation because of enumeration, appeals of non-renewal, denials

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of tenure or promotion, and discrimination or harassment based on any protected category. (US 10/08)

A grievance may not be used to challenge substantive decisions made in the course of evaluating faculty for personnel actions involving reappointment, tenure, promotion, or salary adjustments. However, a faculty member may pursue a grievance when he/she believes that the relevant personnel policies, rules, or procedures were not appropriately followed. (US 10/08)

To the extent practical, all potentially grievable issues should be settled through informal discussions at the lowest possible administrative level and may be discussed with progressively higher administrators in a mutually sincere effort to reach an acceptable settlement. (FS 11/86, US 10/08)

Any faculty member wishing to make a grievance may submit a written statement of his/her grievance to the chair of the Faculty Complaint, Grievance, and Termination Review Committee. The written statement of the grievance must be submitted within 300 days after the faculty member knew or reasonably should have known of the action or omission out of which the grievance has arisen, unless there are extenuating circumstances. The chair and the vice chair will then convene the committee meeting and select by lot the five members who would sit on the Grievance Subcommittee. If both the chair and the vice chair are disqualified, they will request a member of the committee who is not disqualified to convene the meeting. (US 10/08, 10/21)

The subcommittee will then determine whether it wishes to take formal action on the grievance or appoint a member or members of the subcommittee to attempt informally to resolve the grievance in consultation with the parties involved. If the grievance is not resolved to the satisfaction of the faculty member involved, the faculty member may request a formal hearing. The subcommittee shall then meet as a formal body, conduct hearings, consider the validity of the grievance, and compile a final report. (US 10/21)

The hearing shall be conducted as follows:

The subcommittee shall notify the parties involved of the specific contents of the written statement of the grievance as submitted to the Chair of the Faculty Complaint, Grievance, and Termination Review Committee by the faculty member bringing the grievance. The notice shall also inform each of the parties involved of his/her right to request an open hearing and/or to present a written statement for consideration by the committee. Each of the parties involved may also select witnesses to appear before the committee on his/her behalf. (US 10/21)

The hearing shall be restricted to consideration of the issue(s) identified in the initial written statement of the grievance. The final report shall evaluate the grievance and recommend appropriate administrative action. The report shall be sent to the chancellor with a copy to the faculty member making the request. If the Grievance Subcommittee makes recommendations to the chancellor, the chancellor shall act on the recommendations within 30 days. The decision by the chancellor on the recommendation of the subcommittee, or on the grievance in the absence of subcommittee recommendation, shall be final except that the Board of Regents, upon petition of a grievant or the committee, may grant a review on the record. (US 4/89, 10/21)

d. Faculty: Equal Opportunity/Affirmative Action Complaints or Grievances

Complaints or grievances having to do with discrimination or harassment based on race, religion, creed, color, sex, gender identity or expression, ancestry, national origin, age, marital status, sexual orientation, disability, veteran's status, membership in the military forces, arrest or conviction

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record, political affiliation, and all categories protected by law are handled through the Affirmative Action Office. If the Affirmative Action Office determines the complaint or grievance warrants investigation, the faculty member being investigated shall be informed of the commencement of the investigation within 72 hours of the determination to commence the investigation. (US12/19)

SECTION C – ACADEMIC STAFF PERSONNEL POLICIES AND PROCEDURES

1. Academic Staff: Unit Academic Staff Committees

{based on UWS 9.04 http://docs.legis.wisconsin.gov/code/admin_code/uws/9}

a. Membership

All administrative and/or professional academic staff with an assignment of 50 percent or more in the department or unit, including the unit director or functional equivalent, shall be members of the Unit Academic Staff Committee.

b. Charge to the Unit Academic Staff Committee

The Unit Academic Staff Committee shall:

- 1) Establish written criteria and procedures for review of academic staff performance as prescribed by the university and UW System policies;
- 2) Establish written criteria and procedures for making recommendations concerning the reappointment of fixed term and probationary academic staff, and the granting of indefinite status;
- 3) Establish written criteria and procedures within the limits granted to the unit for making salary recommendations;
- 4) Assist the unit administrator in developing the unit's long-range plan, including long-range staffing plans to meet diversity goals, and approve the unit long-range plan;
- 5) Participate in recruitment training and assist the unit administrator in the recruitment of academic staff;
- 6) Periodically provide an opportunity for academic staff to discuss the criteria and procedures relevant to promotion and reappointment. (US 4/94)

c. Unit Director's Responsibilities

The unit director shall call meetings of the Unit Academic Staff Committee as needed or upon the request of a member of the committee, and shall serve as the committee's chair. The unit director shall call a meeting of the Unit Academic Staff Committee early in the academic year for the purpose of reviewing the committee's charge and reviewing the written criteria and procedures mentioned in that charge. (US 11/88)

d. Merger of Units – Procedure

- 1) When a merger is being considered, consultation with the Unit Academic Staff Committees from the affected units should begin. Discussions should include, but are not limited to:
 - a) the rationale and the advantages/disadvantages of the merger;
 - b) a review of the current organizational structure of the units affected, discussion of the potential impact of merger on the proposed unit's duties and responsibilities and the potential impact on current and future positions;
 - c) a method for receiving feedback from unclassified staff once they have had an opportunity to review and contemplate the proposed merger.
- 2) If the unit merger is to take place, the appropriate vice chancellor or associate vice chancellor shall provide written notice to the unclassified staff of the units affected that a merger is to take

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place. He/she shall meet with the unclassified staff of the units to discuss the proposed merger and to receive their input. Discussions should include, but are not limited to:

- a) the mission of the merged unit;
 - b) a review of the unit's duties and responsibilities to determine which positions will be restructured;
 - c) the guidelines to be used to restructure the duties and responsibilities of the individuals affected;
 - d) a procedure to convene a meeting of the merged Unit Academic Staff Committee so that they can begin their charge.
- 3) Guidelines for recruitment and/or titling of positions when a merger occurs:
- a) When a merger results in the creation of new positions (additional money to appoint), *"Recruitment of Administrative and/or Professional Academic Staff in Units"* should be followed.
 - b) When there are no new positions yet merger requires restructuring positions such that new titles are necessary within the merged unit, *"Recruitment of Administrative and/or Professional Academic Staff"* recruitment guidelines should be followed except all candidates shall come from within the merged unit. (US 5/92)
2. Academic Staff: Recruiting and Appointments for Academic Staff Positions

{based on UWS 10 http://docs.legis.wisconsin.gov/code/admin_code/uws/10}

Appointments to the academic staff of the University of Wisconsin-Eau Claire are made by the chancellor of the university. Initial appointments are typically for one year. Contracts may be offered for part- or full-time positions which are specifically restricted to one or two semesters.

To ensure compliance with university, state, and federal rules and regulations, the university shall provide a regular schedule of training for members of Unit Academic Staff Committees, Department Personnel Committees, search committees, directors, department chairs, and deans.

The University of Wisconsin-Eau Claire is an equal opportunity employer actively seeking applications from all qualified persons, whatever their sex, marital or parental status, race, color, religion, age, national origin, or handicap. Department chairs and directors recruit for each position available according to the affirmative action guidelines provided in the UW-Eau Claire Affirmative Action Plan. The recruitment process begins with completion of the "Request to Recruit" form available in BP Logix (at the drop-down option, choose Human Resources). Records are kept of all recruiting practices.

- a. Academic Staff: Appointments {based on UWS 10 http://docs.legis.wisconsin.gov/code/admin_code/uws/10}

1) Types of Appointments

Academic staff appointments may be fixed term, probationary, or indefinite under UWS 10.01. Fixed term appointments shall be limited to academic staff members whose positions fit the specifications set forth in the local implementation of UWS 10.03(1). All other academic staff appointments shall be probationary or indefinite within the operational unit.

2) Composition of Academic Staff

Academic staff appointments shall include the following categories: (a) Administrative and professional academic staff, which includes employees involved in policy development or execution, or in directing, organizing, or supervising activities in the administration of a college, school, division, department (or functional equivalent) or Unit; or involved in the support of

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students and/or research, teaching, or public service primarily associated with institutions of higher education and (b) Instructional and/or research academic staff.

3) Educational Preparation

Instructional and/or Research Academic Staff

A minimum of a master's degree is required. Exceptions to this policy may be made under rare circumstances as agreed upon by the department, the dean, and the provost and vice chancellor. An operational unit may require additional educational preparation.

Administrative and/or Professional Academic Staff

A minimum of a bachelor's degree is required. Exceptions to this policy may be made for short-term, non-continuing positions. An operational unit may require additional educational preparation. (US 3/94)

4) Operational Area

An academic staff appointment shall be limited to an operational area specified at the time of the appointment and shall not carry rights beyond the limitation. The operational area of any academic staff appointment is the college, school, division, department (or functional equivalent), or specified research or program unit of UW-Eau Claire indicated in the letter of appointment. When an academic staff appointment has been apportioned to more than a single operational area, the majority operational area shall be responsible for personnel recommendations and the appointee's records. When no particular operational area has the majority designation, the appointee shall choose the area which shall be responsible for personnel recommendations and the appointee's records. The director or chair responsible for the personnel recommendation shall consult with the director or chair of the other operational area to which the appointee is assigned prior to making the recommendation.

5) Leaves of Absence

Academic staff members may request and may be offered a leave of absence without jeopardizing their subsequent employment at the University. In such a case, prior to the beginning of the leave, the individual shall be offered a contract for the year following the leave.

b. Academic Staff: Recruitment and Letter of Appointment

{based on UWS 10.02 http://docs.legis.wisconsin.gov/code/admin_code/uws/10}

1) Recruitment of Administrative and/or Professional Academic Staff in Units

Recruitment to fill an administrative or professional academic staff position in a unit, whether it is newly created or becomes available through an established position being vacated, shall follow these procedures: the administrator (Director, Assistant/Associate/Vice Chancellor, or Provost and Vice Chancellor) shall seek the advice of the unit's academic staff in defining the position and conducting the search. The administrator shall oversee the development of a position description detailing the duties and responsibilities of the position and the qualifications to be sought. All recruiting procedures shall be in accordance with UW-Eau Claire's Affirmative Action Plan.

Upon review by the affirmative action officer and approval of the appropriate assistant/associate/vice chancellor or the provost and vice chancellor, the position shall be publicized in accord with the principles of affirmative action and in an effort to secure as many qualified applicants as possible. Internal and external candidates shall be given equal consideration.

After the closing date for applications, the administrator shall seek the advice of the screening committee in determining which candidate(s) to interview. The best qualified candidate(s) shall be identified and, after review by the affirmative action officer and approval of the appropriate assistant/associate/vice chancellor or the provost and vice chancellor, the candidate(s) shall be invited to the campus for interviews.

When an acceptable candidate has been identified, the administrator will prepare a recommendation for appointment. After review by the affirmative action officer, and upon recommendation of the appropriate assistant/associate/vice chancellor, the provost and vice chancellor shall prepare an appointment letter.

If none of the candidates is acceptable, the administrator in consultation with the screening committee shall (1) revisit the pool for additional candidates, or (2) readvertise in the same and/or different locations using exactly the same position requirements and description, or (3) close the search, and if appropriate, determine what changes need to be made to either the position or the wording of the advertisement and request permission to begin a new search incorporating changes. (US 5/04)

2) Recruitment of Administrative and/or Professional Academic Staff Positions in Departments or Areas Other than Units

Recruitment to fill an administrative or professional academic staff position in a department, whether it is newly created or becomes available through an established position being vacated, shall follow these procedures: the department chair shall develop a position description detailing the duties and responsibilities of the position and the qualifications to be sought, identify appropriate means of publicizing the vacancy, and determine procedures for screening the applicants. All recruiting procedures shall be in accordance with the UW-Eau Claire's Affirmative Action Plan.

Upon review by the affirmative action officer and approval of the appropriate dean and the provost and vice chancellor, the position shall be publicized in accord with the principles of affirmative action and in an effort to secure as many qualified applicants as possible. Internal and external candidates shall be given equal consideration.

After the closing date for applications, the department chair, in accordance with the screening procedure described on the Request to Recruit, shall determine which candidate(s) to interview. The best-qualified candidate(s) shall be identified and, after review by the affirmative action officer and approval of the appropriate dean and the provost and vice chancellor, the candidate(s) shall be invited to the campus for interviews.

When an acceptable candidate has been identified, the department chair will prepare a recommendation for appointment. After review by the affirmative action officer, and upon recommendation of the appropriate dean, the provost and vice chancellor shall prepare an appointment letter.

If none of the candidates is acceptable, the department chair shall (1) revisit the pool for additional candidates, or (2) readvertise in the same and/or different locations using exactly the same position requirements and description, or (3) close the search, and if appropriate, determine what changes need to be made in either the position or the wording of the advertisement and request permission to begin a new search incorporating changes.

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In the recruitment to fill an administrative or professional academic staff position in an area other than a unit or department, the immediate supervisor shall develop a position description, follow the above procedures, and forward recommendations through the appropriate university channels. (US 5/04)

3) Letter of Appointment to Academic Staff

The terms and conditions of the appointment of an academic staff member shall be specified in a written letter of appointment signed by the chancellor or an official of the University of Wisconsin-Eau Claire authorized by him or her. The letter of appointment must contain: (a) designation of type of appointment as fixed term, probationary, or indefinite; (b) duration of the appointment, including starting and ending dates; (c) salary; (d) general position responsibilities; (e) definition of operational area; (f) length of the probationary period, if appropriate, and recognition of credit for prior service as part of the probationary period, if appropriate; and (g) reference to institutional and system regulations, rules, and procedures relating to academic staff appointments. If the appointment is subject to the approval of the Board of Regents, a statement to this effect must be included in the letter.

An amended letter of appointment shall be sent to an academic staff appointee whose position responsibility is to undergo significant change, and a copy of the amended letter shall be sent to the chair of the standing Academic Staff Personnel Committee at the same time.

All academic staff shall be apprised of their governance rights and of the *Faculty and Academic Staff Rules and Procedures* by the unit director or department chair at the time of original hire. (US 5/04)

4) Official Personnel File

The Office of the Chancellor shall maintain the official personnel file for each academic staff member. The contents and uses of such personnel files are governed by the current UW-Eau Claire statement on the confidentiality of personnel records.

c. Academic Staff: Appointments Policies {based on UWS 10.03 http://docs.legis.wisconsin.gov/code/admin_code/uws/10}

1) Fixed Term Appointments – Instructional and/or Research or Administrative and/or Professional

Fixed Term appointments shall be for a fixed term to be specified in the letter of appointment, renewable solely at the option of the University and carrying no expectation of re-employment beyond the stated term, regardless of how many times renewed.

Fixed term appointments may be offered as one year, multiple year, or rolling horizon appointments, unless otherwise specified in the letter of appointment, and are subject to the following conditions: (US 4/92)

- a) Fixed term appointments may be used for an administrative and/or professional academic staff position only if (1) the position is temporary (temporary classification includes positions such as those under temporary funding and positions filling a leave of absence) or (2) the position is less than 50 percent appointment. When an established non-temporary position is divided and reduced to less than 50 percent and included in the academic staff fixed term category, this action is to be reported to the standing Academic Staff Personnel Committee. (US 11/88)
- b) All instructional and/or research academic staff appointments shall be fixed term appointments.

Probationary faculty appointments are to be made whenever possible to limit excessive dependence upon academic staff to perform teaching responsibilities. Individuals holding instructional and/or research academic staff appointments may apply and be considered for probationary faculty positions. Refer to University Personnel System Operational Policies – Title and Compensation Policy TC2, appendix 1

[<https://www.wisconsin.edu/ohrwd/download/policies/ops/tc2a1.pdf>] for guidance in choosing whether to hire teaching academic staff or probationary faculty. (US 5/05; US 4/10)

The instructional and/or research academic staff member may be offered a fixed term contract which specifies that the responsibilities are more limited than those of a probationary faculty appointment. In addition to teaching, the instructional and/or research academic staff member's assigned responsibilities may include student advising and participation in departmental and institutional governance. The instructional and/or research academic staff member is to be evaluated only on his or her assigned responsibilities. (US 4/10)

2) Indefinite and Probationary Academic Staff Appointments

a) Probationary Academic Staff Appointments

A probationary academic staff appointment is one leading to review for indefinite appointment.

The following conditions shall apply:

- (1) Prior service may be counted in the probationary period at the discretion of the appointing officer, and the letter of appointment must clearly state the amount of prior service to be counted.
- (2) A probationary appointment must be at least 50 percent or more.
- (3) The probationary period at UW-Eau Claire shall not exceed seven continuous years.
- (4) A leave of absence shall not constitute a break in continuous service, nor shall it be included in the probationary period. A request for a leave of absence shall be initiated in writing by the academic staff member to the supervisor. Approved requests shall be forwarded through administrative channels to the provost and vice chancellor. After consultation with the academic staff member's supervisor, the provost and vice chancellor shall make a recommendation to the chancellor. The chancellor is authorized to grant requests and specify the length of time for which the requests are granted. A denial of a request at any level shall be in writing and shall be based upon clear and convincing reasons. More than one request may be granted because of responsibilities with respect to childbirth or adoption. More than one request may be granted to a probationary academic staff member but the total, aggregate length of time of all requests, except for a request because of responsibilities with respect to childbirth or adoption, granted to one probationary academic staff member ordinarily shall be no more than one year. A leave of absence shall not constitute a break in continuous service nor shall it be included in the probationary period, for probationary academic staff members. Circumstances that do not constitute a break in a continuous service and that shall not be included in the seven-year period include responsibilities with respect to childbirth or adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond the control of the

academic staff member, when those circumstances significantly impede the academic staff member's progress toward achieving indefinite status. It shall be presumed that a request made because of responsibilities with respect childbirth and adoption shall be approved. A request shall be made before an indefinite status review commences under UWS 10.03(2)(a)1. If any academic staff member has been in probationary status for more than seven years because of an approved leave of absence, the academic staff member shall be evaluated as if he or she had been on probationary status for seven years. (US 5/94)

- (5) Subject to review, the probationary appointment shall be renewable annually.
- (6) A probationary academic staff appointment cannot be converted to a fixed term appointment without the express approval of the individual involved.

b) Indefinite Appointment

An indefinite appointment is an appointment with permanent status and for an unlimited term granted by the chancellor to a member of the academic staff. An indefinite appointment is not acquired solely by years of service but is the result of an affirmative review process.

The following conditions shall apply:

- (1) An indefinite appointment may be granted to a member of the academic staff who holds or will hold a half-time appointment or more. The time, whether full-time or proportionate, provided for in the initial indefinite appointment may not be diminished or increased without the mutual consent of the academic staff member and the appointing official.
- (2) Academic staff members on indefinite appointment will be evaluated annually for merit and salary before February 15.
- (3) An indefinite appointment shall be effective upon receipt of the appointment letter from the chancellor. An indefinite appointment is terminable only for cause under UWS 11 http://docs.legis.wisconsin.gov/code/admin_code/uws/11 or for reasons of budget or program under UWS 12 http://docs.legis.wisconsin.gov/code/admin_code/uws/12.

d. Academic Staff: Review of Performance (US 6/05, 2/17)

1) Fixed Term – Instructional and/or Research Academic Staff (IRAS)

a) Performance Review

The performance review of instructional and/or research academic staff will follow procedures outlined in the Departmental Evaluation Plan including the consideration of student evaluations. The Department Personnel Committee will conduct a review of performance and forward a report to the department chair.

The performance evaluation by the department chair, including the Departmental Personnel Committee's report, will be given to the staff member in writing at the same time the report is forwarded to the appropriate dean. The staff member shall have the right to comment on the evaluation in writing within ten calendar days of receipt of the departmental evaluation. To make appropriate personnel decisions and to support the individual's personnel record, the department chair's performance evaluation and the academic staff member's comments, if any, shall be filed in the staff member's personnel file.

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The department chair's performance evaluation is to be forwarded to the dean prior to January 15 in the staff member's first two years of service; prior to October 15 of the third through sixth years of service; and prior to February 15 for appointment to the seventh and subsequent years of service.

b) Areas of Evaluation

The performance review for instructional and/or research academic staff shall be based on contractual responsibilities. At the written request of the staff member, the evaluation may include professional growth and appropriate service to the department, the university, the profession, and the public, as well as contributions to equity, diversity and inclusivity.

For a staff member whose contract indicates there is no intent to renew/rehire, the department may conduct a more limited review as outlined in the Departmental Evaluation Plan.

2) Fixed Term – Administrative and/or Professional Academic Staff (APAS)

a) Performance Review

Within the first month of each contract period, the immediate supervisor shall call a meeting with the academic staff member to review and explain work assignments and performance expectations for the period. Performance expectations shall be determined in the context of the areas of evaluation specified below. The performance evaluation process shall be completed by January 15 in the first two years; by October 15 in the third through sixth years of service; and by February 15 for appointment to the seventh and subsequent years of service.

The supervisor shall give results of the performance evaluation to the academic staff member in writing at the same time they are forwarded to the appropriate official. The academic staff member shall have the right to comment on the evaluation in writing within ten calendar days of the receipt of the supervisor's evaluation. To make appropriate personnel decisions and to support the individual's personnel record, the supervisor's evaluation and the academic staff member's comments, if any, shall be filed in the academic staff member's personnel file.

b) Areas of Evaluation

Administrative and/or professional academic staff shall be evaluated on their contributions to the development and strengthening of their respective areas of responsibility.

Professional growth and effectiveness in dealing with people in employment capacities, as well as appropriate service to the unit/department, the university, the profession, and the public, as well as contributions to equity, diversity and inclusivity shall be considered in the evaluation.

c) For a staff member whose contract indicates there is no intent to renew/rehire, the supervisor may conduct a more limited review based only on contractual responsibilities.

3) Probationary Administrative and/or Professional Academic Staff

a) Performance Review

Within the first month of each contract period, the immediate supervisor shall call a meeting with the academic staff member to review and explain work assignments and performance expectations for the period. Performance expectations shall be determined in the context of the areas of evaluation specified below. Performance evaluation process shall

be completed by January 15 in the first year of service, by October 15 in the second year of service, and by February 15 thereafter.

The supervisor shall give results of the performance evaluation to the academic staff member in writing at the same time they are forwarded to the appropriate official. The academic staff member shall have the right to comment on the evaluation in writing within ten calendar days of the receipt of the supervisor's evaluation. To make appropriate personnel decisions and to support the individual's personnel record, the supervisor's evaluation and the academic staff member's comments, if any, shall be filed in the academic staff member's personnel file.

An affirmative review process resulting in change of status from probationary to indefinite appointment may take place at any time during the probationary period.

b) Areas of Evaluation

Probationary academic staff members shall be evaluated on their contributions to the development and strengthening of their respective areas of responsibility. Professional growth and effectiveness in dealing with people in employment capacities, as well as appropriate contributions to the unit/department, the university, the profession, and the public, as well as contributions to equity, diversity and inclusivity shall be considered in the evaluation.

4) Indefinite Administrative and/or Professional Academic Staff

a) Performance Review

Annually, by February 15 the supervisor and academic staff member on indefinite appointment shall meet and review the performance of the academic staff member. The result of the evaluation shall be considered in making appropriate personnel decisions.

The supervisor shall give results of the performance evaluation to the academic staff member in writing at the same time they are forwarded to the appropriate official. The academic staff member shall have the right to comment on the evaluation in writing within ten calendar days of the receipt of the supervisor's evaluation. To make appropriate personnel decisions and to support the individual's personnel record, the supervisor's evaluation and the academic staff member's comments, if any, shall be filed in the academic staff member's personnel file.

b) Areas of Evaluation

Members of the academic staff on indefinite appointment shall be evaluated on their contributions to the development and strengthening of their respective areas of responsibility. Professional growth and effectiveness in dealing with people in employment capacities, as well as appropriate contributions to the Unit/Department, the University, the profession, and the public, as well as contributions to equity, diversity and inclusivity shall be considered in the evaluation.

e. Academic Staff: Reappointment – Renewals and Indefinite Appointments

1) Renewal of Appointments

a) Fixed Term – Instructional and/or Research Academic Staff

A recommendation for reappointment must include an affirmative recommendation from the Department Personnel Committee. The recommendation shall proceed through

channels from the department chair to the chancellor. The Department Personnel Committee and department chair will place in priority order, as necessary, the recommendations to reappoint the instructional members of the academic staff.

A recommendation to reappoint or not to reappoint for each instructional and/or research academic staff member must be forwarded by the department chair to the appropriate dean by February 1 in the first two years, by November 1 in the third to sixth years of service, and by May 1 of the preceding year in the seventh or subsequent year of service so that proper notification can be given if the decision is not to reappoint.

If the university decides to appoint an instructional and/or research academic staff member with a current appointment of 50 percent or more after ten semesters with a minimum 50 percent or more appointment each of those semesters as an instructional and/or research academic staff member, his or her employment commitment and contribution to the University shall be recognized by offering multiple year or rolling horizon contracts whenever possible in light of the continuing need for the position, funding source, and quality of employee's performance. However, the contract should state that regardless of how many times the contract is renewed, tenure is not a consideration and that the individual waives any claim to tenure based on years of service.

Fixed term IAS with five years in consecutive appointments of 50 percent or more of service whose appointments do not provide at least two-year terms shall be given the reasons in writing. Fixed term IAS with seven or more years of service whose appointments do not provide at least three-year terms shall be given the reasons in writing. (US 4/10)

b) Fixed Term – Administrative and/or Professional Academic Staff (APAS)

Recommendations concerning reappointment of fixed term administrative and/or professional academic staff shall be based on position availability and performance evaluation and proceed from the immediate supervisor through normal reporting channels to the Chancellor.

A recommendation to reappoint or not to reappoint each administrative and/or professional fixed term academic staff member shall be forwarded by the immediate supervisor through administrative channels to the provost and vice chancellor by February 1 in the first two years, by November 1 in the third to sixth year of service, and by May 1 of the preceding year in the seventh or subsequent year of service so that proper notification can be given if the decision is not to reappoint.

Fixed term administrative and/or professional academic staff with current appointments of 50 percent or more who have been employed at UW-Eau Claire for five or more years shall be given multiple year or rolling horizon contracts whenever possible in light of the continuing need for the position, funding source, and quality of employee's performance.

When at least 50 percent of a position is not temporary, the non-temporary portion of the position shall be converted to a probationary or indefinite appointment. A rolling horizon contract shall not be offered in lieu of a probationary or indefinite appointment.

Fixed term administrative and/or professional academic staff with five years or more of service whose appointments do not provide at least two-year rolling horizon contracts shall be given the reasons in writing. Fixed term administrative and/or professional academic

staff with seven or more years of service whose appointments do not provide at least three-year rolling horizon contracts shall be given the reasons in writing.

c) Probationary Academic Staff

Recommendations concerning reappointment of probationary academic staff shall be based on position availability and performance evaluation and proceed from the immediate supervisor through normal reporting channels to the chancellor. A recommendation to reappoint or not to reappoint each probationary academic staff member shall be forwarded by the supervisor to the appropriate official by February 1 in the first year, November 1 in the second year, and May 1 of the preceding year for the third and subsequent years so that proper notification can be given if the decision is not to reappoint.

2) Affirmative Review Leading to Indefinite Appointment

A decision on indefinite appointment must be made not later than the end of the sixth year of probationary service for both full- and part-time appointments. The supervisor, upon notification by the academic staff personnel officer, must notify a probationary academic staff member (hereafter referred to as the individual) in writing at least 30 days prior to the review conference at which granting of indefinite appointment is to be considered. The review conference must be scheduled no later than November 1 of the sixth year of probationary service. An individual may request initiation of the review process prior to the end of the sixth year of the probationary period but not before one year of probationary service is completed.

Indefinite appointment is not acquired based solely on years of service but as a result of an affirmative review process. The review will include the individual's contributions to the development and strengthening of areas of responsibility, professional growth, effectiveness in dealing with people, and appropriate contributions to the Department, the University, the profession, and the public.

In preparation for the conference, the individual may review his/her official personnel file and may submit additional relevant information prior to the conference. Also, the individual may make a personal presentation at the review conference.

The conference to consider promotion to indefinite appointment shall be held under one of three conditions: (1) only the two principals present; (2) both principals choosing up to two members of the university community to be present upon mutual agreement; or (3) an impartial observer present upon request of either principal. The third parties present in (2) or (3) may question the two principals to the conference and make comments to them but will not file a report of the conference. In disputed cases, however, such third parties may be called as witnesses. The impartial observer in (3) will be selected by mutual agreement of the two principals from a panel of three persons nominated by the standing Academic Staff Personnel Committee. The impartial observer shall be a member of the university community but not a member of the college, school, division, department (or functional equivalent) employing the individual who is under review.

At the conclusion of the conference, the immediate supervisor will compile the following documentation: (1) current vita of the individual; (2) a written statement regarding the permanency of the position; (3) a summary of the annual performance reviews conducted during the probationary period; (4) a summary of the individual's contributions to the development and strengthening of the areas of responsibility, professional growth and effectiveness in dealing with people in employment capacities, contributions to the unit and the

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profession; service to the University and the public. The emphasis on service may vary depending on the standards set by the unit.

The immediate supervisor's documentation and recommendation regarding the granting of indefinite status shall be forwarded through administrative channels to the chancellor. The individual may submit written documentation regarding any or all areas listed above which will be forwarded with the supervisor's recommendation. At each successive level of review, the individual shall be informed of the recommendation in writing within ten days of the decision. The following timeline shall be followed:

- November 15: Supervisor forwards recommendation and accompanying documentation to the Director/Dean.
- December 15: Director/Dean forwards recommendation and all prior materials to appropriate Associate/Vice Chancellor.
- February 1: Associate/Vice Chancellor forwards recommendation to Provost and Vice Chancellor.
- March 15: Provost and Vice Chancellor forwards recommendation to Chancellor.
- June 30: Chancellor notifies the individual of the decision.

If the decision is to grant an indefinite appointment, the appointment will become effective at the beginning of the fiscal year following the decision. The notice of indefinite appointment shall define the operational area to which the individual is assigned. The operational area of an indefinite appointment is the unit, school, college, division, department (or functional equivalent). An individual with an indefinite appointment does not lose that status if the individual accepts a limited appointment within the same unit where the indefinite status has been granted.

If a decision not to grant an indefinite appointment is made in the sixth year of probationary service, the academic staff member's service will be terminated with the completion of the seventh year. The individual may request from the Chancellor the reasons for a negative decision. The request must be made in writing by October 1 of the calendar year in which the decision was made. The letter stating the reasons for denial will be forwarded to the individual within 20 days of the request and a copy placed in the individual's official personnel file. If an individual wishes to file an appeal, he/she may do so. (US 4/95)

f. Academic Staff: Nonrenewal of Academic Staff Appointments

UWS 10.03 http://docs.legis.wisconsin.gov/code/admin_code/uws/10.pdf treats the issue of job security including appropriate due process protections in the case of non-reappointment for fixed term academic staff members who have served the institution for a substantial period of time.

1) Nonrenewal of Fixed Term and Probationary Academic Staff Appointments {based on UWS 10.04}

- a) A non-renewed member of the fixed term academic staff who has served the institution for at least five years may request and shall be given a written statement of the reasons for nonrenewal. A non-renewed member of the probationary academic staff may request and shall be given a written statement of the reasons for nonrenewal. The academic staff member has the right to request a review of the decision upon written appeal within 20 working days of receipt of the notice of nonrenewal. The Academic Staff Complaint, Grievance, and Review Committee will constitute the hearing body under procedures

outlined in *Hearing Procedures for Dismissal Appeals* [3.a.4) of this section]. Such review shall be held not later than 20 working days after the request, except that this time limit may be extended by mutual consent of the parties or by order of the hearing body. The burden of persuasion in such a review shall be on the non-renewed appointee and the scope of the review shall be limited to the question of whether the decision was based in any significant degree upon one or more of the following factors with material prejudice to the individual:

- (1) conduct, expressions, or beliefs which are constitutionally protected or actions which are consistent with an appropriate professional code of ethics; or
 - (2) employment practices proscribed by applicable state or federal law; or
 - (3) improper consideration of qualifications for reappointment or renewal. For purposes of this section, “improper consideration” shall be deemed to have been given to the qualifications of a staff member in question if material prejudice resulted because of any of the following:
 - (a) the procedures required by the chancellor or board were not followed, or
 - (b) available data bearing materially on the quality of performance were not considered, or
 - (c) unfounded, arbitrary, or irrelevant assumptions of fact were made about work or conduct.
- b) Within 30 working days of the hearing, the hearing body’s findings as to the validity of the appeal shall be reported in writing to the official making the nonrenewal decision, to the appropriate dean or director, to the chancellor, and to the staff member involved.
- c) Such report may include remedies which may, without limitation because of enumeration, take the form of a reconsideration by the decision maker; a reconsideration by the decision maker under instruction of the hearing body, which is the Academic Staff Complaint, Grievance, and Review Committee; or a recommendation to the next higher administrative level. Cases shall be remanded for reconsideration by the decision maker in all instances unless the Academic Staff Complaint, Grievance, and Review Committee specifically find that such a remand would serve no useful purpose. The Academic Staff Complaint, Grievance, and Review Committee shall retain jurisdiction during the pendency of any reconsideration. (US 11/88)
- 2) Notice of Nonrenewal {based on UWS 10.05}
- a) Notice that a fixed term or probationary academic staff appointment will not be renewed shall be given in writing to the appointee in advance of the expiration of the appointment as follows:
 - (1) Fixed Term appointments
At least three months before the end of the appointment in the first two years, six months before the end of the appointment in the third through sixth year, and twelve months thereafter. When the letter of offer for a fixed term appointment states that renewal is not intended, no further notice of nonrenewal is required. “No intent to renew” contracts shall be issued only when a position will clearly not be continued. Contracts which are subject to sources of funding or other limitations shall be offered on a contingency basis and not issued as “no intent to renew” contracts. (rev. US 5/97)

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The notice required to terminate rolling term appointments is the length of the term less one year. Notice is given annually to extend or terminate at the end of the term.

(2) Probationary appointments

At least three months before the end of the appointment in the first year; six months before the end of the appointment in the second year; and 12 months thereafter.

b) Extension in the absence of proper notification

If proper notice of nonrenewal is not given in accordance with (1) above, the appointment shall be extended so that at least the required notice is provided.

g. Academic Staff: Promotion

1) Academic Staff Title Structure – Definitions

The following are definitions of prefixes within the UW System Academic Staff Title Structure and additional criteria developed by UW-Eau Claire. Departments and offices may add criteria such as academic degrees or other relevant requirements specific to the unit. Such additions must be approved by the chancellor and forwarded to the Academic Staff Personnel Committee for comment.

a) Administrative and/or Professional Academic Staff (Category A)

(1) Professional Prefix Definitions

Four prefixes are defined for most Category A academic staff professionals. Prefix levels reflect successfully greater experience, expertise, and applied ability in a particular specialty area. Although the typical professional academic staff member will show career advancement through the Associate, No Prefix, and Senior prefix levels, Hayes/Hill, Inc. saw “the need for a superstar category stressing peer recognition both within and outside the institution as one of the key criteria. We would generally expect that a person in the superstar category would have at least ten or more years of progressively responsible experience in their field.” Consistent with Hayes/Hill’s original intent to reserve a prefix level “for the truly exceptional performers,” the Distinguished prefix is defined below.

Distinctive prefix levels are defined for Academic Librarian and Special Librarian to accommodate program management and/or supervisory responsibilities which are otherwise treated separately.

Professional Prefix Professional Prefix Definition (US 2/17)

Associate

At this level, a professional is expected to perform at the entry level of proficiency. This includes performing all or any of the basic duties and functions as defined for the specialty or by the level of certification or licensure.

(No prefix)

An individual at this level performs those duties and responsibilities expected of a fully competent professional. Typically, such duties and responsibilities require knowledge and skills gained only through considerable experience. A fully competent professional works independently in applying the approaches, methods, and techniques of his or her profession and is active in developing or assisting in the

development of new approaches to resolving problems. A professional at this level is expected to contribute to equity, diversity and inclusivity. Typically, one to three years in the position or in a comparable position are required to achieve this level of professional work.

Senior

A professional at the senior level performs program functions at a level of proficiency typically requiring advanced knowledge and skills and extensive experience gained through employment at UW-Eau Claire and/or other educational settings. At this level the professional has a consistent record of exemplary performance. A senior professional is expected to develop new approaches, methods, or techniques to resolve problems with little or no expert guidance and to cope independently with new, unexpected, or complex situations. A senior professional is expected to contribute to equity, diversity and inclusivity. At this level, a professional can be expected (but not required) to guide or train other professionals within or outside of their work unit or to oversee their work. (US 12/92, 3/15)

Effectiveness in the position; contributions to the development and strengthening of the areas of responsibility; professional growth; and service to the university, the profession, and the public will be considered in the decision regarding assigning the senior prefix. A minimum of seven years in the position or in a comparable position is required to attain the senior prefix. An employee may apply for promotion during their seventh year of employment for implementation at the start of their eighth year of employment. (US 3/15)

Distinguished

A professional at the distinguished level performs at a level of proficiency typically requiring extensive experience (a minimum of ten years in the position or in a comparable position) and advanced knowledge and skills. The expertise of a professional at this level is commonly recognized by his or her peers and through a reputation which extends beyond UW-Eau Claire. A distinguished professional is expected to develop new approaches, methods, or techniques to resolve problems with little or no expert guidance and to cope independently with new, unexpected, or complex situations. A distinguished professional is expected to contribute to equity, diversity and inclusivity. At this level, a professional can be expected to guide or train other professionals or to oversee their work.

(2) Program Manager Prefix Definition

Three function level designations are available for the program manager title. Function levels reflect differences in the complexity of the program(s); differences in the degree of supervision that may be required to manage programs of different sizes and complexity; and other factors. The determination of the appropriate level will be based on the rating of the position using the Title Evaluation Instrument. The general career progression standards applicable to titles in the professional category will not apply to titles in the program manager category.

(3) Director Series Prefix Definition

Director Prefix **Director Prefix Definition**

Assistant

An assistant director manages a subunit of a major department and reports to a director or associate director, supervises three or more staff members excluding his or her personal secretary, develops and recommends an annual unit budget, and develops or assists in developing and recommending policy to the director.

An assistant director is responsible for the day-to-day administrative management and policy implementation activities of an administrative unit. The role of an assistant director is primarily supervisory and managerial as contrasted with a program manager whose primary responsibility is direct service delivery and whose job is largely non-supervisory.

Associate

An associate director assists in directing the administrative and policy development and implementation endeavors of a major administrative unit under the general supervision of the Director. An associate director acts on behalf of a director (no prefix) in his or her absence. Typically, there is no more than one associate director per unit.

An associate director title is typically defined in units of sufficient size and scope of responsibility such that secondary decision making must be shared with or allocated to an associate director.

(No prefix)

A director (no prefix) directs all the administrative policy development and implementation endeavors of a major administrative unit.

b) Instructional and/or Research Academic Staff (Category B)

Lecturer Prefix **Lecturer Prefix Definition**

Associate

An associate lecturer is one who independently teaches a course(s) subject to broad guidelines describing the scope of the subject matter to be taught and the topics to be covered. Effective classroom delivery, testing, and grading are the primary duties expected of lecturers at this level.

(No prefix)

A lecturer at this level has experience with a minimum of two years full-time equivalency (FTE) or comparable position and academic qualifications needed to develop and teach a course(s) subject to broad guidelines describing the scope of the subject matter to be covered. However, the specific topics to be covered and the degree of topic emphasis are left to the independent judgment of the (no prefix) lecturer. At this level, a lecturer may be involved in various instructional related activities. These may include undergraduate advising, assisting in developing lab safety protocols, course scheduling, curriculum

development, participating in departmental outreach programs, or other instructional activities (US 4/12)

Senior

A senior lecturer has subject matter expertise in an academic discipline. A Lecturer at this level has gained a reputation among his or her peers for demonstrably sustained superior contributions to teaching within a department or division. It is expected that the Senior Lecturer will independently select, develop, and organize course content and instructional materials and approaches. Involvement with committees engaged in supporting this development is typical. However, the direct delivery of instruction is the primary responsibility of the individual holding this title. In addition, a senior lecturer has extensive teaching experience with a minimum of five years full-time equivalency (FTE) in the lecturer position or in a comparable position of which at least two such years were served at UW-Eau Claire. An employee may apply for promotion during the year in which they will complete the minimum years of full-time experience for implementation at the start of the following academic year. (US 4/12, 3/15)

Exceptions to these minimum requirements may be made when it is believed that the lecturer's performance and contributions merit promotion. (US 5/08)

2) Academic Staff Title Structure – Promotion Procedures

a) Procedures for Promotion Through Prefix Change for Administrative and/or Professional Academic Staff (AS 5/11)

- (1) A written request for consideration for promotion may be initiated by an academic staff member and must be submitted to the immediate supervisor by October 15 with a copy of the request being sent to the unit director or functional equivalent. The immediate supervisor may also initiate the promotion process. Recommendations for promotion shall be forwarded from the immediate supervisor to the chancellor through the following review levels: the unit director, the associate vice, vice chancellor, and the provost and vice chancellor. (US 3/15)
- (2) Requests for promotion shall be reviewed by the immediate supervisor. He/she shall inform the academic staff member in writing as to whether or not a recommendation supporting promotion will be forwarded. Recommendations for promotion and supporting documentation must be forwarded to the unit director by December 1. Recommendations supported by the director shall be forwarded to the vice chancellor by December 15.
- (3) Recommendations and documentation shall be forwarded through each successive level of administrative review along with the recommendation of the reviewing official. The chancellor shall inform the candidate of his/her recommendation on or before March 15.
- (4) If a request or recommendation for promotion is not supported at any level, the official not in support shall, in a timely manner but no later than March 15, provide the previous reviewers, the immediate supervisor, and the employee with a written notification of and the reasons for the decision not to support. The immediate

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supervisor shall discuss the steps the individual may take to pursue promotion in the future.

- (5) Those academic staff members whose recommendations for promotion are not supported may reactivate the request in a subsequent year.
- b) Procedures for Promotion Through Prefix Change for Instructional and/or Research Academic Staff
- (1) A written request for consideration for promotion may be initiated by an academic staff member and must be submitted to the Department Personnel Committee by October 15 with a copy sent to the department chair. The Department Personnel Committee or the department chair may also initiate the promotion process. Recommendation for promotion shall be forwarded from the Department Personnel Committee to the chancellor through the following review levels: department chair, dean, and the provost and vice chancellor. (3/15)
 - (2) Requests for promotion shall be reviewed by the Department Personnel Committee, which shall inform the academic staff member in writing as to whether or not a recommendation will be forwarded. The Department Personnel Committee's recommendations for promotion and supporting documentation must be forwarded to the department chair by December 1. Recommendations supported by the department chair shall be forwarded to the dean by December 15.
 - (3) Recommendations and documentation shall be forwarded through each successive level of administrative review, along with the recommendation of the reviewing official, in a timely fashion. The chancellor shall inform the candidate of his/her recommendation on or before March 15.
 - (4) If a request or recommendation for promotion is not supported at any level, the official not in support shall, in a timely manner but no later than March 15, provide the previous reviewers, the Department Personnel Committee, and the employee with a written notification of and the reasons for the decision not to support. The Department Personnel Committee or the department chair shall be informed of the reasons for the negative decision and shall discuss the steps the individual may take to pursue promotion in the future.
 - (5) Those academic staff members whose recommendations for promotion are not supported may reactivate their request in a subsequent year.
- c) Procedures for Promotion From One Title or Title Series to Another
- (1) At the request of an academic staff member and/or his/her supervisor, the position description shall be reviewed to determine if it is properly titled.
 - (2) Documentation supporting the request shall be submitted to the unit director by December 1. Recommendations supported by the Director shall be forwarded to the vice or assistant chancellor by December 15.
 - (3) Recommendations and documentation shall be forwarded through each successive level of administrative review along with the recommendation of the director. The chancellor shall inform the candidate of the final decision.
 - (4) If the request for title change is not supported at any level, the immediate supervisor and the employee shall be informed in writing in a timely manner but no later than

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March 15. The immediate supervisor shall immediately upon receipt identify and discuss the reasons why the position does not meet the criteria for the requested title.

(5) A lateral move from one title to another within the same grade is not a promotion.

d) Appeal Procedures

Upon receiving written notice of a decision to deny promotion, an academic staff member may within 10 days appeal that decision to the next highest administrative level not involved in the contested decision.

(1) Within 30 days the reviewer shall consider the written reasons for the negative decision and the academic staff member's appeal for the decision to be overturned, and may interview the academic staff member and any other relevant individuals. The academic staff member shall be informed immediately of the final decision of the reviewer. The appeal can be reviewed through all administrative channels up through the provost and vice chancellor.

(2) If the administrative review again results in a negative decision, the academic staff member may bring her/his appeal to the Academic Staff Complaint, Grievance and Review Committee. At this time, all documents regarding the academic staff member's promotion shall be forwarded to the Academic Staff Complaint, Grievance and Review Committee.

(3) The written report of the Review Committee shall be forwarded to the chancellor along with the provost and vice chancellor's report. The chancellor shall make a final decision and inform the academic staff member in writing within 30 days of receipt of the review committee's recommendations.

3. Academic Staff: Dismissals and Layoffs {based on UWS 11 http://docs.legis.wisconsin.gov/code/admin_code/uws/11 and UWS 12 http://docs.legis.wisconsin.gov/code/admin_code/uws/12}

a. Academic Staff: Dismissal of Academic Staff for Cause (US 2/99)

Members of the academic staff are entitled to enjoy and exercise all rights of United States citizens and to perform their duties in accordance with the appropriate professional codes of ethics. This policy shall be observed in determining whether or not just cause for dismissal exists. The burden of proof of the existence of just cause for dismissal is on the administration (US 02/20)

1) Dismissal for Cause – Indefinite Academic Staff Appointments – See UWS 11.01
{http://docs.legis.wisconsin.gov/code/admin_code/uws/11}

a) A member of the academic staff holding an indefinite appointment may be dismissed only for just cause under UWS 11.02 through 11.10 or for reasons of budget or program under UWS 12.

2) Dismissal for Cause – Fixed Term or Probationary Appointees – See UWS 11.11

A member of the academic staff holding a probationary appointment, or a member of the academic staff holding a fixed term appointment and having completed six months in the position, may be dismissed prior to the end of the contract term only for just cause or for reasons of budget or program under UWS 12 http://docs.legis.wisconsin.gov/code/admin_code/uws/12. A nonrenewal of such an appointment is not a dismissal under this section. The provisions of UWS 11.01(2) run through 11.07, 11.09, 11.10 and 11.11 shall apply to dismissal for just cause of fixed term or probationary academic staff appointees.

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In no event shall a decision favorable to the appellant extend the term of the original appointment. If a proceeding on appeal is not concluded before the appointment expiration date, the academic staff member concerned may elect that such proceeding be carried to a final decision. Unless such election is made in writing, the proceeding shall be discontinued at the expiration of the appointment. If the chancellor ultimately decides in favor of the appellant, salary lost during the interim period between the effective date of dismissal and the date of the chancellor's decision or the end of the contract period, whichever is earlier, shall be restored. (US 02/20)

- 3) Dismissal for Cause – Instructional and/or Research Academic Staff – See UWS 11.12
As provided under UWS 11.03(2) and UWS 11.12, a dismissal hearing for instructional and/or research academic staff shall be heard before the Faculty Complaint, Grievance, and Termination Review Committee pursuant to UWS 11.02 through 11.10. In such cases, dismissal shall be effective immediately upon receipt of written notification to that effect from the chancellor, pursuant to recommendations of the Faculty Complaint, Grievance, and Termination Review Committee. Provision for board review under UWS 4.08 will apply to allow the appellant opportunity for reinstatement or recovery of lost salary as provided under UWS 11.11. In no event, however, shall a decision favorable to the appellant extend the time of the original appointment specified in the letter of appointment. (US 02/20)
- 4) Responsibility for Charges – See UWS 11.02 http://docs.legis.wisconsin.gov/code/admin_code/uws/11
 - a) Whenever the UW-Eau Claire chancellor receives an allegation which concerns an academic staff member which appears to be substantial and which, if true, might lead to dismissal under UWS 11.01, the chancellor shall request within twenty calendar days that the appropriate dean or director
 - (1) investigate the allegation,
 - (2) offer to discuss it informally with the individual, and
 - (3) provide information of rights to which members of the academic staff are entitled under UWS 11.
 - b) If such an investigation and discussion do not result in a resolution of the allegation and if the allegation is deemed sufficiently serious to warrant dismissal, the dean or director shall prepare a written statement of specific charges. A member of the academic staff may be dismissed only after receipt of such a statement of specific charges and, if a hearing is requested by the academic staff member, after a hearing held in accordance with the provisions of this chapter. If the staff member does not request a hearing, dismissal action shall proceed along normal administrative lines, but the provisions of UWS 11.02, 11.08, and 11.09 shall apply. In those cases where the immediate supervisor of the academic staff member concerned is a dean or director, the chancellor shall, to avoid potential prejudice, designate an appropriate administrative officer to act for the Dean or Director under this section.
 - c) The appeal procedures shall accompany any formal statement of specific charges sent to an academic staff member.
 - d) Any formal statement of specific charges shall be served personally or by certified mail, return receipt requested. If such service cannot be made within 20 calendar days, service shall be accomplished by first class mail and by publication as if the statement of charges

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were a summons and the provisions of section 801.11(1)(c) Wis. Stats., <http://docs.legis.wisconsin.gov/statutes/statutes/801>, were applicable. Such service by mailing and publication shall be effective as of the first insertion of the notice of statement of charges in the newspaper.

- 5) Hearing Body – See UWS 11.03 http://docs.legis.wisconsin.gov/code/admin_code/uws/11
- a) The Academic Staff Complaint, Grievance, and Review Committee shall hear dismissal appeals for staff with indefinite appointments and the Faculty Complaint, Grievance and Termination Review Committee shall hear dismissal appeals for Academic Staff with probationary or fixed term appointments.. The hearing committee shall operate as the hearing agent for the chancellor pursuant to Wisconsin statutes and conduct the hearing, make a verbatim record of the hearing, prepare a summary of the evidence, and transmit such record and summary along with its recommended findings of fact and decision to the chancellor (UWS 11.07) (US 02/20)
- 6) Hearing Procedures for Dismissal Appeals – See UWS 11.04 http://docs.legis.wisconsin.gov/code/admin_code/uws/11
- a) If a staff member requests a hearing within 20 calendar days from the service of the statement of specific charges (25 calendar days if notice is by first class mail and publication), such hearing shall be convened no later than 20 calendar days after the request, except that this time limit may be extended by mutual consent of the parties or by order of the hearing committee.
- b) The request for a hearing must be submitted in writing to the chair of the appropriate Complaint, Grievance, and Review Committee. (US 02/20)
- c) Within five working days of receipt of the hearing request, the appropriate Complaint, Grievance, and Review Committee Chair shall acknowledge, in writing, receipt of the request and shall provide a copy of the acknowledgement to the petitioner’s dean or director. In the acknowledgement the chair shall ask the petitioner to submit a clear written statement – the reasons for the hearing request and any relevant documentation. The chair shall request, in writing, that the dean or director provide a copy of the statement of charges and any other relevant documentation. Such documentation may include (but is not limited to) information regarding the sequence of events leading to the charge(s), correspondence regarding pertinent events in the case, names of individuals with direct knowledge of those events, and commentary regarding the nature of their knowledge. All documentation must be submitted to the hearing committee chair by the date set at the pre-hearing conference. Documents from the petitioner and from the dean or director will be exchanged on the date set at the pre-hearing conference. Documents shall not be shared by the committee with either party prior to this date.
- d) Selection of Hearing Committee
- (1) Within five working days after a request for a hearing has been filed, the Academic Staff Complaint, Grievance and Review Committee Chair shall call a meeting of the full committee. The committee shall select from its own membership a Hearing Committee of five. Selection of hearing committee members shall be by a random selection process.
- (2) Members of the committee may request to be disqualified from the case on the grounds of bias. Likewise, either party to the appeal may request that a particular committee member be disqualified for cause. In either case, the remaining committee members

shall hear the explanation for the request. By majority vote they shall determine whether to honor the request or deny it [UWS 11.06(2)(a)].

- (3) When a member of the hearing committee has been disqualified, the committee shall randomly select a replacement from among the remaining members of the committee. The composition of the hearing committee shall in no way compromise the provisions of UWS 11.06(1)(a).
 - (4) The hearing committee shall convene and elect a chair. The chair shall request of the chancellor personnel assistance to provide a verbatim record of the proceedings [UWS 11.05(1)(e)], clerical assistance to record written findings [UWS 11.05(1)(f)], and legal counsel [UWS 11.06(2)(b)].
 - (5) In consultation with the hearing committee, the chair will set a date for a pre-hearing conference and for the hearing. Service of written notice of the Hearing and the pre-hearing conference shall be provided to both parties at least ten calendar days prior to the hearing.
- e) Hearing Procedures for Dismissal Cases
- (1) The hearing committee shall conduct a pre-hearing conference within ten calendar days of receipt of the original hearing request. The pre-hearing conference shall be held with all parties involved to:
 - (a) confirm the names and official mailing addresses of all parties involved,
 - (b) confirm that there is a dismissal appeal to be heard,
 - (c) identify the applicable UWS and UWEC rules having jurisdiction over the matter,
 - (d) state clearly the charge(s), the petitioner's interest in the matter, the remedy being sought,
 - (e) hear any opening statements, pre-hearing motions, or closing statements made by the parties,
 - (f) decide whether the hearing will be open or closed,
 - (g) stipulate facts agreed upon, and
 - (h) determine a timetable for the exchange of witness lists and documents.A written summary of the pre-hearing conference shall be distributed to all parties involved within one working day of the conclusion of the pre-hearing conference.
 - (2) The hearing committee subsequently shall convene to hear the appeal. The hearing shall proceed according to UWS 11.04, 11.05, and 11.06. In consultation with the hearing committee, the chair shall be responsible for maintaining the decorum of the hearing and determining the relevance of the questions asked. It is recommended that the hearing committee pursue the following order of business:
 - (a) The chair shall summarize the purpose of the hearing and the issues involved.
 - (b) The chair shall ask both parties (the institution or its representative first and the petitioner second) whether they have any questions before the hearing proceeds. This order of presentation should be maintained consistently throughout the hearing.
 - (c) The Chair shall ask whether each party wishes to make an opening statement.

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- (d) Each party shall have the opportunity to present documents and witnesses to support the case. Each party may pose questions to the witnesses.
 - (e) The chair shall ask whether each party wishes to make a closing statement.
 - (f) The chair shall inquire if there are any final questions and shall close the hearing.
- (3) Notwithstanding UWS 11.06(1)(b), the final deliberation of the hearing committee in the formulation of its recommendation(s) shall be in closed meeting as provided by Subchapter V, Chapter 19 <http://docs.legis.wisconsin.gov/statutes/statutes/19>, Wis. Stats. The hearing committee shall allow for a minority report in all of its recommendations. The hearing committee's recommendations and the consideration thereof will proceed as specified in UWS 11.07.
- f) The hearing committee is authorized to develop additional procedures not inconsistent with the provisions of Chapter UWS 11.
 - g) The timelines for hearings cited in UWS or UWEC rules may be extended by mutual consent of the parties involved or by order of the hearing committee.
- 7) Adequate Due Process – See UWS 11.05 http://docs.legis.wisconsin.gov/code/admin_code/uws/11
A fair hearing for an academic staff member whose dismissal is sought under UWS 11.01, except as specifically limited in UWS 11.11 or 11.12, shall include the following:
- a) a right to the names of witnesses and of access to documentary evidence upon the basis of which dismissal is sought;
 - b) a right to be heard in his or her defense;
 - c) a right to counsel and/or other representative, and to offer witnesses;
 - d) a right to confront and cross-examine adverse witnesses;
 - e) a verbatim record of all hearings, which might be a sound recording, provided at no cost;
 - f) written findings of fact and decision based on the hearing record;
 - g) admissibility of evidence governed by Wisconsin Statutes.
- 8) Procedural Guarantees – See UWS 11.06 http://docs.legis.wisconsin.gov/code/admin_code/uws/11
A fair hearing for an academic staff member under UWS 11, except as specifically limited in UWS 11.11 or 11.12, shall include the following procedural guarantees:
- a) Any person who participated in the investigations of allegations leading to the filing of a statement of charges, or in the filing of a statement of charges, or who is a material witness shall not be qualified to participate as a member of the hearing body.
 - b) The hearing shall be closed unless the staff member under charges requests an open hearing, in which case it shall be open (as provided by Chapter 19.85(1)(b), Subchapter V, Wis. Stats., Open Meeting Law, <http://docs.legis.wisconsin.gov/statutes/statutes/19>).
 - c) The hearing body shall not be bound by common law or statutory rules of evidence and may admit evidence having reasonable probative value but shall exclude immaterial, irrelevant, or unduly repetitious testimony, and shall give effect to recognized legal privileges.
 - d) The burden of proof of the existence of just cause is on the administration or its representatives.

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- e) If a staff member whose dismissal is sought has requested a hearing, discontinuance of the proceeding by the institution is deemed a withdrawal of charges and a finding that the charges were without merit.
 - f) Nothing in par. e) shall prevent the settlement of cases by mutual agreement between the administration and the staff member, with the chancellor's approval, at any time prior to a final decision by the chancellor; or when appropriate, with the board's approval prior to a final decision by the board.
 - g) Adjournments shall be granted to enable either party to investigate evidence as to which a valid claim of surprise is made.
- 9) Recommendation to the Chancellor in Dismissal Cases – See UWS 11.07
{http://docs.legis.wisconsin.gov/code/admin_code/uws/11}
- a) Within 20 working days of the hearing, the hearing committee shall send a verbatim record of the testimony, which may be a sound recording, and a copy of its report, findings, and recommendations to the chancellor and to the staff member concerned. The report shall include:
 - (1) the names and official mailing addresses of all parties involved,
 - (2) a statement of the petitioner's request and the UWS and UWEC chapters and sections under which it was filed,
 - (3) the hearing committee's findings of fact,
 - (4) the hearing committee's conclusions of law, i.e., its rationale as to whether the alleged charges are valid or not, and
 - (5) the hearing committee's recommendations to the chancellor to
 - (a) dismiss the staff member,
 - (b) impose a lesser disciplinary action, or
 - (c) find in favor of the staff member, dismiss the charges against the staff member, and remove any record of the charges from the staff member's personnel file.
 - b) After reviewing the matter on record and considering arguments if submitted by the parties, the chancellor shall issue a decision to both parties and the hearing committee within 20 working days. This decision shall be deemed final unless the board of regents, upon request of the staff member, grants a review based on the record. In dismissal cases against an indefinite appointee, the board shall review the case according to UWS 11.10.
- 10) Suspension from Duties – See UWS 11.08
- The staff member with an indefinite appointment shall continue to receive his or her salary until the chancellor makes a decision as to dismissal and shall not be relieved of his or her duties except as noted in UWS 11.08.
- 11) Date of Dismissal – See UWS 11.09
- A decision by the chancellor ordering dismissal shall specify the effective date of the dismissal.
- 12) Board Review – See UWS 11.10
- A member of the academic staff on indefinite appointment who has been dismissed for just cause by the chancellor following a hearing may appeal this action to the board of regents. Any appeal must be made within 30 days of the date of the decision of the chancellor to dismiss. Upon receiving an appeal the Board shall review the case on the record. Following such review,

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the board may confirm the chancellor's decision, or direct a different decision, or approve a further hearing before the board with an opportunity for filing exceptions to the hearing body's recommendations or the chancellor's decision and for oral argument on the record. If further review with opportunity for oral argument on the record is provided, this review shall be closed unless the staff member requests an open hearing. [See Chapter 19.85(1)(b), Subchapter V, Wis. Stats., Open Meeting Law, <http://docs.legis.wisconsin.gov/statutes/statutes/19>] All decisions of the board, whether after review on the record or after oral argument, shall be expressed in writing and shall indicate the basis for such decision.

b. Academic Staff: Layoff of Academic Staff for Reasons of Budget or Program (US 5/96)

{based on UWS 12 http://docs.legis.wisconsin.gov/code/admin_code/uws/12}

1) General – See UWS 12.01

Notwithstanding 36.15 <http://docs.legis.wisconsin.gov/statutes/statutes/36>, Wis. Stats., and UWS 10 http://docs.legis.wisconsin.gov/code/admin_code/uws/10 and 11 http://docs.legis.wisconsin.gov/code/admin_code/uws/11, the chancellor or his/her designee may layoff a member of the academic staff holding an indefinite appointment or may layoff a member of the academic staff, hereafter staff member, holding either a fixed term or a probationary appointment prior to the end of the appointment period when such action is deemed necessary due to budget or program decision requiring program discontinuance, curtailment, modification, or redirection. Program decisions made pursuant to a change in the level of resources available for a particular project shall be discussed by the chancellor or his/her designee with both the standing Academic Staff Personnel Committee and the Academic Staff Complaint, Grievance, and Review Committee. Decisions affecting individuals shall be communicated to the affected persons by the chancellor or his/her designee together with a description of the change in available resources which has required the layoff decision. Nonrenewal of a probationary staff appointment (under UWS 10.04) or a fixed term appointment, even if for financial reasons, is not a layoff for reasons of program or budget.

2) Layoff – See UWS 12.02

For the purpose of this chapter, “layoff” is the suspension of a staff member’s employment by the University of Wisconsin System during the appointment period for reasons of budget or program. A laid-off staff member retains the rights specified in UWS 12.07 through 12.11 inclusive. For the purposes of 36.21, Wis. Stats., termination occurs at the time of layoff.

3) Individual Layoff Decision – See UWS 12.03

When a reduction in program of a particular operational area is required, layoff of staff members with indefinite, fixed term, or probationary appointments should normally follow seniority, as established by date of acceptance of initial letter of academic staff appointment, excluding any periods of non-employment. This presumption in favor of seniority may be overcome upon consultation with the standing Academic Staff Personnel Committee where program needs dictate other considerations (e.g., the need to maintain specific expertise within the program or operational area). The standard notice periods specified in the local implementation of UWS 10.05 should be used, unless there are compelling reasons to the contrary (e.g., almost immediate cutoff of funds) for layoff of probationary and fixed term appointments under this chapter. Indefinite appointees shall have twelve months’ notice of layoff for reasons of budget or program, unless there are compelling reasons to the contrary.

4) Hearing Body – See UWS 12.04

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The Academic Staff Complaint, Grievance, and Review Committee shall be the hearing body for the purpose of this chapter. This body shall act as the hearing agent for the chancellor pursuant to Wisconsin statutes and conduct the hearing, make a verbatim record of the hearing, prepare a summary of the evidence, and transmit such record and summary, along with findings of fact and decision, to the chancellor as specified in *Hearing Procedures for Dismissal Appeals* [3.a.4] of this section].

- 5) Review and Hearing for Indefinite Appointments – See UWS 12.05
- a) A staff member with an indefinite appointment whose position is to be eliminated shall be notified in writing. The staff member has 20 calendar days after such notification to make a written request for a written statement of the reasons for the decision. Within 15 calendar days of the request, the staff member shall receive a statement of the reasons for the decision. This written statement shall indicate the reasons the budgetary or program needs should be met by curtailing or discontinuing the program in which the individual concerned works. The staff member has 20 calendar days after receipt of the written statement of reason to request a hearing before the hearing body. However, such a request for hearing shall not forestall a layoff under this section.
 - b) Upon receipt of a hearing request by the Academic Staff Complaint, Grievance, and Review Committee, the chair shall call a meeting of the full membership. Procedures and selection of membership for the hearing committee shall adhere to the local implementation of UWS 11.04 and UWS 12.05
- 6) Review for Fixed Term and Probationary Academic Staff Members – See UWS 12.06
- The chancellor shall review, with the standing Academic Staff Personnel Committee, program decisions leading to layoff for reasons of budget or program of academic staff members with fixed term or probationary appointments. Review procedures specified in the local implementation of UWS 12.05 and 12.06 shall also apply to probationary and fixed term academic staff members who are laid off prior to the completion of their appointments. Nonrenewal is not a layoff under this section.
- 7) Layoff Status – See UWS 12.07
- A staff member whose position has been eliminated according to the provisions of this chapter may, at the end of the appropriate notice period, be placed on layoff status unless the layoff notice has been rescinded prior to that time. The staff member whose notice period has expired and who is placed on layoff status shall remain on layoff status until:
- a) For fixed term and probationary appointee, one of the following occurs:
 - (1) The appointment expires under its own terms.
 - (2) The staff member fails to accept an alternative appointment.
 - b) For staff on indefinite appointment one of the following occurs:
 - (1) The staff member is reappointed to the position from which laid off. Failure to accept such reappointment would terminate the staff member's association with the institution.
 - (2) The staff member accepts an alternative continuing position at the institution. Failure to accept an alternative appointment would not terminate the staff member's association with the institution.

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- (3) The staff member resigns.
 - (4) The staff member fails to notify the chancellor or his/her designee by December 1 of each year while on layoff status as to the staff member's location, employment status, and desire to remain on layoff status. Failure to provide such notice of desire to remain on layoff status shall terminate the staff member's association with the institution.
 - (5) A period of three years lapses.
- 8) Alternative Employment – See UWS 12.08
- UW-Eau Claire shall devote its best efforts to securing alternative appointments within the institution in positions for which staff laid off under this chapter are qualified under existing criteria. UW-Eau Claire should seek to provide financial assistance for staff members who have indefinite appointments and who are to be laid off to readapt within the operational area or within another operational area of the institution where such readaptation is feasible within one year's time.
- 9) Reappointment Rights – See UWS 12.09
- Where layoffs occur for reasons of budget or program, no person may be employed in that operational area within three years to perform reasonably comparable duties to those of the staff member laid off without first offering the laid off staff member on layoff status reappointment without loss of rights or status. In addition, UW-Eau Claire shall continue for three years from date of layoff to offer the reappointment rights stated in this section to a laid-off fixed term or probationary appointee whose appointment has expired under its own terms if such appointee notified the Chancellor or his/her designee by December 1 of each year as to the staff member's location, employment status, and desire to pursue reappointment rights under this section. For probationary staff, the clock will stop when the layoff occurs and will restart at the time the staff member is rehired if within the three-year period.
- 10) Retention of Salary – See UWS 12.10
- Any academic staff member reappointed within three years after layoff to reasonably comparable duties within the operational area shall be reappointed with a salary rate at least equivalent to the salary rate when laid off, together with such other rights and privileges which may have accrued at the time.
- 11) Rights of Academic Staff Members on Layoff – See UWS 12.11
- Any staff member on layoff status in accord with the provisions of UWS 12 has the re-employment rights guaranteed by UWS 12.09 and 12.10 and has the following minimal rights;
- a) Voluntary participation in life, health, and income continuation insurance programs, including the right to prepay as long as layoff status is maintained with conversion rights if still on layoff status at the end three years.
 - b) Such continued use of campus facilities and participation in institution activities as is extended to emeriti personnel.
4. Academic Staff: Complaint and Grievances (US 2/99)
{based on UWS 13 http://docs.legis.wisconsin.gov/code/admin_code/uws/13}
- a. Academic Staff: Complaints – See UWS 13.01
 - 1) Definition

Complaints are allegations by persons other than the academic staff member's supervisor(s), including administrators, students, other academic staff, faculty, university staff, or members of the public concerning conduct by an academic staff member that violates university rules or policies or that adversely affects the staff member's performance of obligations to the University but which allegations are not serious enough to warrant dismissal proceedings under Chapter UWS 11. The burden of proof of the alleged misconduct is on the institution or its representative.

2) Initial Procedures to Resolve Complaints

- a) Complaints should be resolved informally whenever possible. Before initiating a formal complaint, the complainant should discuss the issue with the person whose alleged actions led to the complaint or, when not possible, with that person's immediate supervisor, dean, or director. In all cases, the person first hearing the complaint shall notify the staff member that a complaint has been made against him or her and shall provide a description of the alleged misconduct, the name of the complainant, and give him or her an opportunity to explain his or her conduct.
- b) If informal resolution has been unsuccessful, a formal written complaint may be made to the Provost within 30 calendar days of the alleged misconduct. The written complaint must be signed and specify the alleged misconduct, the steps taken toward informal resolution, and the resolution sought. The Provost shall review and act upon it within 15 working days. The provost shall first give written notice to the academic staff member involved regarding the nature of the complaint and give him or her an opportunity to explain his or her conduct. The Provost may make a further investigation of the allegations and shall then
 - (1) dismiss the complaint,
 - (2) take disciplinary action, or
 - (3) refer it to the Academic Staff Complaint, Grievance, and Review Committee for a hearing.

The provost shall notify the staff member, in writing, of his or her decision.

- c) If the provost or any administrator invokes disciplinary action without referral to the Academic Staff Complaint, Grievance, and Review Committee, the staff member shall have a right to a hearing before the Academic Staff Complaint, Grievance, and Review Committee.

3) Procedures to File a Hearing Request in Complaint Cases

- a) If a staff member requests a hearing within 20 calendar days of notice of disciplinary action, such hearing shall be convened no later than 20 calendar days after the request, except that this time limit may be extended by mutual consent of the parties or by order of the hearing committee.
- b) The request for a hearing shall be addressed in writing to the Chair of the Academic Staff Complaint, Grievance, and Review Committee.
- c) Within five working days of receipt of the hearing request, the Academic Staff Complaint, Grievance, and Review Committee chair shall acknowledge, in writing, receipt of the request and shall provide a copy of the acknowledgement to the person who took disciplinary action, and the staff member's dean or director. In the acknowledgement, the chair shall ask the staff member to submit a clear written statement of the reasons for the hearing request and any other relevant documentation. The chair shall request, in writing, that the person

who took disciplinary action provide a copy of the complaint and any other relevant documentation. Documentation may include (but is not limited to) information regarding the sequence of events leading to the complaint, correspondence regarding pertinent events in the case, names of individuals with direct knowledge of those events, and commentary regarding the nature of their knowledge. All documentation must be submitted to the hearing committee chair by the date set at the pre-hearing conference [see 4.a.4d) in this section]. Documents from both parties will be exchanged on the date set at the pre-hearing conference. The committee shall not share these documents with either party prior to this date.

4) Hearing Committee

- a) Within five working days after a request for a hearing has been filed, the full Academic Staff Complaint, Grievance, and Review Committee shall meet to select from its own membership a Hearing Committee of five. Selection of Hearing Committee members shall be by a random selection process.
- b) Members of the committee may request to be disqualified from the case on the grounds of bias. Likewise, either party may request that a particular committee member be disqualified for cause. In either case, the remaining committee members shall hear the explanation for the request. By majority vote they shall determine whether to honor the request or deny it. When a member of the hearing committee has been disqualified, the committee shall randomly select a replacement from among the remaining members of the committee.
- c) The hearing committee shall convene and elect a chair. The chair shall request of the chancellor personnel assistance to provide a verbatim record of the proceedings, clerical assistance to record written findings, and legal counsel.
- d) In consultation with the hearing committee, the chair of that committee will set a date for a pre-hearing conference and for the hearing. Service of written notice of the hearing shall be provided to both parties at least ten calendar days prior to the hearing.

5) Hearing Procedures for Complaints

- a) The hearing committee shall conduct a pre-hearing conference within ten calendar days of receipt of the original hearing request. The pre-hearing conference shall be held with all parties involved to:
 - (1) confirm the names and official mailing addresses of all parties involved,
 - (2) confirm that there is a complaint case to be heard,
 - (3) identify the applicable UWS and UWEC rules having jurisdiction over the matter,
 - (4) state clearly the complaint, the staff member's interest in the matter, and the remedy being sought,
 - (5) hear any opening statements, pre-hearing motions, or closing statements made by the parties,
 - (6) decide whether the hearing will be open or closed,
 - (7) stipulate facts agreed upon, and
 - (8) determine a timetable for the exchange of witness lists and documents

A written summary of the pre-hearing conference shall be distributed to all parties involved within one working day of the conclusion of the pre-hearing conference.

- b) The hearing committee subsequently shall convene to hear the case. The hearing shall be restricted to consideration of the complaint specified in the notification to the staff member. In consultation with the hearing committee, the chair shall be responsible for maintaining the decorum of the Hearing and for determining the relevance of the questions asked. It is recommended that the hearing committee pursue the following order of business:
 - (1) The chair shall summarize the purpose of the hearing and the issues involved.
 - (2) The chair shall ask both parties (the institution or its representative first and the staff member second) whether they have any questions before the hearing proceeds. This order of presentation (institution then staff member) should be maintained consistently throughout the hearing.
 - (3) The chair shall ask whether each party wishes to make an opening statement.
 - (4) Each party shall have the opportunity to present documents and witnesses to support the case. Each party may pose questions to the witnesses.
 - (5) The chair shall ask whether each party wishes to make a closing statement.
 - (6) The chair shall inquire if there are any final questions and shall close the hearing.
 - c) The final deliberation of the hearing committee in the formulation of its recommendation(s) shall be in closed meeting as provided by Chapter 19.85(1)(b), Subchapter V, Wis. Stats. The hearing committee shall allow for a minority report in all of its recommendations.
- 6) Recommendations to the Chancellor in Complaint Cases
- a) Within 20 working days of the hearing, the hearing committee shall send a verbatim record of the testimony, which may be a sound recording, and a copy of its report, findings, and recommendations to the Chancellor and to the staff member concerned. The report shall include:
 - (1) the names and official mailing addresses of all parties involved,
 - (2) a statement of the staff member's interest in the matter, and the UWS and UWEC chapters and sections under which it was filed,
 - (3) the hearing committee's findings of fact,
 - (4) the hearing committee's conclusions of law, i.e., the committee's rationale as to whether the complaint is valid or not, and
 - (5) the hearing committee's recommendations to the chancellor to
 - (a) dismiss the complaint, rescind disciplinary action, and remove any record of the complaint from the staff member's personnel record, or
 - (b) affirm the disciplinary action, or
 - (c) rescind the disciplinary action, remove any record of it, and substitute action recommended by the committee.
 - b) After reviewing the matter on record, the chancellor shall act on the report and notify the committee and both parties of any action within 20 working days.
- 7) If the provost refers the complaint to the Academic Staff Complaint, Grievance, and Review Committee for a hearing before any disciplinary action is taken, the following procedures shall apply:

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- a) The referral for a hearing must be submitted in writing to the chair of the Academic Staff Complaint, Grievance, and Review Committee. All relevant materials accumulated by the Provost shall be sent to the Committee Chair and a copy shall be sent to the staff member against whom the complaint was made
 - b) Within five working days of receipt of the referral, the committee shall meet to select a hearing committee to hear the case following procedures in 4.a.4) of this section.
 - c) The hearing shall be conducted according to procedures in 4.a.5) of this section except that the hearing committee's report to the Chancellor shall include a recommendation to
 - (1) dismiss the complaint and remove any record of it or
 - (2) suggest disciplinary action or other appropriate remedy.
- 8) The hearing committee is authorized to develop additional procedures, not inconsistent with the provisions of UWS 13 and its local implementation.
- 9) The timelines for hearings cited in UWS or UWEC rules may be extended by mutual consent of the parties involved or by order of the hearing committee.
- b. Academic Staff: Grievances – See UWS 13.02 (AS 4/13)
- 1) Definition
A grievance is a personnel problem involving an academic staff member's expressed feeling of unfair treatment or dissatisfaction with aspects of his/her university working conditions which are outside his/her control.
 - 2) Purpose and Limits of Grievance
An academic staff member may pursue a grievance when he/she believes that the relevant personnel policies, rules, or procedures were not appropriately followed. To the extent practical, all grievances should be settled through informal discussions at the lowest possible administrative level and may be discussed with progressively higher administrators in a mutually sincere effort to reach an acceptable settlement. In addition, any question or allegation not related to discrimination may be discussed informally with the Chair of the Academic Staff Personnel Committee.
Complaints or grievances having to do with discrimination or harassment will be handled as outlined below under "Equal Opportunity/Affirmative Action Complaints and Grievances."
 - 3) Procedures for Filing a Formal Grievance
 - a) Any academic staff member wishing to make a grievance may submit a written statement of his/her grievance to the chair of the Academic Staff Complaint, Grievance, and Review Committee (ASCGRC)
 - b) The written statement of the grievance must be submitted within 300 days after the academic staff member knew or reasonably should have known of the action or omission out of which the grievance has arisen, unless there are extenuating circumstances.
 - c) The formal statement of grievance should include:
 - (1) Description of the specific act which resulted in the grievance, the date(s) upon which the act(s) took place, the names of the persons involved.
 - (2) A listing of the specific rights of the academic staff member which are alleged to have been violated, or the nature of the alleged unfair treatment.

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- (3) Evidence to support the grievance. Such evidence may include materials which predate the grievance.
 - (4) Desired outcome.
- 4) ASGCRC Procedures after Receipt of Grievance
- Within seven days of receiving the grievance, the ASGCRC will meet to determine whether it wishes to take formal action on the grievance as a full committee or to appoint a subcommittee whose task is to attempt to informally resolve the grievance.
- 5) Procedures for Formal Hearing
- a) If within 30 days the grievance is not resolved by way of the informal mediation involving the ASGCRC subcommittee to the satisfaction of the academic staff member involved, the academic staff member may request a formal hearing.
 - b) Within three days of deciding upon a formal hearing, the ASGCRC shall forward a copy of the grievance as submitted to the chair of the ASGCRC to the party(s) at which it is directed. Any other party may also present a written statement for consideration by the committee.
 - c) Within seven days of deciding upon a formal hearing, the committee shall appoint a hearing committee of five members.
 - d) Within 21 days from the formation of the hearing committee, a hearing shall be held. The hearing will be closed unless any party requests an open hearing. The hearing shall be restricted to consideration of the issue(s) identified in the initial written statement of the grievance.
 - e) Each of the parties involved may select witnesses to appear before the committee on his/her behalf, as well as retain the right to have a support person or advisor present at the hearing. The advisor may be a lawyer. The advisor may counsel the grievant, but may not directly question witnesses, present information or witnesses, or speak on behalf of the grievant except at the discretion of the hearing examiner or committee.
 - f) Within ten days of the hearing, the hearing committee shall recommend appropriate administrative action in a written report to the chancellor with a copy to all parties involved.
 - g) The chancellor shall act on the recommendations of the report and notify in writing all parties involved of his or her decision within 21 days. The decision by the chancellor on the recommendation of the committee shall be final.
 - h) All deadlines in the above timeline of procedures may be extended upon mutual agreement of parties or by order of the hearing committee.
- c. Academic Staff: Equal Opportunity/Affirmative Action Complaints or Grievances
- Complaints or grievances having to do with discrimination or harassment based on race, religion, creed, color, sex, gender identity or expression, ancestry, national origin, age, marital status, sexual orientation, disability, veteran's status, membership in the military forces, arrest or conviction record, political affiliation, and all categories protected by law are handled through the Affirmative Action Office. [<http://www.uwec.edu/Affirm/>]

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SECTION D – JOINT PERSONNEL POLICIES AND PROCEDURES

1. Faculty and Staff Role in Selection and Review of Administrators (US 4/13)

a. Selection

Board of Regents Policy 6-4 [<http://www.uwsa.edu/bor/policies/rpd/rpd6-4.htm>] provides that the procedure for selecting chancellors of the UW System shall include a search and screen committee composed of faculty, academic staff, students, administrators, and, at the option of the president, a community representative. Until System procedures are officially changed, it is recommended that two members from the university staff, from four nominated by the University Staff Council, also be included as part of the search and screen committee.

The chancellor appoints administrators at or above the rank of director/chair at UW-Eau Claire. This policy governs the formation and procedures of the committees that assist the chancellor in searching for those administrators. For guidance on internal searches, consult the Affirmative Action Office.

1) COMMITTEE FORMATION FOR ADMINISTRATORS AT OR ABOVE THE RANK OF DEAN

When a search for an administrative officer at or above the rank of dean or director is to begin, the chancellor or designee shall notify the campus community, the University Senate, the University Staff Council and the Student Senate. The announcement will include the title, the draft position description and the expected timeline for the search. Upon announcing the search, the chancellor shall provide a mechanism for members of the campus community to volunteer for service on the search committee. At any time prior to convening the search committee, the chancellor shall consult with the University Senate Executive Committee on the draft position description.

a) Academic affairs administrators with university-wide authority

(1) Within ten days of the chancellor's notice of the commencement of the search:

- (a) The colleges shall each nominate two faculty and one instructional academic staff member,
- (b) The library shall nominate a faculty member or an instructional academic staff member,
- (c) The University-Wide Nominating Committee shall nominate two administrative/professional academic staff members,
- (d) The University Staff Council shall nominate two university staff members, and
- (e) The Student Senate shall nominate two students.

(2) The chancellor or designee shall appoint a search committee, which will consist of

- (a) From the pool of nominees under a)(1): at least one faculty member from each college, at least one instructional academic staff member and one administrative/professional academic staff member, at least one university staff member, and one student; and
- (b) Up to two additional members at the discretion of the chancellor or designee.

b) Other Administrators with university-wide authority

(1) Within ten days of the chancellor's notice of the commencement of the search:

- (a) The University-Wide Nominating Committee shall nominate four faculty,

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- (b) The University-Wide Nominating Committee shall nominate four academic staff members,
 - (c) The University Staff Council shall nominate two university staff members, and
 - (d) The Student Senate shall nominate two students.
 - (2) The chancellor or designee shall appoint a search committee, which will consist of
 - (a) From the pool of nominees under b)(1): at least two faculty members, two academic staff members, one university staff member, and one student, and
 - (b) Up to one additional member at the discretion of the chancellor or designee.
- c) Academic Deans
 - (1) Within ten days of the Chancellor’s notice of the commencement of the search:
 - (a) The college shall nominate six faculty or instructional academic staff members,
 - (b) The University-wide Nominating Committee shall nominate two administrative/professional academic staff members from any area – at least one of whom shall be from the College,
 - (c) The University Staff Council shall nominate two university staff members, and
 - (d) The Student Senate shall nominate two students.
 - (2) The chancellor or designee shall appoint a search committee, which will consist of
 - (a) From the pool of nominees under c)(1): at least three faculty or instructional academic staff members from the college, one academic staff member from any area, one university staff member, and one student, and
 - (b) Up to one additional member at the discretion of the chancellor or designee.
- 2) COMMITTEE FORMATION FOR ASSOCIATE/ASSISTANT DEANS, CHAIRS, AND DIRECTORS

When a search for an Assistant/Associate Dean, Director, Library Director, or Chair is to begin, the Chancellor or designee shall first notify the applicable College, Department, or Unit and will discuss with its employees the nature and responsibilities of the position, the search timeline, and criteria to be used in assessing candidates’ credentials. Upon announcing the search, the Chancellor or designee shall provide a mechanism for members of the applicable College, Department, or Unit to volunteer for service on the search committee. (US 4/13)

 - a) Associate/Assistant Academic Deans

The Chancellor or designee, in consultation with the Faculty Personnel Committee, shall appoint a committee made up of at least two faculty members from the College, one academic staff member from any area, one university staff member, and one student. (US 4/14)
 - b) Chairs and Library Director

The faculty of the department (or the library, as applicable) or a committee selected by the faculty of the department shall constitute the search committee. It is recommended that the search committee include one university staff member from the department or library as appropriate.
 - c) Directors and Deans of Students
 - (1) Applicability

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This process applies to those positions with an official title code in the director series and Dean of Students and Associate/Assistant Deans of Students. For those positions without the official title code but with Director in the working title or with director-type responsibilities (e.g., with control over a unit or program), see (3) below. (US 4/14)

(2) Committee Formation

The Chancellor or designee, in consultation with the Academic Staff Personnel Committee and the Faculty Personnel Committee, and the University Staff Personnel Committee, shall appoint a committee made up of at least one university academic staff member and one university staff member from the unit or division, one university faculty member, and one student. (US 9/16)

(3) “Director” Positions

For those positions without the official Director title code but with Director in the working title or with director-type responsibilities (e.g., with control over a unit or program), the Chancellor or designee shall consult with the University Senate Executive Committee as to whether the director process, the academic staff process, or another process is most appropriate for the search.

3) ACTING/INTERIM POSITIONS

In the event that a Department, Unit, College, or Division contemplates hiring an interim or acting administrator, the Chancellor or designee shall discuss the reason and timeframe for the interim appointment with the employees of the applicable College, Department, Unit, or Division and will solicit their advice and feedback concerning candidates to fill the vacancy.

It is expected that interim appointments will normally not last more than two years. If a successful search has not been completed within two years of a position being filled with an interim administrator, the supervisor to whom the administrator is responsible shall formally consult with the University Senate Executive Committee, and shall continue to consult with the committee annually until a successful search is completed. When the University Senate Executive Committee is consulted, a representative from the University Staff Council shall be invited to the meeting. (US 4/13)

4) PROCEDURES FOR SEARCH COMMITTEES

- a) The Chancellor or designee shall convene the committee, preside over the election of a chair, and provide the committee with the draft position description and a tentative search timeline. (US 4/13)
- b) The Chancellor or designee and the committee shall discuss at least the following:
 - (1) The points in the search process at which they will consult (e.g., when the committee has narrowed the applicant pool to those in the telephone interview pool, after reference calls, prior to determining whom to invite to campus for interviews, before the campus interviews to review the schedule/plan),
 - (2) In what way the Chancellor or designee prefers the committee deliver its recommendations at the end of the search (e.g., meet to discuss with the Chancellor or designee the suitability of the candidates, submit an unranked list of recommendations, etc.).
- c) The committee will:

- (1) Publicize the position through creating an advertising plan, soliciting nominations, etc.
 - (2) Evaluate the application materials,
 - (3) Manage the interview process,
 - (4) Keep all application materials and search information confidential.
- d) The committee may meet with the Chancellor or designee upon request.
- e) Search committees for positions above the rank of Director/Chair will be provided with administrative support by the Chancellor or designee.
- b. Review of Administrator Performance

University Senate action provides as follows:

- The review of administrator performance is an integral part of the ongoing process of planning, development, and improvement in the university.
- The primary responsibility for the annual evaluation of an administrator's performance rests with the administrator's immediate supervisor.
- The supervisor's report summarizes the activities and the accomplishments of the administrator and evaluates them in light of the plans and goals previously agreed to. (US 5/17)

Members of the faculty/staff of University of Wisconsin-Eau Claire have an outgoing opportunity to participate in the informal evaluation of any administrator's performance through comments and suggestions made to the administrator, their supervisor, or through the department of human resources. The director of human resources provides an ongoing, viable, professional, and confidential avenue for all university faculty and staff to communicate concerns, suggestions and commendations pertaining to university personnel. (UW 5/17)

- 1) Procedure and Timeline for University Faculty, University Academic Staff, and University Staff Review of University Upper Level Administrators:

Upper level administrators to be reviewed by the administrator review committee shall include:

- Chancellor
- All direct reports to the chancellor
- Assistant and associate vice chancellors
- Dean of students
- Academic deans

Upper level administrators shall be reviewed within three years of the initial appointment and every five years thereafter. The University Senate will be informed by the reviewee's supervisor that a review has been completed, along with any conclusions that can be shared, by the end of the semester in which the review is completed. In the case that the review is completed during the summer, the University Senate will be informed before the second meeting of the senate in the fall semester. In all cases, the University Senate will, in turn, inform the larger campus community the results of such reviews.

It is expected that interim appointments will normally not last more than two years. If a successful search has not been completed within two years of a position being filled with an interim administrator, the supervisor of that position shall formally consult with the University Senate Executive Committee, and shall continue to consult with the committee annually until a

successful search is completed. When the University Senate Executive Committee is consulted, a representative from the University Staff Council shall be invited to the meeting. When an interim administrator serves for more than two years, the administrator will be reviewed according to the above schedule (US 4/06, 4/13, 5/17)

While it is the responsibility of an administrator's supervisor to evaluate performance on an outgoing basis, members of the campus community shall have an opportunity to provide input into an upper level administrator's performance at the time of the administrator review.

It is the responsibility of the administrator review committee to provide opportunity (e.g. online survey) for faculty and staff to provide feedback on the performance of the upper level administrators in fulfilling the mission, vision, and strategic plan of the university. The feedback will be distributed to the employee, their supervisor, and the director – of human resources. (US 5/17)

2) Procedure and Timeline for Review of Unit Directors

Unit directors are to be reviewed within three years of the initial appointment and every five years thereafter.

It is expected that interim appointments will normally not last more than two years. If a successful search has not been completed within two years of a position being filled with an interim administrator, the supervisor of that position shall formally consult with the University Senate Executive Committee, and shall continue to consult with the committee annually until a successful search is completed. When the University Senate Executive Committee is consulted, a representative from the University Staff Council shall be invited to the meeting. When an interim administrator serves for more than two year, the administrator will be reviewed according to the above schedule. (US 4/06, 4/13, 5/17)

While it is the responsibility of a director's supervisor to evaluate performance on an ongoing basis, members of the campus community shall have an opportunity to provide input into a director's performance.

It is the responsibility of the director's supervisor to provide opportunity (e.g. online survey) for faculty and staff to provide feedback on the director's performance in fulfilling the mission, vision, and strategic plan of the unit and the university. The feedback will be distributed to the employee, their supervisor, and the director of human resources. (US 5/17)

3) Procedure for Reviewing Department Chairs and Director of Libraries

Department chairs are to be reviewed by the dean within three years of the initial appointment and concurrently with their normally scheduled faculty post-tenure review thereafter.

The review of administrator performance is to be initiated by the dean who will receive a written statement from the chair which describes how his or her performance meets the requirements of the position, successful accomplishments, and planned improvements and activities for the subsequent five-year period. The dean will survey all faculty and academic staff in the department and may, in response to the results of the survey, conduct interviews with the faculty and academic staff. Any such survey will include a summary evaluative question granting faculty and academic staff an opportunity to express their confidence in the chair's performance as an administrator. Any faculty or academic staff member of the department may request and shall be granted a meeting with the dean to discuss the chair's performance as an administrator. The dean shall write an evaluation which will include the results of a summary

evaluative question. Summary data from the survey will be available to the chair. Raw data and verbatim comments shall not be distributed, nor included in any report. Immediately after the evaluation is written, the surveys and other information gathered during the review will be destroyed, except for numerical results incorporated directly into the final report. Throughout the review process, the Dean will make every reasonable attempt to protect the confidentiality of the faculty and academic staff who participated in the review. Copies of the written evaluation will be given to the chair and filed in the dean's office and in the personnel file of the chair.

The written evaluation will be part of the information used by the dean in making personnel recommendations concerning the Chair, and in improving the administration of the college or division. (US 4/05)

The procedures for reviewing the director of libraries are the same as those for review of a department chair except that the library serves as the department and the associate vice chancellor for academic affairs, to whom the director reports, holds the responsibilities described for the dean.

c. Administrative Changes

When administrative changes of such scope and significance as to have multiple departmental, school, college, or university-wide effects are contemplated (such as changes in administrative titles, creation or abolition of administrative positions, modifications in administrative line and staff responsibilities, or modifications in the administrative structure of the university), the administration will consult with the executive committee of the University Senate prior to the implementation of such changes. When the University Senate Executive Committee is consulted, a representative from the University Staff Council shall be invited to the meeting. (Faculty Senate [FS] 8/76; US 4/13)

2. Faculty and Academic Staff: Schedule of Reviews, Recommendations, and Notices Concerning Personnel Actions

The provost and vice chancellor and human resources develop calendars for personnel actions which are sent to department chairs and directors prior to the beginning of each academic year. Individuals affected by the personnel actions may obtain information on the calendars from their department chair or director.

The deadlines given in the calendar represent guidelines for dates of completion of personnel actions and are intended to facilitate the review process and the forwarding of recommendations to the deans, vice chancellor, and provost and vice chancellor in a timely fashion. Any deadlines which are required by specific provisions in the personnel rules are identified in the schedules

{<http://www.uwec.edu/AcadAff/resources/timetables/index.htm>}.

Probationary faculty and instructional and/or research academic staff members on appointment for longer than one year shall be given annual periodic performance reviews as stipulated in UWS 3.05 and UWS 10.03 at such time in the academic year as is deemed appropriate by the Department Personnel Committee. If a probationary faculty or instructional and/or research academic staff member is in a non-contract consideration period of a multiple-year contract, the options available for the annual performance review are: (1) a brief update of the previous performance review; (2) a full review as may be requested by the Department Personnel Committee or Department Chair; or (3) a full review as may be requested by the faculty or academic staff member. The performance review, for purposes of

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reappointment/rehiring, shall occur in accordance with the calendar for reappointment/rehiring. (FS 12/82)

a. Personnel Records

A guideline for filing faculty and instructional and/or research academic staff personnel records has been distributed to all department chairs.

b. Schedules for Tenure, Promotion, and Salary Adjustment Recommendations

Two standard schedules to be followed for recommendations for tenure, promotion, and salary adjustments supplement the calendars provided by the vice chancellor for academic affairs. These are provided below.

c. Salary Recommendations for Academic Staff

Recommendations for salary adjustments recognizing merit are initiated annually by the immediate supervisor and proceed through the Unit Director or Dean to the appropriate vice chancellor to the chancellor.

Recommendations for salary adjustments shall be made in accordance with the state-approved pay plan, the pay plan guidelines from UW System, and the UW-Eau Claire Comprehensive Salary Plan developed by the University Senate and approved by the chancellor. Salary recommendations for administrative and professional academic staff shall be based on the criteria established by the unit. For instructional academic staff salary recommendations shall be based on performance of assigned duties and must include consideration of student evaluations.

The Comprehensive Salary Plan shall provide at least two weeks for academic staff to respond to all salary recommendations submitted on their behalf. The Comprehensive Salary Plan must also provide a mechanism to be used during those two weeks for hearing and resolving any academic staff objection to a salary recommendation.

The Comprehensive Salary Plan shall use the base salary rate of the academic staff member in calculating the next year's rate. The base salary rate may be reduced for a change in position with significantly different duties and responsibilities; disciplinary action; or by request of the individual faculty or academic staff member.

The Comprehensive Salary Plan shall include a grandparent clause allowing all units on "alternative pay plans" as of 01-Oct-2001 and that have not since selected to follow the Comprehensive Salary Plan to continue to use their existing alternative pay plans for the distribution of all performance-based salary adjustments.

The Office of the Provost and Vice Chancellor shall maintain a copy of the Comprehensive Salary Plan as developed by the University Senate and approved by the chancellor and shall ensure unit compliance. (US 4/02)

d. Schedule of Recommendations Concerning Tenure and Promotion (Faculty)

Recommendations concerning granting of tenure and promotion in rank follow the same schedule.

December 1 Appropriate department personnel committee makes its recommendations to the Chair.

December 15 Department chair makes recommendations to the dean.

Note: A decision concerning granting of tenure must be made no later than the end of the sixth year of probationary service.

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Instructional and/or research academic staff members do not have rank. Title changes, when they become appropriate, follow procedures similar to those used for promotions in rank for faculty members.

e. Schedule of Recommendations Concerning Salary Adjustments Faculty and/or Instructional/ Research Academic Staff

Recommendations for salary adjustments shall be made in accordance with the state-approved pay plan, the pay plan guidelines from UW System, and the UW-Eau Claire Comprehensive Salary Plan developed by the University Senate and approved by the chancellor.

The Comprehensive Salary Plan shall provide at least two weeks for faculty to respond to all salary recommendations submitted on their behalf. The Comprehensive Salary Plan must also provide a mechanism to be used during those two weeks for hearing and resolving any faculty objection to a salary recommendation.

The Comprehensive Salary Plan shall use the base salary rate of the faculty member in calculating the next year's rate. The base salary rate may be reduced for a change in position with significantly different duties and responsibilities; disciplinary action; or by request of the individual faculty or instructional academic staff member.

The Comprehensive Salary Plan shall include a grandparent clause allowing all departments on "alternative pay plans" as of 01-Oct-2001 and that have not since selected to follow the Comprehensive Salary Plan to continue to use their existing alternative pay plans for the distribution of all performance-based salary adjustments.

The Office of the Provost and Vice Chancellor shall maintain a copy of the Comprehensive Salary Plan as developed by the University Senate and approved by the chancellor and shall ensure department compliance. (US 4/02)

February 1 Departmental Chair notifies all faculty and instructional and/or research academic staff members in their third or subsequent year of service of his/her recommendation as to salary adjustment. Note: Probationary faculty and instructional and/or research academic staff members in the first or second year of service will not yet have been notified about a subsequent year. When a faculty member is reappointed or an instructional and/or research academic staff member is rehired to a second or third year of service, notification of salary adjustment will be given at the time of reappointment or rehiring.

February 15 Department chair forwards all recommendations to the dean.

University Senate action provides "That the provost and Vice chancellor should notify the faculty members of their salary adjustment level (across-the-board, solid performance, merit) approved for the coming academic year at as early a date as possible." (FS 4/84)

3. Unclassified Staff Code of Ethics

{based on UWS 8 http://docs.legis.wisconsin.gov/code/admin_code/uws/8}

a. Declaration of Policy – see UWS 8.01

Every member of the unclassified staff at the time of appointment makes a personal commitment to professional honesty and integrity, to seek knowledge, and to share that knowledge freely with others. Such a commitment is essential for the university to perform its proper function in our society and ensure continued confidence of the people of this state in the University of Wisconsin-Eau Claire and its personnel. It is a violation of this commitment for unclassified staff members to

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seek financial gain for themselves, their immediate families, or organizations with which they are associated through activities that conflict with the interests of the University of Wisconsin System.

b. Outside Activities – See UWS 8.025(1)

{based on UWS 8 http://docs.legis.wisconsin.gov/code/admin_code/uws/8}

- 1) The only activities which are prohibited are those which would result in a conflict between the personal interests of an unclassified staff member and that staff member's public responsibilities to UW-Eau Claire.

Examples of activities which are unlikely to cause conflict are:

- participation in many types of public service;
- presentation or review of papers;
- unpaid consultancies involving neither use of university facilities, undue consumption of time, nor publication restrictions on university research;
- university research funded in whole or part by non-governmental sponsors through contract, grant or restricted gift, where the particular staff member has no financial interest in the sponsor or in the research results.

Other activities more likely to present the possibility of a conflict include:

- extensive or recurring paid consulting;
- associations with organizations, as defined in UWS 8.02(3), related to staff members' fields of academic interest or specialization;
- university research funded in whole or part by non-governmental sponsors through a contract, grant or restricted gift, where the staff member has a financial interest in the sponsor or the research results;
- activities involving a private remunerative relationship between a staff member and non-governmental sponsor of university research for which the staff member is a principal investigator;
- situations which may result in research that would normally be carried out at the University being diverted to a private establishment to the detriment of the University;
- situations giving to a private entity exclusive access to information resulting from a staff member's university research;
- situations in which a staff member directs a student into research from which the member expects to receive financial gain.

- 2) Political Activity

The university encourages members of the faculty and staff to take an active interest in the political life of the city, state, and nation. For pertinent policies and regulations see Political Activity by State Employees and Use of University Facilities by Non-University Groups.

c. Reportable Outside Activities – see UWS 8.025(2)

{based on UWS 8 http://docs.legis.wisconsin.gov/code/admin_code/uws/8}

- 1) When an unclassified staff member or member of an unclassified staff's immediate family is a director, officer, or trustee or owns or controls directly or indirectly, and severally or in the aggregate, at least 10 percent of the outstanding equity in an organization or business related to

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the staff member's field of academic interest or specialization, that activity must be reported. {UWS 8.02, (3) and (12).}

- 2) When private remunerative relationships exist between unclassified staff members and non-governmental sponsors of university research for which the unclassified staff member is a principal investigator, that activity must be reported.
- 3) When remunerative outside activities in an unclassified staff member's field of academic interest or specialization, including but not limited to consultation, are compensated, that activity must be reported. In addition, if compensation for such activities amounts to \$5,000 or more per single source in a year, that fact must be reported.
- 4) Any unclassified staff member who participates in outside interests and activities reportable under UWS 8.025(2) must file a retrospective form for the previous calendar year by March 31 of the current year. UW-Eau Claire Report of Outside Interests and Activities forms may be obtained from the unclassified staff member's administrative supervisor or from the Provost and Vice Chancellor's Office and upon completion should be returned to the administrative supervisor. These forms are forwarded through administrative channels to the Provost and Vice Chancellor by April 15. The Provost and Vice Chancellor shall compile the campus report which is to be forwarded to System Administration by April 30. (See UWS 8.06)
- 5) If, during the year, significant changes in an unclassified staff member's reportable outside activities occur, the unclassified staff member shall immediately inform in writing his/her administrative supervisor. This information shall be placed on file with the unclassified staff member's annual statement of outside activities.

d. Institutional Policies – see UWS 8.025(3)

{based on UWS 8 http://docs.legis.wisconsin.gov/code/admin_code/uws/8}

- 1) The standards which shall govern the use of university facilities, resources, and personnel in connection with outside activities of unclassified staff shall be in accord with those policies of UW-Eau Claire which currently govern the use of such facilities, resources, and personnel by off-campus groups.

Several standards remain constant.

- 1) GPR funded activities shall have priority use of academic facilities and segregated fee funded activities shall have priority use of auxiliary (funded or student life programming) facilities. University prime mission and student life programming needs must be considered prior to reserving space for outside use.
- 2) The director of university centers is the chancellor's designee in administering facilities usage.
- 3) Unclassified staff may engage in general instruction, public service, and research of individuals in the community and other outside parties under UW System and UW-Eau Claire rules governing reporting of outside activities and the faculty/academic staff code of ethics. No charge shall be made for the use of university facilities for such purposes as long as the university does not incur additional costs, there is no interference with other private mission activities, and the unclassified staff member does not receive financial gain.
- 4) Unclassified staff engaging in commercial enterprises which make use of university facilities shall be assessed rental fees and other user charges in accordance with regular UW-Eau Claire practices.

- 2) Policies governing any absence from regular duties are covered by *5. Faculty and Academic Staff: Absence from Duty* located in this section. They cover such issues as types of absences, criteria for excused absences, procedures for filing absence reports, and appeal of decisions and interpretations of supervisors. These policies supplemented by the policies listed below also apply to absences caused by outside activities reportable under UWS 8.025(2).

Absences for outside activities reportable under UWS 8.025(2) shall be anticipated, and the staff member shall file an absence report at least 24 hours prior to the anticipated absence. This report shall be reviewed by the immediate supervisor who will determine if it is an appropriate absence in terms of the timing of the absence and the amount of time it takes from the staff member's assigned duties. If it is judged appropriate, the supervisor shall determine if it is an absence with pay or without pay according to the locally accepted criteria.

In determining the appropriateness of the absence, the supervisor should consider the educational advantages to the University of having the staff member actively engaged in outside activities that enhance the staff member's professional development and role as a professional model for students. These should be weighed against the disadvantages that incur with absence from assigned duties. Each situation is different in terms of the type of duty missed, the nature of the activity, and the manner in which the absence is covered so that no single standard for judging an absence as excessive is possible. As a general rule, however, the supervisor should examine very closely any anticipated absence that would cause the instructional staff member to miss more than 10 percent of scheduled class time for any given course or the administrative and/or professional staff member to miss more than 10 percent of contracted work days.

- 3) In accordance with the equal opportunity statement of the university and in order to develop and maintain a more inclusive environment, the University of Wisconsin–Eau Claire encourages its students, faculty, staff, and administration to use non-sexist language in instances where sex is irrelevant. {See examples, <http://www.uwec.edu/usenate/ExecRecord/130402GenderInclusiveExamples.pdf>}

In accordance with the equal opportunity statement of the university and in order to develop and maintain a more inclusive environment, the University of Wisconsin-Eau Claire encourages its students, faculty, staff, and administration to use non-gendered language in instances where gender is irrelevant. {See examples, <http://www.uwec.edu/usenate/ExecRecord/130402GenderInclusiveExamples.pdf>}

It is important to note the distinction between the terms “gender” and “sex”. Though often used interchangeably, these terms refer to two different concepts: “sex” refers to one’s biological sex, which includes one’s sex organs as well as biochemistry, while “gender” refers to how one self identifies. (US 4/13)

- e. Nepotism Policy – see UWS 8.03(3)

{based on UWS 8 http://docs.legis.wisconsin.gov/code/admin_code/uws/8}

The University of Wisconsin System acts in accord with the public policy of the state to encourage and foster to the fullest extent practicable, the employment of . . . properly qualified persons regardless of their age, race, creed, color, handicap, sex, national origin or ancestry. (Wis. Stats. 111.31)

No restriction is placed on hiring related persons. However, to avoid possible conflict of interest,

- 1) no member of the unclassified staff may participate, formally or informally, in the decision to hire, retain, grant tenure, promote, or determine the salary of a member of his or her immediate family.

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- 2) no member of the unclassified staff may, in the supervision or management of another unclassified staff member who is a member of his or her immediate family, give preferential or favored treatment.

“Immediate family” means: (a) an unclassified staff member’s spouse; and (b) any person who receives, directly or indirectly, more than one half of his or her support from an unclassified member or from whom an unclassified member receives, directly or indirectly, more than one half of his or her support. [UWS 8.02(9)]

For additional guidance, consult the Statement on Consensual Relationships Policy.

[\[http://www.uwec.edu/Affirm/policies/consensualrelationshipspolicy.htm\]](http://www.uwec.edu/Affirm/policies/consensualrelationshipspolicy.htm) (US 3/03)

- f. Student Research Protection – see UWS 8.03(4)

{based on UWS 8 http://docs.legis.wisconsin.gov/code/admin_code/uws/8}

A member of the unclassified staff shall inform students engaged in research under his or her supervision of any financial interest which the unclassified staff member has in the research activity, including, but not limited to, financial arrangements involved in the direct support of the activity, agreements made by the unclassified staff member to obtain data for the research, or agreements concerning copyright or patent rights arising from the research. Such use of students in research should be governed by concerns for the educational needs of and benefits to the students.

Students engaged in research with an unclassified staff member shall be informed in writing of any financial interest which the staff member has in that research activity and the implications of any agreements restricting the students’ right to publish or communicate freely with respect to that research activity. A copy of this written notification shall be filed with the staff member’s immediate supervisor.

- g. Institutional Ethics Committee – see UWS 8.035

{based on UWS 8 http://docs.legis.wisconsin.gov/code/admin_code/uws/8}

According to UWS 8.035, each institution shall establish a committee, or designate an existing committee, whose function shall be to provide any member of the unclassified staff consultation and advice on the application of UWS 8. At UW-Eau Claire, the University Senate Executive Committee shall provide such consultation for members of the unclassified staff.

Committee deliberations and actions upon requests for consultation or advice shall be in meetings not open to the public. Records obtained in requests for consultation or advice shall be considered confidential university information. However, summaries of advice provided by this committee, which do not disclose the identities requesting such advice, shall be made public in an annual report to the Chancellor. (US 2/07)

- h. Action to Avoid Possible Conflict – see UWS 8.04

{based on UWS 8 http://docs.legis.wisconsin.gov/code/admin_code/uws/8}

- 1) When it appears that a material conflict may arise between the personal interests of an unclassified staff member and his/her public responsibilities to the university, the unclassified staff member shall notify his/her administrative supervisor by submitting a written statement describing the nature of the possible conflict.
- 2) Within 15 days after writing that statement, the staff member shall be advised in writing that:
 - a) there is no conflict prohibited by this chapter and the unclassified staff member may proceed; or

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- b) there may be a conflict and further consultation is necessary prior to reaching a determination; or
- c) there is a conflict which must be resolved in one of the following ways:
 - (1) the unclassified staff member shall not proceed with his or her university duties which result in the conflict, so long as the conflict remains; or
 - (2) the unclassified staff member shall not proceed with his or her personal interests which result in the conflict, so long as the conflict remains; or
 - (3) the unclassified staff member, within 15 days after notice of the decision of the administrative supervisor, may appeal the decision under UWS 6 or 13. (FS 3/87)
- i. Sanctions – see UWS 8.05
{based on UWS 8 http://docs.legis.wisconsin.gov/code/admin_code/uws/8}
- 1) Any person may file a written complaint charging a violation of this chapter. The complaint shall state the name of the member of the unclassified staff alleged to have committed a violation and describe the violation.
- 2) For complaints involving a member of the unclassified staff serving within system administration or at another institution of the University of Wisconsin System, see UWS 8.05 Sanctions.
- 3) A complaint involving a member of the faculty or the academic staff serving at UW-Eau Claire shall be submitted to the chancellor.
 - a) Where the complaint is against a faculty member, the chancellor shall proceed under the policies and procedures described in the local implementation of UWS 6.01.
 - b) Where the complaint is against an academic staff member, the chancellor shall proceed under the policies and procedures described in the local implementation of UWS 13.01.
- 4) Complaints involving limited appointees serving at UW-Eau Claire shall be submitted to the official who made the appointment and that official shall take appropriate action.
- 5) Notwithstanding the other provisions of this section, the chancellor may investigate possible violations of this chapter whenever the circumstances warrant and proceed in accordance with subs. 1) to 4).

4. Faculty and Academic Staff: Commencement Attendance

A formal commencement terminates the fall semester and the spring semester. University policy regarding participation is as follows:

- a. **Each academic department** will be represented by two members at each of the two commencements. When a two-ceremony commencement is held, faculty may choose which ceremony to attend. They are encouraged to attend the ceremony of their college.
- b. **Each department chair** will provide the commencement coordinator with the names of those members who will be participating in the commencement. These persons will then be considered to have an obligation to attend. In addition, any other faculty or academic staff members who have at least half-time assignment, as well as all emeriti faculty and academic staff members, are invited to participate in commencement. (US 4/97)

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5. Faculty and Academic Staff: Absence from Duty

{based on University Personnel System Operational Policies – Benefits <https://www.wisconsin.edu/ohrwd/policies/ups-operational-policies/> and UWS 19 https://www.docs.legis.wisconsin.gov/code/admin_code/uws/19.pdf}

a. General Absence from Duty Policies

{based on University Personnel System Operational Policies – Benefits <https://www.wisconsin.edu/ohrwd/policies/ups-operational-policies/>}

1) Reporting of Absences

In principle, all absences from regular duties are to be reported. When an absence can be anticipated, the employee should file an absence report in advance. When absence is due to an emergency, the employee should notify the appropriate department chair, dean, or unit supervisor as promptly as possible and should file an absence report upon returning to regular duties.

Procedures and responsibilities in the reporting of absences are outlined in the UW-Eau Claire Policy Regarding Absences of Unclassified Personnel (below).

2) Arrangements for Classes Missed

3) Insofar as possible, all university classes should meet on schedule. When an absence can be anticipated, arrangements should be made with the department chair and the dean of the college for the handling of classes to be missed. Classes should be dismissed only as a last resort.

4) Record of Absences

Deans and vice chancellors are responsible for maintaining records of all absences of faculty and academic staff members and for forwarding summary reports of absences to the provost and vice chancellor as requested.

5) Jury Duty

Employees summoned for jury service are entitled to leaves of absence without loss of time. (Wis. Stats. Chapter 230.35(3)(c))

b. Policy Regarding Absences of Unclassified Personnel (FS 5/77, 1/78, 5/18)

{based on University Personnel System Operational Policies – Benefits <https://www.wisconsin.edu/ohrwd/policies/ups-operational-policies/>}

1) Definition of Unclassified Personnel

The following policies deal with absences of unclassified personnel excluding graduate assistants. Unclassified personnel as here defined include faculty, academic staff, limited appointments, and other unclassified personnel.

2) Types of Absences

Absences of unclassified personnel shall be treated as sick leave, leave with pay, vacation, or leave without pay.

1) Sick Leave – See University Personnel System Operational Policies – Benefits Policy BN3 <https://www.wisconsin.edu/ohrwd/download/policies/ops/bn3.pdf> and UWS 19 http://docs.legis.wisconsin.gov/code/admin_code/uws/19

2) Leave with Pay –

The UW-Eau Claire implementation procedures indicate that “absences for official university business, for professional reasons, or for participating in public service activities shall be excused, provided appropriate arrangements are made for classes missed.”

3) Reporting –

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(1) Absence from Teaching Duties

(a) Reportable Absences

All absences which involve the missing of scheduled instruction should be reported.

(b) Procedures and Responsibilities

Absence reports shall indicate the name of the reporting employee, the date(s) and reason(s) for absence, and the classes or other teaching duties missed.

Absence reports shall be signed by the reporting employee and routed via the department chair and the appropriate dean to the Human Resources Office.

Department chairs are responsible for the reporting of absences from their departments. The department chair shall review each absence report and shall indicate on each report the number of days used as sick leave, leave without pay, or leave with pay.

The dean shall review each report forwarded by department chairs.

Either the department chair or the dean may change the type of leave claimed if in his or her opinion the guidelines for defining types of absence have not been followed. If such change is made, the individual responsible for the change must notify the affected employee through the usual administrative channels.

The Human Resources Office shall adjust the sick leave account and the payroll as needed and shall file the absence report. (US 3/14)

(2) Absence from Administrative and/or Professional Duties

(a) Reportable Absences

All absences claimed as sick leave, vacation, or leave without pay shall be reported. Absences claimed as leave with pay shall also be reported unless they were either necessitated by activities defined as part of the employee's official duties or approved through a travel authorization form for conferences or other professional activities.

(b) Procedures and Responsibilities

Absence reports shall contain the name of the reporting employee, the date(s) and reason(s) for absence, and the type of leave claimed.

Absence reports shall be signed by the reporting employee and routed via the immediate supervisor to the Human Resources Office.

Directors of offices are responsible for reporting absences of rank-and-file personnel. Associate vice/vice chancellors are responsible for reporting the absences of directors and of staff personnel reporting directly to them.

The supervisor shall review each report. The supervisor may change the type of leave claimed if it is found that the recommendation was not consistent with campus policies concerning absences. If such change is made, the individual responsible for the change must notify the affected employee through the usual administrative channels.

The Human Resources Office shall adjust the sick leave account and the payroll as needed and file the absence report.

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(3) Appeals

Appeals of decisions and interpretations by department chairs, directors, deans, and vice/assistant chancellors may be made through normal channels, beginning at the level at which the decision was made and ending with the chancellor. (FS 5/77, 1/78)

c. Faculty: Absence from Regular Duties

- 1) Absence from institutional duties shall be reported to the department chair or immediate supervisor.
- 2) Absence due to personal illness, injury, disability, or pregnancy as well as attendance on a member of the immediate family of the employee whose condition or death requires the employee's direct care shall be governed by the existing sick leave policy. (Amended FS 2/79)
- 3) Absence for official university business, for professional reasons, or for participating in public service activities shall be excused, providing appropriate arrangements are made for classes to be missed.
- 4) Absences for emergency reasons other than those covered by sick leave are excused with the understanding that if possible the faculty member should get approval of his/her Department Chair and make arrangements for classes to be missed. (Amended FS 2/79)
- 5) Absence from institutional duties because of private outside activities shall result in loss of pay for the time missed, except for extraordinary occasions in which the faculty member receives permission for such absences from his/her supervisor and makes arrangements for proper handling of those classes missed. (FS 11/75, 2/79)
- 6) All faculty members shall report to the Chancellor through normal channels any intended service as an expert witness in legal proceedings or as staff, adviser, or consultant to granting agencies. (FS 11/75)

d. Academic Staff: Policies Concerning Absences from Regular Institutional Duties

Absences from institutional duties shall be reported to the immediate supervisor. Absence for personal illness or family emergency shall be governed by the existing sick leave policy. Absence for official university business, for professional reasons, or for participating in public service activities shall be excused, provided appropriate arrangements are made for covering professional responsibilities.

Absence from institutional duties because of private outside activities shall result in loss of pay for the time missed, except for extraordinary occasions in which the academic staff member receives permission for such absences from his/her supervisor.

6. Faculty and Academic Staff: Separation Procedures

When a member of the faculty or academic staff terminates his or her relationship with the university, a separation letter with benefits information and a "termination checklist" will be sent to the employee. This checklist is a reminder to the employee to return keys, parking permits, rental textbooks, departmental property, etc.

At the same time, the Human Resources Office will send an e-mail notification to the departments on the "checklist," informing them that an employee is leaving. The e-mail notification will be followed by a "terminating employee" memo that includes campus address information, last day of work, etc. The department is then able to check their records to see if the employee has any equipment or material that needs to be returned. If so, the department will contact the terminating employee directly.

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7. Faculty and Academic Staff: General Sick Leave Policy

{based on UWS 19 http://docs.legis.wisconsin.gov/code/admin_code/uws/19 and ACPS-4 https://www.wisconsin.edu/program-planning/download/acps_documents}

Absences of faculty and academic staff of the University of Wisconsin System because of personal illness, injury or pregnancy, as well as attendance on the children or spouse of a staff member whose condition requires the staff member's direct care, will be subject to the following leave policy.

The policy is applicable to all qualifying faculty and academic staff who are covered by sick leave provisions at their home institution.

a. Uses of Sick Leave

UWS 19 permits absence through use of a sick leave for "personal illness, injury, disability or pregnancy as well as attendance on a member of the immediate family of the employee whose condition or death requires the employee's direct care....."

"Personal Illness" shall include both illness and medical care, quarantine, and/or diagnosis related to exposure to contagious disease.

"Injury and disability" are conditions which render the person unable to carry out his/her usual employment responsibilities.

"Pregnancy" includes prenatal, delivery, and post-delivery cares that precludes the performance of regular duties.

"Immediate family" means parents, grandparents, foster parents, children, grandchildren, foster children, brothers (and their spouses), sisters (and their spouses) of the employee or of the employee's spouse, and also includes the employee, the employee's spouse, or any other person (excluding tenants) residing in the household of the employee. The employee shall make other arrangements, within a reasonable period of time, for the attendance on members of the immediate family in their care.

"Death," as it relates to the need of assistance of members of the immediate family, includes attendance on a person near death, funeral preparations and observances, and the funeral, and estate settlement.

In addition to the reasons for using sick leave which are stated above, an unclassified staff member may, with the approval of the immediate supervisor, use sick leave to attend the funeral of someone who was not a member of the person's immediate family.

1) Faculty and Academic Staff with Teaching Responsibilities

If a replacement is appointed to assume the faculty or academic staff member's responsibilities, he or she must use sick leave.

2) Use of Sick Leave for Medical Absence that Can Be Anticipated

In order to minimize disruption of the academic program and the demands on students and staff, a member of the faculty or academic staff who has teaching responsibilities and who expects to be absent under this policy during an upcoming semester may, with two months' advance notice, elect to receive a combination of paid and unpaid leave for the entire semester. Such leave will be taken only at the option of the faculty or academic staff member, but the University may require proof at the time two months' notice is given that the anticipated absence cannot be arranged so as to avoid interruption of teaching duties. Under this clause the faculty or academic staff member may receive the sick leave benefits for which he or she would

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have been eligible had the staff member remained on duty up to the time of disability. Other portions of the semester not covered by sick leave will be on leave without pay.

3) Leave for Maternity Purposes

Provisions governing maternity leave do not differ from policies governing temporary disabilities. An instructional or administrative and/or professional staff member may opt to continue her normal duties through pregnancy using accumulated sick leave as needed when physically unable to perform her duties.

A member of the faculty or academic staff with teaching responsibility may opt to receive a combination of paid and unpaid leave as provided in “Use of Sick Leave for Medical Absence That Can Be Anticipated.” In such cases it shall be understood that the timing of pregnancy cannot be “arranged” under the meaning of this policy.

In the semester after the one in which delivery occurs, irrespective of her medical condition, the staff member shall be granted, upon her request, leave without pay for the semester. In case of a non-tenured faculty member, such leave will not be counted in the calculation of probationary time. A female staff member who anticipates taking leave for maternity should so inform her chair or supervisor as early as possible.

Maternity leave for part-time employees shall be administered in the same manner as sick leave taken for other reasons by part-time employees.

4) Parental Leave

The father or the mother or both may choose to take up to twelve weeks of parental leave. Employees may choose to substitute up to six weeks of available paid leave (sick leave, vacation, earned holidays) under the Wisconsin Family and Medical Leave Act, and an additional six weeks of vacation (if available) under the federal Family and Medical Leave Act. For the mother, parental leave would be in addition to the time taken for pregnancy. To qualify, the employee must have been employed by the State for the previous 52 weeks and have worked at least 1,000 hours during that 52-week period. (Note: an employee who has summers off is still considered “employed by the State” during that time.)

5) Adoption

Within 16 weeks of placement, the employee has the right to up to 12 weeks of leave. Employees may choose to substitute up to six weeks of available paid leave (sick leave, vacation, earned holidays) under the Wisconsin Family and Medical Leave Act; and an additional six weeks of vacation (if available) under the federal Family and Medical Leave Act. These choices are guaranteed for all employees, female and male, who have been employed by the State for more than 52 consecutive weeks. He or she must have worked at least 1,000 hours during that 52-week period. (Note: an employee who has summers off is still considered “employed by the State” during that time.)

6) Care of a Spouse, Child, or Parent with a Serious Health Condition

Staff members are entitled to 12 weeks of unpaid leave to care for the staff member’s child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or condition which requires continuing treatment by a health care provider. The staff member may choose to substitute up to six weeks of accumulated annual leave, earned holiday, or sick leave for unpaid Wisconsin Family and Medical Leave Act leave. Employees will not be entitled to additional unpaid leave as a result of the substitution of paid

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leave for unpaid leave. To qualify, the employee must have been employed by the State for the previous 52 weeks and have worked at least 1,000 hours during that 52-week period. (Note: an employee who has summers off is still considered “employed by the State” during that time.)

7) Sick Leave During Summer Session

Staff members whose basic appointments are for nine months or more and who teach in the summer session may qualify for sick leave in the summer session, provided inception of the illness occurs on the first or subsequent day of the summer session. Exceptions to this policy regarding sick leave during the summer session may be made, on behalf of the members of the permanent faculty or academic staff only, at the discretion of the chancellor.

The definition of “permanent faculty” for purposes of implementing Board of Regents’ policy on summer session sick leave shall be: permanent faculty shall be all members of the unclassified staff who have an established sick-leave account. (This definition of “permanent faculty” applies solely to consideration of sick leave for summer sessions.) Whenever possible the Chancellor will grant exceptions under this policy. In exercising his or her discretion, the chancellor will use the following criteria:

- a) the extent to which the absence qualifies for sick leave under the UW-Eau Claire sick leave policy, and
- b) the extent to which the absence is a result of a verifiable emergency. (FS 5/77, 1/78)

b. Records

Each department or equivalent unit shall report sick leave usage to the Human Resources Office.

c. Rate of Sick Leave Charges

{based on ACPs-4 https://www.wisconsin.edu/program-planning/download/acps_documents}

Faculty or academic staff members who are absent and eligible for paid sick leave shall be charged at the rate of five days per week excluding weekends and legal state holidays and in conformity with the University of Wisconsin System.

d. Accumulation of Leave

Staff members whose initial appointments are eligible for Wisconsin Retirement System shall be granted 22 working days (i.e., Monday through Friday exclusive of holidays) of leave which they may draw upon as required by illness, injury, disability, or pregnancy. After one and one-half years of service, additional non-lapsing leave is earned by such members at the rate of one day per month for persons holding annual appointments and 12 days per academic year for those holding academic year appointments. Unused sick leave shall accumulate from year to year in the staff member’s account.

If a staff member takes sick leave, the rate of sick leave compensation shall be the rate of salary which the staff member would have normally received. Other than the 22 days of sick leave granted to the staff member upon appointment, sick leave may be taken only after it has been earned (i.e., it may not be anticipated). A staff member utilizing paid sick leave continues to accrue sick leave during the period of absence. However, a staff member shall not accumulate sick leave while on an unpaid leave of absence. Previously accumulated sick leave shall not be affected by unpaid leaves of absence.

1) Proration of Accumulated Sick Leave

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Initial entitlement and accumulation of sick leave as specified in the preceding section assume full-time appointment of nine months or more. Part-time appointees have an initial entitlement, earn, and are charged sick leave in proportion to the extent of their appointment.

2) Cancellation and Reinstatement

If a staff member terminates employment with the University of Wisconsin System, unused sick leave will be terminated but will be reinstated if the staff member is reappointed to any position within the System within three years.

3) Relation of Sick Leave to Income Continuation Insurance

An employee must exhaust his/her sick leave or use a maximum of 130 days in order to be eligible to receive compensation under income continuation insurance except when an application for disability retirement has been made.

4) Change in Initial Entitlement

Unclassified personnel who change their FTE status within their initial 18-months of employment shall have their initial entitlement of sick leave days changed to correspond with their new FTE status.

8. Lactation support policy

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

a. A place to express milk on campus:

UW-Eau Claire will provide employees and students with dedicated nursing and lactation space. If an appropriate personal office space is available, employees can use this space. The space does not need to be permanent or on the immediate premises, but it must be a private space and:

- not a bathroom,
- not a locker room,
- shielded from view,
- free from intrusion by co-workers and/or the public,
- within a 10-minute walk from the nursing mother's assigned working area, preferably without having to go outdoors,
- available in each of the main campus buildings on lower and upper campus, and
- available at approximately the times when the nursing mother is likely to need the space.

b. Break times:

Paid break times are allowed for nursing and lactation responsibilities needed by the mother. When possible, breaks should be scheduled during normal break and meal times and/or when workflow allows. Employees and supervisors shall coordinate lactation breaks to satisfy the needs of both the employee and the department/unit. If additional planning assistance is needed, employees may contact human resources.

This policy is in accordance with Section 4904 of the Affordable Care Act, codified at 29 U.S.C. § 207(r).

9. Faculty and Academic Staff: Employment Interviews

a. Guidelines

The Offices of Human Resources and Affirmative Action have cooperated in producing a set of guidelines, available upon request, to help interviewers formulate questions which will provide

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information needed to make a responsible decision without jeopardizing the University's equal opportunity commitment.

b. Reimbursement for Interview Expenses

Prior to inviting a prospective faculty member/academic staff member to the campus, the dean of the college/dean or vice chancellor must secure the approval of the provost and vice chancellor by means of a form provided for this purpose. All prospective candidates invited to campus will be reimbursed for travel, meals, and lodging expenses within the limits cited below.

When prospective candidates are invited to the campus, they must pay their own expenses and will be reimbursed to the extent authorized. Specific instructions for such expenses are:

1) Air Fare (or other commercial transportation)

Reimbursement will be at the economy tourist class rate. Provide the passenger copy of the ticket (receipts from travel agents or credit card slips are not sufficient for reimbursement).

2) Personal Car Mileage

Reimbursement will be at the state rate. Total cost may not exceed lowest jet fare. A table of state rates is available from business services/controller.

3) Lodging

Provide the original machine-produced receipt from place of lodging. Reimbursement will be made up to the state limit.

4) Meals

No receipts are required. When meals are claimed, include departure and arrival times for the round trip. Reimbursement will be made up to the state limit.

After the applicant has made the trip to the campus for interviews, he/she should complete and sign a travel expense report form. This report should be approved by the department chair (or functional equivalent) or director and forwarded to the provost and vice chancellor, accompanied by the supporting evidence of transportation costs and lodging and a copy of the original Request for Authorization form previously signed by the provost and vice chancellor, for processing of the reimbursement.

10. Bias Incident Reporting Guidelines

a. All bias incidents reported to the university administration involving student conduct shall be investigated by the office of the Dean of Students

1) In the case of a reported student bias incident in which the Dean of Students office determines there is a reasonable safety concern for the students or others, the Dean of Students office shall inform the student and report that concern to the provost and the academic deans as soon as possible and within 24 hours of the determination to commence the bias investigation.

2) The provost and academic deans shall inform the faculty and academic staff working within proximity to the student as soon as possible and within 24 hours of the notification from the Dean of Students.

a) Faculty and academic staff working in proximity to the student(s) shall include all of the course instructors for which the student(s) are enrolled, the student(s) faculty and ARCC advisors, and all faculty and academic staff that supervise the student(s) in any non-academic roles.

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- 3) The provost and academic deans shall have primary responsibility to provide guidance to the faculty and instructional academic staff regarding procedures for handling issues of attendance, grading, or other instructional issues that may arise as a result of the investigation.
- b. All bias incidents reported to the university administration regarding the behavior of faculty or academic staff shall be investigated following the procedures outlined in sections III.5.B.4.d and III.5.C.4.c, respectively (US12/19)

ARTICLE SIX: ACADEMIC POLICIES

See the University Catalog for additional policies, approved by the University Faculty, regarding auditing courses, special auditing, class attendance, grading system, satisfactory/unsatisfactory registration, student withdrawal from class, student withdrawal from the university, and transcripts.

SECTION A – SCHEDULING POLICIES

Academic Calendar Guidelines

Guidelines for creating academic year calendars are established by the regents and the University Senate. The Provost's Office has the primary responsibility for developing calendars meeting the guidelines. The University Senate Executive Committee reviews the proposed calendar(s). Calendars for at least eight years in advance will be made available on the university web site. Suggestions for revising the academic year calendars should be directed to the University Senate Executive Committee. However, calendars for the current academic year and the two subsequent academic years cannot be modified. (US 12/08)
Regent/System Policy or State Statutes

1. There must be at least 170 days of faculty/student interaction (34 weeks) within an academic year. Faculty and student interactions are defined as organized services and include classroom, registration, advising, and exam periods.
2. The faculty contractual period must be 39 weeks in length.
3. Classes cannot begin before September 2.

UWEC Guidelines

1. Academic year contracts should begin the Monday of the week before the week when classes start except when this causes the May commencement to fall on Memorial Day weekend. In those years, Academic year contracts should begin on the Monday two weeks before the week when classes start.
2. If there is only one day of classes prior to Labor Day, wait until after Labor Day to start classes.
3. If classes begin prior to Labor Day, be sure students can use the previous weekend to move into the dorms.
4. There should be 42 MWF and 28 TR class days each semester.
5. Finals should be scheduled over five days.
6. A study day should be included prior to the first day of finals.
7. Commencement should fall on Saturday and occur after finals if possible. If the Saturday after finals falls on December 23 or later, the previous Saturday should be used for commencement.
8. Fall semester should end no later than December 22.
9. Winterim should consist of no fewer than 18 days. Classes cannot meet on Sundays.
10. Spring break should occur following the end of the seventh week of classes. (US 5/14)

SECTION B – INSTRUCTIONAL POLICIES AND PROCEDURES

Master Course Files (US 4/10)

Dean's Responsibility

Each course offered by the university has a master course file in the office of the dean of the college in which the course is offered. When a new course is proposed and approved by the department/program and the college's curriculum committee/academic policies committee, a new master course file is established. Periodically the course information is updated to reflect evolutionary changes in the course content. Major or minor revisions may be made as the characteristics, content and pedagogy of the courses change. Courses also may be deleted from the curriculum. The dean's responsibility is to

maintain the master course file for each course, including the original course proposal and a record of any actions taken on the course. All members of the faculty and academic staff have access to these files.

Department Chair's Responsibility

Department chairs are responsible for forwarding to the Dean in a timely manner for appropriate curricular action new course proposals, major or minor revisions of existing courses, periodic course updates, and proposals to eliminate courses. For multiple-section courses, a single topical outline/timetable should be prepared which reflects the common body of knowledge addressed in the course. Once approved, a new course or revised version of an existing course may be offered upon publication in the university catalog.

Section-specific information provided to students for courses offered in a given semester or year should be maintained in the department or program office.

Student Purchase of Supplies

If a course requires the purchase of special supplies or equipment by students, an appropriate statement, including the approximate cost, should appear in the catalogue description of the course. If no such statement appears, an appropriate announcement must be made at the first meeting of the class. If an instructor requires the use of a book not provided through the instructional resources rental department, at least one copy of the book must be available on reserve in the library for general use. (US 4/10)

Overview of Courses

Each instructor will provide students with a written list of student learning outcomes for the course, Liberal Education Core learning outcomes met by the course (where relevant), general chronological outline of topics, an approximate timetable for major projects, and the instructor's method for evaluation of student achievement. (FS 11/80, US 3/10, US 12/18) In addition, instructors should be sensitive to the student time constraints when scheduling tests during the week prior to final examinations. (FS 5/83)

Admission to Class – General Policy

All students must be properly registered for any course which they attend.

Class Attendance and Authorized Absence Policies (US 11/09)

Instructor's Responsibility

University Senate action provides as follows: Instructors will maintain student attendance records. The instructor will keep such records and student course-related work for reference during the session and for at least one year following the end of the session. (US 5/10)

At the beginning of each course, the instructor must provide students in class a written copy of his/her policy specifying the role of attendance in the instructor's method for evaluation of student achievement. A copy of the statement must also be given to the instructor's immediate supervisor. (FS 4/86)

In the event a student is found by an instructor to be absent without explanation for an extended period, usually in excess of one week, this absence is to be reported directly to the Dean of Students Office. The absentees will be contacted immediately in an effort to determine the cause(s) of the absence. The instructor will be informed of their findings (FS 5/71; 11/79; US 10/09). In matters of student absence, the Dean of Students Office is available to assist instructors where there is concern

regarding the excessive absence of a student. The Dean of Students Office can be of greatest assistance when concerns are brought to his/her attention early in a semester.

Student's Responsibility (US 11/09)

Because class participation is an integral component of the development of a successful learning community, all students are expected to attend all class sessions of courses in which they are enrolled. While attendance is expected, it is recognized that absences are at times unavoidable. If an absence is necessary, the student should take responsibility for contacting her/his instructor(s) as soon as possible to discuss the ramifications of being away from class. In some instances, significant personal issues result in the need to seek additional assistance [see Authorized Absences below].

It is important for the student to realize that when classes are missed she/he may be at a disadvantage as it is often impossible for the instructor to reconstruct activities that took place in the classroom, laboratory, or field during the absence. Additionally, missing any classes may result in lower grades because the student may miss foundational material needed to succeed in the course. Even under the best of circumstances, extended absences can be problematic, with the real possibility that the student may not be able to complete the course successfully.

Authorized Absences (US 11/09)

Absences that fall under one of the following categories are considered authorized: (1) participation in an approved field trip listed in the catalogue as a requirement for a course in which the student is enrolled; or (2) participation in an authorized extra-curricular activity on the regularly approved calendar of university events [such absences are reported by the dean to each department at least 48 hours in advance of the trip or event]; or (3) Labor Day employment; or (4) active military service; or (5) accommodation of students' religious beliefs [see Accommodation of Students' Religious Beliefs Policy below]; or (6) illness, injury, or emergency of such severity as to prevent the student from being able to attend class; or (7) being summoned to court or requested to appear in court or having to serve on jury duty. A student should communicate directly with the instructor when an absence falls under one of the approved six categories. Instructors have discretion regarding requests for absences that do not fall under one of the approved seven categories. (US 4/13, 10/21)

In the case of severe illness, injury, or emergency, instructors should be kept apprised of the situation through direct communication with the student and/or via the Dean of Students Office which will assist students and communicate with instructors as needed.

When absences are authorized, instructors are obligated to work with students to determine the best way for students to resume participation in the class without a penalty. However, if the absences are lengthy, the student, instructor, college dean, and Dean of Students Office should work together to determine if it will be possible for the student to successfully complete the course.

Medical Excuses (US 11/09)

Excuses will not be issued by student health services for course related activities. Specifically, student health services will not provide "medical excuses" for missed classes, missed examinations, or the late completion of assignments. Faculty and students should together resolve the dilemmas resulting from an illness or injury based on the student's own explanation of the problem.

In some situations, clinicians at student health services will give students specific advice impacting their ability to attend class or complete assignments. At the clinician's discretion, written advice may be given. Students may wish to share this advice with instructors, but they are not required to do so. Student health services personnel will routinely inform the Dean of Students Office on the student's

behalf if an absence is expected to be three days or longer. That office will then inform the student's instructors.

Requests for illness verification may arise in certain specific situations. These requests will likely be granted if deemed to be in the student's best interest. There are some situations in which verification from the Office of Student Health Services will be provided; they are listed below. Situations where verification is appropriate:

1. Health reason for termination of a housing contract.
2. Disability requiring handicap parking permit.
3. Health problem resulting in cancellation of an airline reservation or other reservation when required to obtain a refund.
4. Health problem causing withdrawal from the University after usual deadlines.
5. Required clearance for return to work.
6. Health problem leading to a student requesting an "incomplete" in a course.

Field Trips and Scheduled Events

Field Trips

The faculty of the university has affirmed that field trips shall be sanctioned as a feature of the instructional program. Such trips should be anticipated and included in the catalogue description of the related course. Requests for trips not included in the appropriate catalogue descriptions will be approved only upon careful evaluation and subject to the procedures outlined below.

Fees

All fee charges to students for participation in field trips must be in compliance with General Administrative Policy Paper (GAPP) #29. Contact business services and/or the Provost and Vice Chancellor's Office for additional information.

Scheduled Events

Scheduled events where students represent the University, as in intercollegiate sports or forensic activities, are handled in the same manner as course-related trips.

Accommodation in Testing Situations for Non-Native Speakers of English

In courses that require tests (in which the primary language of instruction and assessment is English) to be taken during class time, students who are non-native speakers of English may request extended test-taking time (time and a half). To determine eligibility, English proficiency is evaluated by the academic skills center (for U.S. permanent residents/citizens) or by the department of foreign languages (for international students). Students approved for the accommodation are given a verification form to present to their course instructors. Students must provide verification during each semester at least one week before the test for which accommodation is needed. Verification is valid for one semester. The accommodation policy does not apply to other forms of evaluation (e.g. papers, projects, group presentations) or to situations in which students must demonstrate clinical or similar skills. (US 2/09)

Final Examinations

General Policies

Every curricular offering bearing credit and a letter grade shall be concluded with a final examination unless an alternative method of evaluation is determined by the instructor. (FS 4/70) Faculty should be sensitive to the student time constraints when scheduling tests during the week prior to final examinations. (FS 5/83)

Final examination week is part of the 34 weeks (170 scheduled days) defined in Board of Regents policy as days on which both faculty and students are required to be on campus. All classes are required to meet as shown in the official schedule for final examination week.

Change of Schedule by Instructor

Administrative policy requires that any departure from the published examination schedule be approved in advance by the department chair and the associate dean of the college since changes initiated without proper clearance may result in conflicts between examinations or in unreasonably heavy schedules on a single day for some students. All changes must be coordinated through the Registrar's Office (S-128), so that there will be no room conflicts.

Change of Schedule by Student Request

No student will be permitted to reschedule a final examination unless there are extraordinary circumstances over which the student has no control (e.g. hospitalization or military obligation). Verification of the circumstances must be furnished by the student. A student with three or more examinations scheduled for one day may request the change of an individual examination time. Changes are not allowed for reasons such as an already purchased plane ticket, leaving campus early, a family vacation, or conflict with employment, unless such work commitment existed prior to the publication of the examination schedule.

A request for a change in the time of an individual final examination must be approved by the instructor, the department chair, and the assistant/associate dean of the college in which the course is offered. Make-up examinations must be scheduled during finals week or later and must be arranged by the student with the instructor. (US 1/03)

Grading System: Change of Grade

One full year after the end of a session is the deadline for any change of grade. (FS 10/84; US 5/10)

Accommodation of Students' Religious Beliefs

UWS Chapter 22 calls for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. The law requires written and timely notification to students and instructors of the rules and complaint process; provides that a student can conveniently and confidentially notify an instructor of potential conflicts; permits a student to make up an examination or academic requirement at another time or by an alternate means without prejudicial effect (provided the student notifies the instructor within the first three weeks of classes or the first full week of summer session); and a procedure for handling and resolving complaints. To address the requirements of the law the following procedures shall be in effect:

1. The claim of a religious conflict shall be accepted at face value. To be granted an alternative means of meeting an academic requirement, students must notify their instructors within the first three weeks of class (first week of summer session or short course) of specific days or dates on which they will request relief from an academic requirement because of a sincerely held religious belief.
2. Any student with a scheduling conflict between an academic requirement and any religious observance must be given an alternative means of meeting the academic requirement.
3. Instructors may schedule alternate non-conflicting requirements before or after the regularly scheduled examination or other academic requirement.
4. Students or instructors who have disagreements about the application of the law should seek an informal resolution through the Student Affairs office.

5. Should the informal resolution fail complaints of failure to provide reasonable accommodation of a student's religious beliefs may be filed under procedures adopted pursuant to Chapters UWS 6 & 13. (US 3/94)

Student Academic Grievance Procedures

Students have the right to file academic grievances under provisions established by the University Senate (4/79) and approved by the chancellor.

An academic grievance is defined as "an allegation by a student of substantial and unjustified deviation, to the student's detriment, from any of the following: 1) officially announced or published policies, procedures, and/or requirements regarding admission into programs, or individual classes; 2) officially published grading policies of the university; 3) the instructor's requirements for a course as announced to the class at the beginning of the semester; or 4) the instructor's own grading policies as announced to the class or as demonstrably applied to other students in that same class." Students are required to seek resolution through informal discussion with the respondent(s) before filing a formal grievance.

The full text of the Student Academic Grievance Procedures is published in materials available from the Dean of Students Office. (US 12/18)

Academic Misconduct on the Part of Students

UWS 14 prescribes procedures for investigating and remediating cases of academic dishonesty on the part of students. Local implementation by the University Senate (3/89) is published in materials available from the Dean of Students Office. (US 12/18)

Student Participation in Curricular Development

Provision has been made for student membership on most department curriculum committees and all college curriculum committees. Official student observers are appointed to the University Senate Academic Policies Committee. In addition, the channels of communication between student government and university government provide for academic recommendations passed by the Student Senate to be received directly by the Executive Committee of the University Senate and forwarded to the appropriate University Senate committee for action.

SECTION C – CURRICULAR DEVELOPMENT

Changes in Courses, Programs, Policies

Rename or Redirect Major/Degree

Generally, rename and change/redirect revisions are reflective of changes in market demand for new or shifting career paths.

- **Rename Major:** Curricular change may not exceed 30% of the requirements for the program and the entire UW System major code must remain the same. It is assumed that no changes will be made to the Classification of Instructional Program (CIP) code.
- **Change (Redirect) Major Requirements Substantively:** Curricular changes equal to or in excess of 30% of the program's degree requirements are defined as substantive. Curricular changes to the program's degree requirements may not exceed 50%, the entire UW System major code must remain the same; and the first two digits of the Classification of Instructional Program (CIP) code must remain the same.

Initiation of Changes

Suggestions for curricular modification and development may originate with any member of the faculty or academic staff, and all members are encouraged to offer suggestions for improvement. Most proposals for courses and programs are initiated at the level of the department or equivalent unit. Proposals for changes in university-wide academic policies are usually initiated through or by the Academic Policies Committee of the University Senate.

Local Levels of Decision Making (US 4/13, 12/17)

The responsibilities of the College faculties are specified in the Constitution of the University Faculty and University Academic Staff (Article Four, Sections E and F) and implemented by provisions of the college constitutions.

College Level

Action on:

- a) creation of new courses and deletion, modification, updating of courses;
- b) changes in major, minor, emphasis, credit-bearing certificate, academic concentration, and pre-professional program requirements; and

The following are exceptions to this rule:

1. General and liberal education courses require action by the University Liberal Education Committee (ULEC) in addition to college approval.
2. Changes in requirements in the university honors program require approval by the University Senate Academic Policies Committee.
3. Establishment, elimination or change in requirements in study abroad program requires approval by the University Senate Academic Policies Committee.

University Levels of Action for Undergraduate Programs and Academic Policies

Proposals regarding undergraduate programs typically proceed from the college to the University Senate Academic Policies Committee, the University Senate, and the chancellor. These include the following:

- Establishment, renaming, or elimination of minors, emphases, credit-bearing certificates, academic concentrations, and pre-professional programs
- Redirecting or changing major requirements substantively
- Establishment, elimination or renaming of majors, minors, emphases, credit-bearing certificates, academic concentrations, and pre-professional programs
- Suspension or reinstatement of majors, minors, emphases, credit-bearing certificates, academic concentrations, and pre-professional programs
- Establishment and elimination of degrees
- Establishment, elimination, or renaming of departments
- Establishment of new prefixes (resulting from establishment or renaming of departments)
- Applications for extramural grants/programs with new curricular implications

A Notice of Intent for a new degree program proceeds from the department (or equivalent) to the provost/vice chancellor (administration) and the system administration.

By action of the University Senate, the University Senate Academic Policies Committee approves credit bearing certificate programs and study abroad programs and reports these actions for the record to the University Senate.

Establishment of a new college/school requires action by the University Senate Academic Policies Committee, the University Senate, and the chancellor.

Elimination or renaming of a college/school requires action by the college/school curriculum committee, college/school faculty, the University Senate Academic Policies Committee, the University Senate, and the chancellor.

Proposals for establishing or changing university academic policy (e.g., final examinations, authorized absences, grading system) proceed from the college or the dean of undergraduate studies to the University Senate Academic Policies Committee, the University Senate, and the chancellor.

Levels of UW System and Board of Regents

The following require action by UW System Administration and possible action by the Board of Regents:

- Submission of Notice of Intent for new major* (UW System only)
- Establishment of a new major (Both)
- Suspension or reinstatement of major (UW System only)
- Redirecting or changing major requirements substantively (UW System only)
- Establishment of a new degree (Both)
- Establishment of a college/school (Both)
- Applications for extramural grants/programs with new curricular implications (UW System only)

*A degree/major is a high-level designation to describe a set of core courses that differentiates the program of study from other degrees/majors (e.g., art is different from geology). A submajor (e.g., track, concentration, emphasis) extends the core courses to include an area of specialization within the major. Majors require system administration action; submajors do not. For a listing of current majors, please see https://www.wisconsin.edu/education-reports-statistics/download/central_data_request/cdr_manual/volume_2/IV-Major-Codes.pdf

Undergraduate Academic Program Changes: Is Action Required? (US 11/11, 4/13, 4/16, 12/17)

Type of Proposal		Level								
		Dept. or equivalent	*College/School Curr. Committee	College/School Faculty	Univ. Senate APC	University Senate	**University Faculty	***Administration	System Administration	Board of Regents
Courses (including Honors)	Establish new course	Y	Y	I	N	N	N	D	N	N
	Eliminate course	Y	Y	I	N	N	N	D	N	N
	Substantial course content change	Y	Y	I	N	N	N	D	N	N
	Change title/credits/prerequisites	Y	Y	I	N	N	N	D	N	N
	Honors – Establish new course	Y	—	—	—	—	—	P	N	N
	Honors – Change/eliminate course	Y	—	—	—	—	—	P	N	N
Credit-Bearing Certificate Programs & Study Abroad Programs	Establish, eliminate or rename certificate	Y	Y	N	Y	I	I	P	N	N
	Suspend or reinstate certificate	Y	Y	I	Y	I	I	P	N	N
	Change certificate requirements	Y	Y	N	N	N	I	P	N	N
	Establish new study abroad program	—	—	—	Y	I	I	P	N	N
	Eliminate study abroad program	—	—	—	Y	I	I	P	N	N
	Change study abroad requirements	Y	—	—	I	N	I	P	N	N
Minors, Emphases, Academic Concentrations & Pre-Professional Programs	Establish or eliminate	Y	Y	Y	Y	Y	I	P	N	N
	Suspend or reinstate	Y	Y	Y	Y	Y	I	P	N	N
	Change Requirements	Y	Y	N	N	N	I	P	N	N
	Rename	Y	Y	Y	Y	Y	I	P	N	N
Majors	Submit Notice of Intent for new major	Y	N	N	N	N	N	P	Y	N
	Establish new major	Y	Y	Y	Y	Y	I	P	Y	Y
	Eliminate major	Y	Y	Y	Y	Y	I	P	I	I
	Suspend or reinstate major	Y	Y	Y	Y	Y	I	P	Y	I
	Change major requirements	Y	Y	N	N	N	I	P	N	N
	Change major requirements substantively	Y	Y	Y	Y	Y	I	P	Y	I
	Rename major	Y	Y	Y	Y	Y	I	P	I	I
Degrees	Establish new degree	N	Y	Y	Y	Y	I	P	Y	Y
	Eliminate or rename degree	—	Y	Y	Y	Y	I	P	I	I
	Change requirements (university)	N	N	N	Y	Y	I	P	I	N
	Change requirements (college/school)	N	Y	Y	N	N	I	P	I	N
Departments	Establish new department	—	Y	Y	Y	Y	I	P	N	N
	Eliminate or rename department	Y	Y	Y	Y	Y	I	P	N	N
Schools/ Colleges	Establish new college/school	—	—	—	Y	Y	I	P	Y	Y
	Eliminate or rename college/school	—	Y	Y	Y	Y	I	P	I	I
Other	Extramural grants/ programs with new curricular implications	I	I	I	I	I	I	P	Y	N
	Articulation Agreement	I	I	I	I	I	I	P	I	N
	New Prefix	Y	Y	Y	Y	Y	I	P	I	N

Y = Yes N = No — = Not Applicable I = Information Only P = Provost/Vice Chancellor D = Dean

*General and Liberal Education courses require action by the University Liberal Education Committee (ULEC).

**University Faculty are informed of changes through News Bureau publications or by action and minutes of the University Senate. On petition, the Full Faculty may review and confirm, modify, or reject any action of the University Senate.

***All actions are recommendations to the Chancellor. Administrative acceptance is accomplished at the various levels by the Department Chair, Dean, or the Provost/Vice Chancellor.

Procedure and Guidelines for Changing Departmental Student Credit Targets

A department or functional equivalent may request a change in its student credit hour target at any time. It is the responsibility of the department chair to submit in writing reasons supporting the request to the dean of the appropriate college. The dean shall evaluate the request and make a recommendation to the provost and vice chancellor, who, after consultation with the University Senate Academic Policies Committee, shall establish a new student credit hour target or confirm the existing one.

The following guidelines are to be used for the setting of target averages for each department. These guidelines must be used with discretion and with the full understanding of departments and programs to which the guidelines are being applied:

1. **The Nature of the Discipline**
Studio courses, for example, traditionally generate fewer student credit hours than appreciation courses.
2. **Method of Instruction**
For example, discussion classes are traditionally smaller than lecture courses, and lecture lab courses are smaller than straight lecture courses.
3. **Accreditation Requirements**
Some accreditation agencies have rather specific requirements; others make strong recommendations concerning class size and work load.
4. **Mix of Upper and Lower Level and Graduate/Undergraduate Courses**
The exact weight given to the mix of courses will depend on the particular discipline taught by each department.
5. **Geographic Logistics**
Consideration should be given for time used in travel.
6. **The Size of the Department and the Program in Relationship to the Overall University Student Credit Hour Production**
Each department target average has to be examined in light of the impact upon the University as a whole. For example, regardless of the educational justification for a target of 150 student credit hours per full time equivalent faculty, such a target could not be sustained by any department that grew at a rate far exceeding the growth of the rest of the university. Therefore, program management should be considered in establishing targets.
7. **The Stage of Development of a Program**
Special provisions may be made in setting targets for new programs so that these programs can be given a chance to develop. After a time, upward adjustments of the target may be made.
8. **Source of Funding**
In some cases targets may be set primarily on the basis of requirements imposed by sources of funding.

Departmental Review and Planning

The University conducts a review of departments and programs within a maximum of every seven years. The review process is coordinated by the University Senate Academic Policies Committee for undergraduate programs and by the graduate council for graduate programs. (FS 5/84)

SECTION D – ONLINE AND HYBRID TEACHING AND LEARNING

1. Definitions of an Online, Hybrid, and Web Enhanced Course

General

Expectations for technology use should be clearly articulated in the course syllabus.

Online Course

Online courses are courses in which 100 percent of the instruction occurs in an online environment. Online assignments and activities occur synchronously, asynchronously, or both. No face-to-face meetings are required for the course. Instructor provides all materials, course activities, assignments, and discussions in an online environment. If a student orientation is needed for training with technology, this must occur in an online environment. Course materials should include links to training resources provided by the university or other sources.

Hybrid Course

Hybrid courses are courses in which more than 25 percent of the course is delivered online in lieu of on-campus meetings. Most materials, course activities, assignments, and discussions should be available in an online environment.

Web-enhanced Courses

Web-enhanced courses are courses in which all instruction occurs in a face-to-face environment. Technology is used to enhance the instruction rather than to reduce face-to-face meetings. Face-to-face classes meet as scheduled.

2. Attendance Policies for Online or Blended Courses

Online course attendance policy:

Students enrolled in online courses are subject to the same attendance policy and procedures as on-campus students. The specific course attendance policy must be posted in the online course.

Hybrid course attendance policy:

Students enrolled in hybrid courses are subject to the same attendance policy and procedures as on-campus students. Students are expected to attend class meetings as scheduled.