THE UNCLASSIFIED STAFF HANDBOOK WAS COMPILED AND PUBLISHED BY THE OFFICE OF HUMAN RESOURCES AUGUST 2012

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1. INTRODUCTION

1.1. PURPOSE OF THE HANDBOOK

The University of Wisconsin Superior Staff Handbook is an informational resource that provides an overview of the organizational structure and function of the University and serves as a repository for procedures and policies of interest to staff members.

Other helpful UW-Superior publications include the biannual Catalog and the online Student Handbook.

1.2. HISTORY OF THE UNIVERSITY

The University of Wisconsin-Superior traces its roots to 1893, when Wisconsin legislators established a school in Superior to train teachers. Three years later, with strong support from local residents and businesses, Superior Normal School welcomed its first students. The new school's mission was vital to the region's future. Properly educated teachers trained in the latest classroom methods were desperately needed in the small towns and rural school districts of northern Wisconsin, Minnesota and Michigan.

Superior Normal School's first class graduated in 1897. Three young men completed the “full course” and nine women and men met the requirements of the shorter “elementary course.” These early graduates were pioneers who first brought the benefits of public education to the region's children regardless of their race, social status or economic standing.

Innovation and quality were hallmarks of Superior Normal School from its earliest days. In 1909, the institution became Wisconsin's first normal school to offer a full-scale training program for the then-new idea of kindergarten. It also was the first to offer a four-year program for high school teachers beginning in 1923. In 1916, Superior Normal School earned accreditation for its academic programs. Today, UW-Superior maintains the longest continuous accreditation of any academic institution in Wisconsin.

After training a generation of teachers, Superior Normal School was authorized in 1926 to grant a bachelor's degree in education. A new name, Superior State Teachers College, proclaimed the institution’s new role. Reflecting the quality of its programs, the college’s new president was a member of its first graduating class of 1897.

More growth followed as the needs of northern Wisconsin changed. After World War II, the institution began to look beyond teacher training and added undergraduate degrees in other academic fields. In 1950, it offered its first graduate program – a master's degree in school administration. The next year, the state board of regents changed the institution's name to Wisconsin State College-Superior to better reflect its expanding role.

The college grew significantly in the 1950s and '60s. Campus boundaries were expanded and numerous buildings erected. Undergraduate offerings continued to expand into areas such as business, science, music and art. Several graduate programs in education were added, including guidance and counseling, reading, and school psychology. A specialist in education degree was added in 1965 to further the professional training of school principals, district superintendents and business managers. This program grew to play a critical role in Wisconsin's educational system. Since 1977, graduates of UW-Superior’s educational administration programs have served in school leadership posts in approximately half of Wisconsin's school districts.

Wisconsin's state colleges eventually were reclassified as universities, so in 1964 the school was renamed Wisconsin State University-Superior. Finally, in 1971 it became part of the University of Wisconsin System and acquired its present name.
In recent years, UW-Superior has continued to focus its academic programs to meet the needs of students and employers. A graduate degree in instruction was added in 1985 followed by a graduate degree in special education three years later. The university also has added innovative undergraduate programs, such as legal studies, art therapy, and transportation and logistics management. Most recently, the university has added online degree completion programs in communications, sustainable management and health and wellness management.

Today, UW-Superior takes pride in its designation as Wisconsin’s Leading Public Liberal Arts College, and in providing its 2,900 undergraduate and graduate students with quality academic programs and a friendly, supportive atmosphere. A solid liberal arts program offers the skills needed to perform on the job and in society. Quality professional training provides specific skills to succeed in teaching, business, science, the arts, and in a host of other endeavors. We accomplish this by focusing on our strengths: A highly accountable academic experience in an intimate setting with first-rate faculty, in first-class facilities; and, an emphasis on active learning, and a supportive environment.

As part of the University of Wisconsin System, UW-Superior advances the Growth Agenda for Wisconsin. Our mission as an institution is focused on liberal education. We are members of the Council of Public Liberal Arts Colleges and the Association of American Colleges and Universities and partners in the Liberal Education and America’s Promise (LEAP) program. A liberal arts education means that we advance a set of learning goals essential for success in today’s world. At UW-Superior, we developed a set of goals we expect every UW-Superior undergraduate to achieve upon graduation. These learning goals provide a starting point for the campus community to develop measureable student learning outcomes.

The “Growth Agenda for Wisconsin” is a plan to achieve access and affordability for UW students, and boost economic growth for the state. With reinvestment from the state and intentionality on the part of UW-Superior, the University of Wisconsin System will:

1. **Enroll** more Wisconsin residents and graduate more four year college-degree holders.
2. **Attract** college graduates from other states to Wisconsin.
3. Use university resources to **grow** knowledge-economy jobs for Wisconsin’s future.

To contribute to the “Growth Agenda for Wisconsin” and ensure the best for our students, UW-Superior is moving toward the future with new programs and new ideas. UW-Superior’s Growth Agenda strategies are designed to achieve an additional 1,726 graduates by 2025-26. Our focus will increase new enrollments by 1 percent annually while increasing our graduation rates to approximately 56 percent. These two approaches would significantly increase the size of the campus to approximately 3,500.

In 2010 the campus embarked on a strategic priority titled “Making Excellence Inclusive” (MEI) in cooperation with the Association of American Colleges and Universities to widen diversity efforts beyond the traditional racial and ethnic paradigms. The Chancellor’s Inclusive Excellence Task Force has developed a multidimensional plan that renews and strengthens UW-Superior’s commitment to inclusivity, equity and diversity by all campus constituencies. At the core of this work are increased support, assessment and accountability, as well as creatively embedding all efforts within the campus infrastructure.

**1.3. CAMPUS MAP**

The campus map, including an interactive map, can be viewed online [http://www.uwsuper.edu/aboutuwsuperior/maps/index.cfm](http://www.uwsuper.edu/aboutuwsuperior/maps/index.cfm)
2. MISSION

2.1 HISTORY AND MISSION OF THE UNIVERSITY OF WISCONSIN SYSTEM

Merger of Two Systems of Higher Education
The University of Wisconsin System was created on October 11, 1971, by Chapter 100, Laws of 1971, which combined the two public university systems of the state under a single board of regents. The 1971 legislature set July 1, 1973, as the final date for completion of the merger, but the 1973 Assembly Bill 930, drafted with the help of a Merger Implementation Study Committee to achieve that objective, did not pass in the assembly until the spring session of 1974 and died for lack of senate action when the regular session ended.

The bill passed both houses, as Senate Bill 2, in the special session in May 1974 and became law on July 9, 1974. The bill combined the former Chapter 36 (former University of Wisconsin) and Chapter 37 (former Wisconsin State Universities) to create a new Chapter 36 (University of Wisconsin System) of the Wisconsin Statutes. Chapter 36 (www.legis.state.wi.us/statutes/Stat0036.pdf) sets forth the mission and purpose of the University of Wisconsin System. This statute also describes: the responsibilities and powers of the Board of Regents, faculty and student roles in shared governance, faculty appointment and tenure rights, academic staff appointments, and other aspects involved in the administration of the University of Wisconsin System.

Former University of Wisconsin
The pre-merger University of Wisconsin was created by the state constitution and state law in 1848. At the time of merger in 1971, it consisted of the original land-grant university at Madison (1849); the University of Wisconsin-Milwaukee (merged in 1956); UW-Green Bay (1968) and UW-Parkside (1968) plus 10 freshman-sophomore centers (now colleges) and statewide Extension. Total 1971 enrollment was 69,554. Governance was by The Regents of the University of Wisconsin, a board of 10 members, nine appointed by the governor and confirmed by the senate for nine-year terms, the tenth being the state superintendent of public instruction who served ex-officio on both the UW and WSU boards.

Former Wisconsin State Universities
The Wisconsin State Universities system had its origins in an 1857 state law creating the Board of Regents of Normal Schools. The first of nine such institutions was opened at Platteville in 1866 and the last at Eau Claire in 1916. In 1927, the normal schools received authority to grant baccalaureate degrees in education and were renamed State Teachers Colleges. With the addition of liberal arts programs in 1951, they became Wisconsin State Colleges. (As a side note, UW-Stout was founded as a private institution in 1893. It was governed by a separate Board of Trustees from 1911, when it became a state institution, until 1955 when it was designated part of the Wisconsin State Colleges System.) In 1964, the Wisconsin State Colleges were designated Wisconsin State Universities. At the time of merger in 1971, the board had 14 members, including the state superintendent of public instruction and 13 citizens appointed by the governor and confirmed by the senate for five-year terms. The WSU system then governed by the board, consisted of the nine universities and four freshman-sophomore branch campuses (now colleges) and had a total enrollment of 64,148.

The University of Wisconsin System
The 1971 merger law was approved after long debate by a margin of one vote in the senate. It combined the two systems under a single Board of Regents. The current UW System consists of two doctoral campuses (Madison, Milwaukee); eleven comprehensive campuses (Eau Claire, Green Bay, La Crosse, Oshkosh, Parkside, Platteville, River Falls, Stevens Point, Stout, Superior and Whitewater); thirteen two-year campuses called UW Colleges (Baraboo/Sauk County, Barron County, Fond du Lac, Fox Valley, Manitowoc, Marathon County, Marinette, Marshfield/Wood County, Richland, Rock County, Sheboygan, Washington County and Waukesha); and a statewide Extension with offices in every county. Each institution is named “University of Wisconsin-” followed by the location or name.
Each institution of the University of Wisconsin System shares in the mission of the System.

**UW System Mission Statement**
The mission of the University of Wisconsin System is to develop human resources, to discover and disseminate knowledge, to extend knowledge and its application beyond the boundaries of its campuses, and to serve and stimulate society by developing in students heightened intellectual, cultural, and humane sensitivities, scientific, professional and technological expertise, and a sense of purpose. Inherent in this broad mission are methods of instruction, research, extended training, and public service designed to educate people and improve the human condition. Basic to every purpose of the UW System is the search for truth.

**2.2 VISION STATEMENT FOR THE UNIVERSITY OF WISCONSIN-SUPERIOR**
The University of Wisconsin-Superior shall be firmly established as a nationally recognized public liberal arts institution where the learning community emphasizes individual attention and promotes intellectual growth, personal development, career preparation, professional studies, and life-long learning in an atmosphere of individual dignity with respect for the diversity of human cultures. To this end, UW-Superior continually engages its students and the larger community in global research and discourse, and exposes all to challenging ideas that forge new models of responsible citizenship. UW-Superior will also celebrate its regional climate and multi-ethnic heritage on a vibrant and beautiful campus.

**2.3 SELECT MISSION OF THE UNIVERSITY OF WISCONSIN-SUPERIOR**
The University of Wisconsin-Superior fosters intellectual growth and career preparation within a liberal arts tradition that emphasizes individual attention and embodies respect for diverse cultures and multiple voices.

(Approved by Board of Regents October 10, 1997)

To accomplish these ends, the University will:

1. Provide students with a carefully articulated and comprehensive foundation in liberal studies as a base for all degree programs.
2. Award baccalaureate degrees in selected fields in education, the arts and the humanities, in the sciences and social sciences, and in business.
3. Offer graduate programs in areas associated with its undergraduate emphases and strengths.
4. Extend its undergraduate and graduate resources beyond the boundaries of the campus through distance learning programs.
5. Expect scholarly activity, including research, scholarship and creative endeavor, that supports its programs at the associate and baccalaureate degree levels, its selected graduate programs, and its special mission.
6. Engage in appropriate inter-institutional relationships to enhance educational and service opportunities.
7. Foster, with University of Wisconsin-Extension, the development of cooperative and general outreach programming and the integration of the Extension function with that of this institution.
UW SYSTEM INSTITUTIONS
3. ORGANIZATION

3.1 UNIVERSITY OF WISCONSIN SYSTEM

3.1.1 BOARD OF REGENTS

Final authority for the administration of all Wisconsin Universities rests with the Board of Regents of the University of Wisconsin. The Board of Regents is responsible for the definition of basic policy and for the selection of the university chancellors to whom certain duties and responsibilities are delegated. A current list of the Board of Regents may be found at the UW System web site http://www.uwsa.edu/bor

The agenda for the Board of Regent meetings is distributed to the chancellors, faculty senate presidents, to other agencies, and to faculty members designated to act as institutional governance representatives. The agenda and minutes are housed in the archives area of the Jim Dan Hill Library and may be found at the web site http://www.uwsa.edu/bor

The Board of Regents of the University of Wisconsin System consists of 18 members, 16 of whom are appointed by the Governor subject to confirmation by the Senate. Of these 16 members, 14 serve staggered, seven-year terms and serve without pay; and two are ex officio members. The two ex officio members are the state superintendent of public instruction and the president or a designee of the Wisconsin Technical College System Board. Two current UW System students are appointed to the board for two-year terms. One of the two students is a non-traditional student.

The board is responsible for establishing policies and rules for governing the system, planning to meet future state needs for collegiate education, setting admission standards and policies, reviewing and approving university budgets, and establishing the regulatory framework within which the individual units are allowed to operate with as great a degree of autonomy as possible.

The regents hold eight regular meetings per year. The board is empowered to appoint the president of the university system, the chancellors of the 13 universities and UW-Extension and the UW Colleges, and the deans who head each of the 13 colleges. All serve at the pleasure of the board. The board grants tenure appointments to faculty members.

The board president, vice president and full-time secretary are elected in June for one-year terms. The president of the board appoints members of the regents’ education; business, finance and audit; capital planning and budget; personnel matters review; and student discipline and other student appeals committees, as well as special committees and external bodies. The regent executive committee consists of the president, vice president, chairs of three standing committees, immediate past president and three other members appointed by the president.

3.1.2 UW SYSTEM ADMINISTRATION

The Board of Regents is assisted in its duties by the UW System Administration. The relationship of the University of Wisconsin-Superior to the Board of Regents is, in part, accommodated through a system administration organized under the direction of the University of Wisconsin System President. That office works cooperatively with the Board of Regents and the campuses to establish planning policies, personnel rules, and accounting procedures, to collect and analyze data, and to serve a variety of other functions in administering the UW System.
3.2 CHANCELLOR
The Chancellor is the Chief Executive Officer of the University and is vested with the responsibility of administering the policies of the Board of Regents under the coordinating direction of the UW System President and is accountable and reports to the President and the Board on the operation and administration of the University. Subject to Board policy, the Chancellor in consultation with the faculty is 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 salary adjustments; administering associated auxiliary services; administering all funds, from whatever source, allocated, generated or intended for use by the institution; and, providing for the general welfare of the institution.

In carrying out his/her administrative responsibilities, the Chancellor consults with, and delegates assignments to, members of the Chancellor's Cabinet. The Cabinet members are: the Provost/Vice Chancellor, the Vice Chancellor for Administration and Finance, the Assistant Vice Chancellor for University Advancement, the Vice Chancellor for Campus Life/Dean of Students, the Director of Athletics, and the Director of University Relations.

3.3 PROVOST/VICE CHANCELLOR
The Provost/Vice Chancellor is the Chief Academic Officer and the Chief Operating Officer of the University. In these capacities, he/she consults with, and delegates assignments to: the Dean of Faculties on academic matters such as instructional staffing, academic standards and program development; the Assistant Vice Chancellor for Enrollment Services in the areas of enrollment planning and student support services; and the Associate Vice Chancellor for Academic Affairs and Outreach for distance learning, external programming and external development. In addition, the Provost/Vice Chancellor works with students, faculty and staff, on matters of University governance, and serves as the Chief Executive Officer of the University in the absence of the Chancellor.

3.3.1 DEAN OF FACULTIES
The Dean of Faculties provides leadership in the development, promotion and continual improvement of all graduate and undergraduate academic programs; works to procure and allocate resources to the academic programs based on student demand and the goals of the Strategic Plan; works with departments and governance groups to develop and/or improve academic personnel policies and other related operating procedures; and, promotes and coordinates professional development opportunities for the faculty and teaching academic staff. The Dean of Faculties reports to the Provost/Vice Chancellor and supervises the activities of the Department Chairs.

3.3.1.1 Departments
Academic departments carry out the UW-Superior mission through the offering of quality educational opportunities in undergraduate and graduate programs. Each department is administered by a department chair. The majors are coordinated by their respective Departmental faculty.

3.3.1.2 Department Chair Duties and Responsibilities
The Department Chair is the chief representative of the department in the formal administrative structure of the University. The chair is elected/recommended by the department and appointed by the Chancellor or designee. The appointment will normally be for a three-year period with the opportunity for re-election and reappointment. The chair may be removed during her/his term of office by the Chancellor or designee after consultation with the department. The chair may also be removed by a recommendation for removal approved by two thirds of the department faculty and approved by the Chancellor or designee. In the event the chair resigns during the term of office the department faculty will vote to recommend a replacement.
to the Chancellor or designee for the remaining term of office. The Chair will be given assigned time for at least 25% for this appointment and a stipend for the summer session to support his/her administrative responsibilities.

The Chair's appointment includes the responsibility to act as the facilitator of departmental goals. The Chair will provide the formal input to the administration received through consultation with the departmental peers on all recommended policy and administrative changes which could affect the department's operations. The Chair will interact with other department Chairs to insure connection and a systematic approach to reaching the mission, goals, and strategic objectives of the University.

The Chair will 1) prepare the Department's Annual Report; 2) prepare and monitor the department's operating budget; 3) implement and monitor the compliance of the department to UW System, University and Departmental Personnel Rules and Procedures and general academic policies; 4) facilitate departmental curriculum revisions and implementation; 5) facilitate the deployment of material and human resources by developing class schedules and teaching assignments; 6) schedule and preside over department meetings; 7) respond to requests for information/assistance on behalf of the department; 8) serve as the primary departmental contact for institutional advancement, recruitment, and retention efforts; 9) promote a team effort within the department for addressing departmental and institutional issues; and 10) facilitate implementation of revisions in catalog copy/web sites/policies which address departmental curriculum issues.

The Chair will be given assigned time to support administrative responsibilities.

3.3.1.3 Department Chair Selection
The Chancellor appoints department chairs to a three-year term following an advisory election held by the department. Any member of the department holding the rank of Assistant Professor or higher may serve as chair. All department members holding at least a half-time faculty appointment, and those members of the academic staff granted faculty status by the department, may cast ballots in the advisory election.

Prior to the election, the Dean of Faculties will prepare a ballot containing the names of department members who are eligible to serve as chair. This ballot is distributed to the department members who are eligible to vote in the advisory election. The completed ballots are returned to the Dean of Faculties who tabulates the results of the election and submits them with a recommendation to the Provost. The Provost in turn submits the results and a recommendation to the Chancellor. If the Chancellor does not concur with the outcome of the election, the Dean will be asked to conduct another advisory election.

3.3.2 ASSOCIATE VICE CHANCELLOR FOR ACADEMIC AFFAIRS AND OUTREACH
The Associate Vice Chancellor directs the university's outreach, economic development, and community service programs through the Center for Adult Education and Outreach. The Associate Vice Chancellor performs other duties as assigned in the Office of the Provost, serving as chief academic officer in the absence of the Provost.

3.3.2.1 Center for Adult Education and Outreach
The Center for Adult Education and Outreach serves the life-long learning needs of the people of Northern Wisconsin, and beyond, by providing educational programs, research, and resources with an emphasis on extending University expertise into the community. The mission of the Center is carried out by faculty and staff through Distance Learning, Continuing Education, Small Business Development, and Cooperative Extension. The Center operates, in part, through interinstitutional partnerships with University of Wisconsin-Extension.
3.3.2.2 Center for Continuing Education
The Center for Continuing Education develops, promotes and delivers continuing education programming through credit and non-credit courses, workshops, conferences and other events, development, and local government.

3.3.2.3 Cooperative Extension Programs
Through partnerships with UW-Extension’s Division of Cooperative Extension, UW-Superior coordinates the Northern Center for Community and Economic Development to carry out applied research and education in Northern Wisconsin in areas of economic development, natural resources, leadership and organizational change. The university also is a partner in the Lake Superior National Estuarine Research Reserve, a research and education center for the St. Louis River Estuary encompassing the Superior/Duluth harbor.

3.3.2.4 Distance Learning Center (DLC)
The Distance Learning Center is the primary means to carry out Part D of the university’s select mission, to “extend its undergraduate and graduate resource beyond the boundaries of the campus through distance learning programs.” The Center supports delivery of degree programs through online study and other technology-supported learning. In doing so, the DLC supports quality instruction and student services, responding and contributing locally, regionally and globally to the university’s focused mission in the liberal arts.

3.3.2.5 Small Business Development Center
The Small Business Development Center at UW-Superior is the champion for entrepreneurship in eight northwestern Wisconsin counties. It is affiliated with the United States Small Business Administration to ensure that technical assistance at no charge is available to existing small business owners as well as nascent (pre-venture) entrepreneurs and start-up businesses in their first two years of operation.

3.3.3 VICE CHANCELLOR FOR CAMPUS LIFE/DEAN OF STUDENTS
The Vice Chancellor for Campus Life/Dean of Students is committed to student success. The Vice Chancellor also provides support and advocacy to all students. Academic staff members are encouraged to refer students to the Vice Chancellor/Dean of Students with any questions and concerns about student success and challenges.

Campus Life Mission:
The Division of Campus Life enhances the UW-Superior liberal arts experience by providing programs, services, and involvement opportunities that encourage holistic personal development, academic and professional growth, and participation in community life.

Core Values:
Balance - We encourage healthy lifestyle choices.
Collaboration - We partner with other campus departments/organizations to maximize the campus life experience.
Growth - We provide opportunities for holistic development.
Inclusiveness - We value the differences of all members of our campus community.
Integrity - We foster a campus community in which students and staff employ integrity in their daily lives.
Involvement - We expect all students and staff to be actively involved in the campus community.
3.3.3.1 Campus Recreation
Campus Recreation provides an array of recreation and wellness opportunities that foster active and healthy lifestyles for students, faculty, and staff.

3.3.3.2 Equity, Diversity and Inclusion
The First Nation Center, Gay, Lesbian, Bi-Sexual, Transgender (GLBT), and Gender Equity Programs provide an array of Experiences and resources which promote an enriched campus community by fostering intercultural awareness, knowledge, and development.

3.3.3.3 Residence Life
Residence Life is committed to supporting the liberal arts environment by providing students with an engaging on-campus living experience in a safe, inclusive community while promoting personal and academic growth through caring stewardship. Residential living exposes students to new ideas, people and cultures. Residential living also promotes interpersonal development, student involvement and academic success.

3.3.3.4 Student Conduct
The mission of UW-Superior student conduct process is to ensure that the campus community understands student rights and responsibilities and adheres to policies, all of which are essential to fulfilling the liberal arts mission. The Dean of Students office provides oversight to these processes both academically and non-academically.

3.3.3.5 Student Health and Counseling Services
Student Health and Counseling Services supports student well-being by providing health education, prevention, promotion and treatment, ultimately influencing academic achievement and connectedness with campus and community.

3.3.3.6 Yellowjacket Union
The Yellowjacket Union (YU) engages the campus community by providing facilities, services, programs and involvement opportunities that promote student development, reinforce educational goals and foster inclusiveness. The YU is a vibrant, energetic place where friends meet at UW-Superior to learn, eat, relax and play. Faculty and staff are welcome to use YU facilities and services. The Union houses event spaces, meeting rooms, lounges, dining services, 'Jacket Book & Supply, an information/service desk, Student Government Association, student organization support services, First Year Experience, Career Services and Residence Life offices.

3.3.4 ASSISTANT VICE CHANCELLOR FOR ENROLLMENT SERVICES
The Assistant Vice Chancellor for Enrollment Management serves as the chief enrollment officer with principal responsibility for developing and implementing a comprehensive strategic enrollment management plan focused on retention, recruitment and admissions consistent with the university's strategic goals and direction. The Assistant Vice Chancellor has direct managerial responsibility and oversight for the Offices of Admissions, Financial Aid, Academic Advising and the Registrar and is responsible for strategies that focus on retention and student success. This position requires interaction and coordination with members of the Provost's Leadership Team, Campus Life, University Relations and Athletics and is expected to develop and enhance partnerships with external constituents. The Assistant Vice Chancellor ensures the appropriate dissemination and adherence to state and federal regulations, university and UW System policy, and other matters pertaining to program compliance and success.
The Assistant Vice Chancellor/Director of Enrollment Services reports to the Provost/Vice Chancellor and supervises the activities of the directors of student services units.

3.3.4.1 Admissions
The Office of Admissions strives to attract qualified students who can contribute to a vibrant campus and to engage the campus community in the recruitment of students. The Office of Admissions provides services to all prospective students including campus tours, all aspects of the application processing, recruitment of students through direct mail, college fairs, various events on and off campus and other marketing initiatives. The Office of Admissions is part of the Enrollment Management Team and contributes to the retention and enrollment strategic plan.

3.3.4.2 Financial Aid Office
The goal of the Financial Aid Office is to help students understand the financial aid process and provide them with the best aid package available. The office is staffed with aid professionals who are able to identify student financial problem areas and solutions, coordinating federal, state and institutional resources.

3.3.4.2.1 Student Employment Opportunities
The terms, policies and procedures governing the student work program are outlined and explained in the Work Study and Student Assistant-Student Employment Supervisor Handbook and Student Employee Handbook. These source-books are updated regularly and are available on the Financial Aid Office website: www.uwsuper.edu/finaid. In that this policy is reviewed and improved upon regularly, it is incumbent on prospective supervisors and employees to obtain current copies whenever entering a work relationship.

3.3.4.3 Registrar
The Registrar maintains the permanent academic records of students, organizes the scheduling of classes, organizes the production of the University catalog, supervises registration and validation, coordinates cross-registration with cooperating campuses, issues and processes drop/add forms, withdrawals and cancellations, repeat course cards, pass/fail agreements, grade changes, academic standing, reinstatements, petitions for exceptions to policy, determines residency status, certifies athletic eligibility, verifies and processes veteran enrollment, processes transcript requests for students and alumni, processes student loan deferments, produces and collects grade rosters, processes academic honors, and clears students for graduation.

3.3.4.3.1 Veterans Programs
Veterans Programs are approved by the Wisconsin Educational Approval Board for the training of veterans. At UW-Superior, the Registrar’s Office, located in Old Main, is responsible for assisting veteran students in applying for educational benefits as well as providing information regarding educational programs administered by the Wisconsin Department of Veteran Affairs.

Veteran students having questions concerning benefits other than educational benefits are urged to contact the Douglas County Veterans Service Office located at the Douglas County Court House, 1313 Belknap Street, Superior, telephone 715/394-0331.

3.3.4.4 Department for Student Success
The Department of Student Success promotes campus-wide programs and initiatives that enhance student success, aid in retention and growth by addressing student issues to facilitate academic excellence and enhance the student experience. The Department oversees multicultural initiatives, academic advising and advisor training and support, remedial support career counseling and first year student support.
3.3.4.4.1 Advisement
All new undergraduate students are assigned an advisor by the Director of the Center for Academic Advising. The Center for Academic Advising is responsible for training new advisors, assisting administration in retention and enrollment management concerns, providing feedback to Academic Affairs, activating new and returning student records, providing student academic information to advisors, maintaining online orientation courses for new freshmen and transfer students, processing changes in student majors and advisors, provide data for degree audits, and maintain lines of communication between faculty, staff and students. All questions regarding student academic advisement should be directed to the Director of the Center for Academic Advising.

3.3.4.4.2 Career Services
UW-Superior Career Services, in partnership with faculty, staff and employers, provides students and alumni with opportunities and resources to identify career goals and develop life-long career management skills.

3.3.4.4.3 First Year Experience
First Year Experience exists to support a diverse group of students in their academic and social transition into the university by fostering community building, personal growth, and life-long learning through a variety of beneficial courses, programs and services.

3.3.4.4.4 Office of Multicultural Affairs
The Office of Multicultural Affairs provides an array of experiences and resources which promote an enriched campus community by fostering intercultural awareness, knowledge, and development.

3.3.4.4.5 Student Support Services
Student Support Services (SSS) mission is to provide educational access, skill development, personal support, and a level playing field for all in the University community. SSS houses a number of campus programs and activities: The programs that provide these services are both federally and University-funded. The federally funded programs serve students who are qualified according to the following federal guidelines: low income, first-generation college students (neither parent has a baccalaureate degree,) or students with a disability. The University funded programs and activities include developmental math skill building, a study skills course, tutoring, counseling, academic advising, campus wide testing, an academic early warning system called ASSIST, Disability Support Services, and mentoring, and are all open to the entire University Community.

3.3.4.4.5.1 Testing Services
The UW-Superior Testing Center, housed in Student Support Services, offers UW-Placement exams, Disability testing, CLEP and DSST exams, PRAXIS I and II exams, ACT/SAT Exams.

3.3.5 DIRECTOR OF LIBRARY SERVICES
The Library makes available information resources and services, in a variety of formats, to meet the curriculum and learning needs of students and the teaching, learning, and scholarly activities of the faculty. The Library collection balances information in traditional formats with those available on-line. Information literacy instruction, inter-library loan, reference, computer labs, and System-wide access to information are some of the services provided by the Library. Specialized collections and services include Government Documents and the Legal Resource Center. The Library has cooperative
agreements with other libraries in the local area including reciprocal borrowing agreements with the University of Minnesota-Duluth, the College of St. Scholastica, and the Superior Public Library.

3.3.6 CENTER FOR EXCELLENCE IN TEACHING AND LEARNING (CETL)
The Center for Excellence in Teaching and Learning provides all educators with services, resources and support to foster meaningful student learning and quality teaching within a liberal arts tradition.

CETL's Key Themes:

1. To foster dialogue on campus about teaching and learning issues;
2. To foster inter-disciplinarily and "breaking down silos/building bridges";
3. To enhance learning and instructional technology understanding and visibility on the campus;
4. To support educators developing self-reflective practice about teaching and learning;
5. To provide opportunities for educators to learn about the institution, its mission and its teaching and learning practices;
6. To support and grow a quality First Year Seminar (FYS) program.

3.3.7 OFFICE OF INTERNATIONAL PROGRAMS
The Office of International Programs assists international students in all matters including immigration regulations and other social, personal and academic concerns. The office also manages all study away programs including semester and academic year abroad, faculty-led short-term programs, and the National Student Exchange.

3.3.8 ASSESSMENT
The Office of Assessment collects and analyzes student educational output information, conducts annual longitudinal studies for ACT-COMP, PPST, and alumni and employer satisfaction surveys. In addition this Office works with the Assessment Committee in designing and conducting major program and general education assessment methodologies.

3.3.9 OFFICE OF GRANTS AND RESEARCH
The Grants and Research Office advances funded research, scholarship and creative endeavors for faculty and staff. It serves as a resource to find extramural funding opportunities and builds capacities of faculty and staff to pursue extramural funding through technical assistance, training and strategic proposal review. The office manages the UW-Superior proposal authorization process and maintains records of UW-Superior submissions and awards.

3.3.10 GREAT LAKES MARITIME RESEARCH INSTITUTE
The Great Lakes Maritime Research Institute is dedicated to developing and improving economically and environmentally sustainable maritime commerce on the Great Lakes through applied research.

GLMRI was established in 2004 to pursue research efforts in marine transportation, logistics, economics, engineering, environmental planning, and port management. The US Maritime Administration designated GLMRI as a National Maritime Enhancement Institute on June 1, 2005.

GLMRI represents a consortium of the University of Wisconsin-Superior Transportation and Logistics Research Center and the University of Minnesota Duluth Swenson College of Science and Engineering and Labovitz School of Business and Economics.
3.3.11 LAKE SUPERIOR RESEARCH INSTITUTE
The Lake Superior Research Institute (LSRI) was created in 1967. Its mission includes environmental research, environmental education, and public information for the Great Lakes Region.

Major research efforts have focused on biological monitoring (sampling, identification and analysis) of aquatic communities, ballast water treatment research, invasive species monitoring, and toxicity tests. These efforts have been focused in the Great Lakes and inland water bodies of the Upper Midwest.

Faculty and academic staff associated with the Institute possess expertise in chemistry, biology, environmental education, toxicology, microbiology, geology, statistics, database management, data processing, computer programming, and Geographic Information Systems (GIS).

Personnel are active in publishing results, distributing data and customized software in various formats, and presenting research findings at scientific meetings and to various partners associated with LSRI.

LSRI maintains a 58-ft research vessel, an invertebrate taxonomy laboratory, chemical analyses lab, an aquatic animal culturing laboratory, aquatic toxicology testing lab, and a computer/data management center.

Many students at UW-Superior have participated in LSRI research projects as student research assistants, interns or temporary employees upon graduation.

Projects have been supported by the Environmental Protection Agency, National Park Service, National Science Foundation, Army Corps of Engineers, Fish and Wildlife Service, Dept. of Transportation, Bureau of Indian Affairs, Wisconsin Dept. of Natural Resources, Chemical Manufacturers Association, UW-Extension, and numerous private agencies.

3.3.12 TRANSPORTATION AND LOGISTICS EDUCATION AND RESEARCH CENTER
The Transportation and Logistics Education Research Center serves as both clearinghouse and focal point for applied research projects, student internships and employee training programs. These projects and programs connect the transportation and supply chain industry and its workers to students and faculty in the baccalaureate program in Transportation and Logistics Management. Through the Center’s research and outreach activities transportation, logistics and supply chain businesses, government agencies and NGO’s receive, applied research, consultative planning advice, specialized training, and certificate programs while students gain on-the-job experience.

3.4 VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE
The Vice Chancellor for Administration and Finance provides administrative support to the institution and is responsible for financial planning, control, and reporting; procurement; internal audit; human resources and payroll; safety and loss prevention; facilities management; information technology support, institutional research, select auxiliary operations, environmental health and safety, and campus safety. The Administration and Finance units are organizations providing service such that faculty, staff, and students can focus on their particular campus goals. The Administration and Finance units perform these services in concert with the University's mission, vision, and values.
Administration and Finance Goals:

- Integrated Planning: Sustain an integrated planning process whereby all planning and budget activities, throughout every level of the organization, are effectively linked and coordinated, and are driven by the institution's vision, mission, and strategic priorities.
- Operational Efficiencies: Leverage the power of continuous improvement techniques and appropriate technology to improve operational processes and facilitate "lean" sessions for other campus units as requested.
- Accurate and Timely Financial Data: Seek ways to enhance the flow of meaningful, accurate, and timely financial information to the campus. Identify compliance issues and take appropriate corrective actions.
- Campus Physical Development Plan: Continue to update the campus' physical development plan according to UW System and Division of State Facilities requirements. An updated physical development plan is required as part of each biennial budget cycle.
- Budget Development & Implementation: Coordinate the campus’ implementation of the biennial budget and annual budgets.
- Customer Service: Encourage a culture of customer service in the Administration and Finance units and provide a way for customers to give feedback/comments to the Administration and Finance offices.

3.4.1 Assistant Vice Chancellor for Instructional and Information Technology
The Assistant Vice Chancellor for Instructional and Information Technology provides leadership for Technology Services and is the university's Chief Information Officer (CIO). The mission of Technology Services is to provide technology services that are accessible, reliable, convenient and secure for the purpose of empowering the UW-Superior community to use technology in teaching, learning, research, creative activity and service.

Technology Services works closely with other campus units in Information and Instructional Technology Services to plan and deliver services and to ensure effective use of information technology resources. Technology Services aspires to:

- continuously improve services, facilities, and staff skills
- respond to a changing environment in innovative ways
- provide leadership and planning to make the best use of emerging technologies.

Technology Services consists of three units:
- Application Services is responsible for the development of information systems essential to the operation of the University including student information system, and management information.
- Infrastructure Services is responsible for providing highly available, high quality access to the University's electronic resources and the Internet. This includes desktop, server and network support.
- Technology Support Services provides services and facilities for faculty, staff, and students to effectively use current and emerging technology solutions. This includes classroom presentation systems and teaching & learning applications.

3.4.2 Business & Financial Accounting Services
Business and Financial Services has a dual role of providing financial services to the campus community while providing proper internal controls. The office provides controls to ensure fiscal integrity and to comply with UW System, State and Federal requirements.

3.4.2.1 Accounts Receivable
Accounts receivable office administers the Perkins loan program, manages the accounts receivable system, performs all cashier functions, and operates a delinquent loan collection office.
3.4.2.2 Accounts Payable
Accounts payable office processes the payment of all campus financial obligations including payment of all vendor invoices, honoraria, travel expenses, refunds, reimbursements, cash transfers, and chargebacks.

3.4.2.3 Procurement
Procurement guides the process for obtaining good and services in compliance with the State of Wisconsin, UW-System, and UW-Superior purchasing regulations.

3.4.5 Budget Office
The Budget Office coordinates all aspects of budget development, budget implementation, and budget administration for the campus.

3.4.6 Campus Safety and Parking Services
Campus Safety and Parking Services provides assistance to students, faculty and staff, and campus visitors. The primary function of the department is to provide basic security, assist in crime investigations, disturbances or accidents, develop crime awareness programs, provide parking services, and patrol the campus buildings and grounds. Persons requiring the services of Campus Safety can contact the officer on duty 24 hours a day at 715/394-8114.

3.4.7 Environmental Health and Safety
Environmental Health and Safety Program provides assistance and guidance to the campus community in safety, environmental health, and some environmental compliance programs on the UW-Superior campus. The program has strong ties with the offices of Campus Safety, Risk Management, Human Resources and Workers Compensation. The Program is managed by a certified industrial hygienist, with student workers to assist.

3.4.8 Facilities Management
The primary goal of Facilities Management is to provide a physical environment and deliver logistical services to support and enhance the educational process at UW-Superior. Long term physical plant planning is performed in this office.

3.4.9 Human Resources/Affirmative Action
Human Resources is responsible for all classified personnel functions (staffing, classification, evaluation, reporting, etc.), employee contract administration and grievance hearings, classified and unclassified payroll and benefits, and legal issues in employment. Assistance is given to the Administrative Officers/Directors in academic staff titling and related matters, and to the Affirmative Action Officer in data collection, reporting, and analysis.

3.4.10 Institutional Research
The Office of Institutional Research collects, analyzes and reports institutional data needed for enrollment management, enrollment projections, strategic planning, budgeting, accountability and other reports in response to internal and external requests.

3.4.11 Internal Audit
The Internal Audit Office is responsible for providing objective review and analysis to assure that University’s programs, policies, and practices are conducted in accordance with state law, and Board of Regents policy. The Office helps ensure University operations are proper, efficient, and effective. The internal auditor also acts as the campus liaison with the UW System Office of Operations Review and Audit.
3.4.12 ‘Jacket Book and Supply
UW-Superior’s ‘Jacket Book and Supply is a full-service university bookstore offering a variety of textbook purchasing options and a wide range of university logo merchandise in an inviting, collegiate atmosphere. The store supports employment opportunities for students.

3.4.13 Wessman Arena
This facility is home to the UW-Superior women’s and men’s hockey programs as well as the Superior Senior High School hockey programs. The Superior Skate Club also calls the Wessman Arena home. Hockey camps are conducted periodically in the summer months. During "non-ice" times (generally between March and September), the Arena hosts conventions, seminars, sport shows, car shows, wedding receptions and other events that require a large enclosed space.

3.5 VICE CHANCELLOR FOR UNIVERSITY ADVANCEMENT
The Office of University Advancement promotes the campus through the management, administration, coordination, and cooperation of, the UW-Superior Alumni Association, UW-Superior Foundation, faculty, students, staff, alumni, UW System personnel, local and state government, and institutional friends.

University Advancement builds relationships with the surrounding community, alumni and friends of the institution and initiates fund raising activities for the campus. It coordinates these efforts with the UW-Superior Foundation and its staff and the campus community. Key to the efforts of this office is the overall coordination of fund-raising activities and donor recognition programs.

The Advancement personnel are also liaisons to the UW-Superior Alumni association. These efforts promote UW-Superior through events and advocacy focusing on alumni and friends of the institution.

3.6 SUPPORTIVE ORGANIZATIONS
3.6.1 UW-Superior Alumni Association, Inc.
The UW-Superior Alumni Association, Inc. exists to promote, support and serve the University, its students and community in the achievement of their common goals through the involvement of its members and friends. Its volunteer members and directors sponsor events and activities which further the mission of UW-Superior within the local and worldwide community of the institution's alumni. Its operational functions and president functions are located with the Office of University Advancement.

3.6.2 UW-Superior Foundation, Inc.
The UW-Superior Foundation is a non-profit corporation, incorporated under the laws of the State of Wisconsin and established to assist the University through the acquisition of private gifts to serve educational, literary and scientific purposes. Voluntary gifts from private sources are used to provide students scholarships, to support educational innovation and, in general, to enhance the University's margin of excellence.

The Foundation is governed by a citizen Board of Directors. The Executive Committee of the Board meets monthly to oversee the Foundation's investment program and make policy decisions.

3.7 DIRECTOR OF ATHLETICS
The mission of University of Wisconsin-Superior Yellowjacket Athletics is to help student-athletes become exceptional students through participation in a competitive athletic program that also enriches the university community.
3.8 DIRECTOR OF UNIVERSITY RELATIONS
University Relations supports the strategic plan by providing effective communication to internal and external constituents and by providing leadership, resources and support to foster a campus-wide integrated marketing and communications strategy.
4. GOVERNANCE

4.1 FACULTY ROLE IN GOVERNANCE
The faculty of the university of Wisconsin-Superior is responsible to the chancellor of the university through the department chairs, the dean of faculties, and the provost/vice chancellor for academic affairs. Chapter 36 of the Wisconsin statutes and the Wisconsin administrative code: rules of the Board of Regents of the University of Wisconsin system states:

The faculty of each institution, subject to the responsibilities and powers of the Board, the president and the 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 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. [UWS 36.09(4)]

Faculty participate in these academic, educational and personnel matters through individual initiative, service on departmental and University committees, and the Faculty Senate.

4.2 ACADEMIC STAFF ROLE IN GOVERNANCE
The academic staff members of each institution, subject to the responsibilities and powers of the board, the president, the chancellor and the faculty of the institution, shall be active participants in the immediate governance of and policy development for the institution. The academic staff members shall have 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 representatives to participate in institutional governance.

Academic staff participate in the institutional governance through individual initiative, service on University committees, and the Academic Staff Senate.

4.3 STUDENT ROLE IN 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.

The University Student Senate (USS) is the official, fully representative student governing body charged with the duty of representing student interests and promoting the general welfare of the University students. Students serve on and have voting privileges on a variety of University committees. As an administrative link, USS serves all students who have complaints or suggestions but are uncertain about the proper channels for action.

4.4 FACULTY SENATE
The Faculty Senate is the representative body through which the faculty exercises its governance rights and responsibilities. The Faculty Senate is composed of one representative from each academic department and two members elected at-large, including the chair. The business of the Faculty Senate is conducted through five Councils and several standing committees, referred to as 'faculty committees'. The Councils are: the Undergraduate Academic Affairs Council, the Personnel Council, the Planning and Budgetary Council, the Academic Program Review Council, and the Graduate Council. (See Appendix B for Faculty Senate Charter.)
4.4.1 The Undergraduate Academic Affairs Council
The Undergraduate Academic Affairs Council reviews, develops, and recommends policies and guidelines regarding curriculum and approves or disapproves requests for new courses, course revisions, new programs, program revisions, major and sub-major academic programs, minors, concentrations, specializations, and other academic policies (e.g., admissions standards, academic calendar, academic reinstatement, decisions on academic credits, class size, grading, issues related to attendance, student concerns related to curriculum and instruction and other responsibilities as directed by the Faculty Senate). Standing committees of the Academic Affairs Council submit recommendations to the Council. The Council in turn submits recommendations to the Faculty Senate for approval. The voting membership of the Undergraduate Academic Affairs Council consists of one member from each academic department.

4.4.2 The Personnel Council
The Personnel Council is responsible for reviewing and making recommendations on personnel matters, including personnel rules, salary guidelines, promotion/tenure/post-tenure review guidelines, workload, Affirmative Action and Diversity policies, and faculty/staff development. The Council forwards its recommendations to the Faculty Senate. The Council also appoints a faculty hearing committee to deal with complaints and grievances, and forwards its report to the Chancellor. The Council consists of five faculty members.

4.4.3 The Planning and Budgetary Council
The Planning and Budgetary Council is charged to review, develop, and coordinate the faculty governance role in university planning and budgeting processes and make recommendations to the Faculty Senate. The Council consists of five faculty members.

4.4.4 The Academic Program Review Council
The Academic Program Review Council’s charge is to conduct and supervise the program audit and review process and forward its findings, stipulations, suggestions, and observations to the Faculty Senate for approval. The Council consists of five faculty members.

4.5 THE GRADUATE COUNCIL
The Graduate Council is the policy making body for the Graduate Faculty and Graduate Programs, acting within the limits of the University of Wisconsin Faculty Senate and its graduate faculty bylaws, policies of the State of Wisconsin and the Board of Regents of the University of Wisconsin.

4.6 FACULTY COMMITTEES
The following are standing committees of the faculty. The Faculty Senate determines the duties, responsibilities and membership of these committees. For the latest information on the charges and membership of all standing governance committees, please visit http://www.uwsuper.edu/provost/committees/index.cfm.

4.6.1 Academic Service Learning Advisory Committee
The Academic Service Learning advisory committee consists of faculty, academic staff and community partners. This group serves in an advisory capacity for the development of service learning at UW-Superior, and will help to determine how to best expand service learning opportunities across campus. Its responsibilities include: 1) Review of proposed academic service learning courses for “ASL” designation; 2) Regular review of academic service learning course offerings; 3) Development and maintenance of criteria for academic service learning courses. Committee membership includes (1) four faculty members; (2) two instructional academic staff; (1) one Continuing Education representative; VISTA Supervisor; and VISTA volunteer (when the campus has one); community members (as appropriate). The VISTA supervisor serves as an ex officio member. The members will serve three (3) year staggered terms.
4.6.2 Center for Excellence in Teaching & Learning
The Advisory Committee for the Center for Excellence in Teaching and Learning (CETL) provides advice and recommendations to the Director and staff of CETL on mission, direction and priorities for the Center to support quality teaching and learning at UW-Superior. The committee membership consists of faculty (5), academic staff (2), and student (1).

4.6.3 Continuing Education Committee
The Continuing Education Committee reviews Continuing Education/Extension offerings and activities. Based on this review, the Committee makes recommendations to the Director of Continuing Education/Extension and reports to the Academic Affairs Council. The committee membership consists of four (2) faculty members, two (2) members of the academic staff, and one (1) student.

4.6.4 Credits and Student Reinstatement Committee
The Credits and Student Reinstatement Committee is empowered by the Academic Affairs Council to act on petitions from students for deviations from the prescribed curriculum and to resolve problems arising because of curricular changes. The Committee reviews and acts upon all petitions for readmission to the University submitted by students who have been suspended for academic reasons. The Committee also hears appeals from students who complete a petition for reinstatement following an unsuccessful petition for readmission. The Committee membership consists of five (5) Faculty (3 year staggered terms), two (2) Students, Registrar (ex-officio), Director of Academic Advising (ex-officio), Director of Extended Degree (ex-officio), Director of Student Support Services (ex-officio). The committee elects its chair.

4.6.5 General Education Committee
The General Education Committee (GEC) provides oversight for the University's General Education Program. Its responsibilities include: 1) Review of proposed general education courses for inclusion and placement within the program; 2) Coordination of general education assessment and continuous improvement, including regular review of general education offerings; 3) Development and maintenance of criteria for general education courses and report criteria changes (or proposed changes) to the Undergraduate Academic Affairs Council (UAAC) and the Faculty Senate; 4) Review of other issues related to the General Education Program as referred to the GEC by the UAAC and/or the Faculty Senate. The GEC reports all of its recommendations to the UAAC. To insure a healthy cross-section of University programs, the GEC will consist of eight people: one non-voting student member and seven faculty members from the following areas: One Faculty (1) from the Fine and Applied Arts (Visual Arts, Communicating Arts, Music, Writing); One Faculty (1) from the Humanities (First Nations Studies, History, Philosophy, WLLC (Chinese, English, German, Spanish)); One Faculty (1) from the Social Sciences (Anthropology, Criminal Justice, Economics, Geography, Global Studies, Health and Human Performance, Legal Studies, Political Science, Psychology, Sociology, Women's Studies); One Faculty (1) from Mathematics, Computer Science and the Natural Sciences; One Faculty (1) from Non-General Education Fields (Business, Education Leadership, Library Science, Reading/Language Arts, Social Work); One Faculty(1) who teaches in the General Education Diversity and/or Non-Western Categories; One Faculty (1) from UAAC to act as liaison between the GEC and UAAC (These responsibilities preclude this faculty member from serving on any other University committees or councils.); One non-voting student member of junior or senior status (1); Provost (ex officio); Registrar (ex officio).
4.6.6 Global Awareness and Education Committee
The Global Awareness and Education Committee focuses on the fostering of the campus-wide Global Awareness Initiative. This is one of the essential aspects of the public liberal arts mission at UW-Superior. The Committee's specific duties and responsibilities include: recommendations to strengthen and expand the global dimension of the curriculum; policy recommendations for administration of all types of learning abroad programs; encouragement of community outreach activities devoted to global awareness and education; promotion and sponsorship of related conferences, lectures, concerts and other events; advocacy of the interests and welfare of international students attending UW-Superior; promotion of recruitment and admission of international students; and recommendations for faculty and student exchange programs involving universities and other institutions abroad. The Committee makes recommendations to ensure the location of adequate resources to implement campus-wide global initiatives. The Committee communicates all actions to the Faculty Senate and Student Senate for review, and ratification, if necessary. Committee members serve three year staggered terms. The membership consists of Faculty (5); Academic Staff (2); Students (4) (2 returning from Study Abroad, 2 International students); Representative (1) from the Office of International Programs; Associate Dean for International Education and Programs (ex-officio).

4.6.7 Library Advisory Committee
The Library Advisory Committee reviews the holdings, operations and services of the Jim Dan Hill Library. Based on this review, the Committee makes recommendations to the Director of the Library and reports to the Academic Affairs Council. The Committee membership consists of three (3) faculty, one (1) member of the academic staff, and one (1) student. The Committee elects its chair.

4.6.8 Sabbatical and Faculty Development Committee
The Sabbatical Committee reviews faculty proposals for sabbatical leaves and forwards recommendations for these leaves to the Vice Chancellor, consistent with provisions of the UW-Superior Faculty Sabbatical Program. In addition, the Committee reviews faculty development project proposals and makes funding recommendations to the Vice Chancellor. The membership of the committee consists of four (4) tenured faculty members serving staggered three-year terms appointed by the Faculty Senate, and one (1) additional faculty member appointed annually by the Vice Chancellor. The committee elects its chair and reports to the Senate Executive Committee.

4.6.9 Teacher Education Advisory Committee (TEAC)
TEAC performs the following functions: 1. Coordinates all curriculum and instructional matters related to DPI accreditation; 2. Coordinates the accreditation process for content departments; 3. Coordinates the portfolio development and assessment process; 4. Coordinates the program application process; 5. Plans, develops, and implements the teacher education program assessment and continuous improvement process; 6. Plans initiatives to address the college mission and vision in relation to the teacher education program; 7. Establishes ad hoc task groups as needed; 8. Proposes agenda items for the Educational Leadership department meetings; 9. Advises the Educational Leadership Department on matters related to teacher certification programs; 10. Reviews and makes recommendations on any curricular change proposed by a department that has an impact on teacher education licensure programs, before the proposed change is considered by the appropriate department and the Undergraduate Academic Affairs Council; 11. Coordinates diversity initiatives.

The Teacher Education Committee meets a minimum of once each month to address tasks associated with the committee’s responsibilities. The committee membership consists of: 1. Coordinator of Teacher Education (Committee Chairperson); 2. All faculty from the Teacher Education program; 3. A faculty member from each of the content departments (chosen by the department); 4. A representative from Distance Learning (appointed by Distance Learning Office); and the following ex officio members: 1. Chair of Educational Leadership department; 2.
Certification Officer; 3. Teacher Education Advisors; 4. Student Teaching Director; and 5. Teacher Education Program Recruiter and Advisor.

4.6.10 Terminations Committee
The Committee on Terminations functions as (1) the standing faculty committee charged with hearing dismissal cases and making recommendations as detailed in Section 4.03 of Chapter, UWS 4 (Procedures for Dismissal) of the Wisconsin Administrative Code; and (2) the faculty hearing committee described in Section 5.11 of UWS 5 (Layoff and Termination for Reasons of Financial Emergency) of the Wisconsin Administrative Code. The Committee membership consists of four (4) faculty members. The Committee elects its chair.

4.6.11 Undergraduate Academic Advisement Committee
The Undergraduate Academic Advisement Committee reviews the programs and procedures used for academic advisement. Based on this review, the Committee makes recommendations to the Coordinator of Undergraduate Advisement regarding the advisement process and faculty in-service programs. The Committee membership consists of three (3) faculty, two (2) academic staff, and one (1) student. The Committee reports to the Academic Affairs Council.

4.6.12 Undergraduate Research, Scholarship, and Creative Activity Committee
The Undergraduate Research and Creative Activity Committee promotes and supports undergraduate research, creative activity and scholarship. The committee organizes at least one all-campus UGR celebration day annually and maintains and publishes a calendar of state and national UGR opportunities for UW Superior students. The committee is advisory to the Provost and reports to the Undergraduate Academic Affairs Council. Each member should have an interest in research and building an undergraduate research program. The membership consists of three (3) faculty, one (1) instructional academic staff, and two (2) students.

4.6.13 Writing Across the Curriculum Advisory Group
The advisory committee is composed of four members of the faculty and two members of the teaching academic staff, representing the broad areas of Business/Math/Computer Science, Letters & Science, Fine Arts, and Education. This group (1) advises the WAC Coordinator; (2) reviews proposals as WAC initiative continues to develop and recommends approval or revision; and (3) assists WAC Coordinator with development of ongoing program assessment, reviewing assessment data, and recommending revisions as needed. The membership consists of faculty (4, 3-yr terms), academic staff (2), and students (1)

4.7 ACADEMIC STAFF SENATE
The Academic Staff Senate consists of nine (9) members, elected on a rotating basis. It is the duty of the Academic Staff Senate to:

- Develop policies, practices and recommendations which are in the best interest of the Academic Staff and consistent with the goals and mission of the University.
- Encourage professionalism among academic staff members and promote involvement of the Academic Staff in the activities of the University, and to that end, provide staff representation on University committees.
- Understand and advocate for academic staff on such issues as compensation and career advancement, and to identify goals of academic staff, and take appropriate action to.
- Encourage professional development and review and recommend how development grant funds are allocated.
- Receive and review concerns from Academic Staff, following grievance procedures as defined in the UW-Superior Unclassified Staff Handbook, Chapter 4, Section 4.2.

The Academic Staff Senate may initiate amendments to the local Academic Staff Personnel Rules and Procedures. The Senate also serves as the official academic staff representative consultative body for the Chancellor and the Chancellor’s cabinet (see 6.032).

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4.8. ACADEMIC STAFF COMMITTEES

4.8.1 Academic Staff Personnel/Compensation Committee
The Academic Staff Personnel/Compensation Committee shall review all requests and policies for promotion, title changes, and/or career progression requests; make recommendation to the Vice Chancellor based on the review of requests. Reviews academic staff compensation issues and policies and informs the academic staff constituency of current issues.

Composition of the membership is five (5) members: two academic staff senators elected from the Academic Staff Senate, two academic staff nominated and elected from the academic staff constituency, and Director of Human Resources. Chairperson is selected by members of the Personnel/Compensation Committee.

4.8.2 Academic Staff Senate Legislative Committee
The Academic Staff Senate Legislative Committee shall keep abreast of legislative issues and trends which may affect academic staff and inform the Senate of bills or legislative trends which may require action.

Composition of the membership shall consist of at least three (3) academic staff members nominated and elected from the academic staff constituency. Additional members, if appropriate, shall be nominated and elected by the Senate. Chairperson is selected by members of the Legislative Committee.

4.8.3 Academic Appeals Committee
Investigates any complaint against an academic staff member and reports findings and recommendations to the Chancellor. Composition of the membership shall consist of at least three (3) academic staff members nominated and elected from the academic staff constituency as needed.

4.8.4.4 Academic Staff Representative to UW System
Serve as official representative of the academic staff and the Senate externally and in this capacity receive all external communications regarding academic staff. Composition of the membership shall consist of at least one (1) academic staff member nominated and elected from the academic staff constituency.

4.9 UNIVERSITY COMMITTEES
The following committees serve in an advisory capacity to one or more members of the administration.

4.9.1 Academic Misconduct Hearing Committee
The Academic Misconduct Committee serves as the hearing committee for alleged cases of student academic misconduct as specified in Chapter 14 of the UW Administrative Code. Faculty who suspect academic misconduct in a student's class work may refer the case of alleged misconduct to the Committee. In these cases, the Committee, acting under the procedures set forth in Chapter 14, reviews the case and may recommend a number of disciplinary sanctions. The committee's findings and recommendations are reported to the Chancellor for action. The Committee membership consists of four (4) faculty and three (3) students. The Committee elects its chair.

4.9.2 Affirmative Action and Educational Opportunity Committee
The Affirmative Action/Equal Opportunity Committee (Education and Employment) AA/EO advises the Chancellor concerning programs designed to ensure equal opportunities to all employees, students, applicants for employment, and clients of the university. The committee acts as a voice for students, staff, and faculty regarding AA/EO issues and the creation of an inclusive and respectful campus climate. The committee may review and evaluate any information and statistics regarding AA/EO issues and campus climate. The committee works proactively to educate within the university community on AA/EO issues. It makes such recommendations to the Chancellor and the Affirmative Action Officer to give effect to the letter.
and spirit of the AA/EO plan, Title IX regulations, and Plan 2008. The committee is composed of two (2) faculty, two (2) academic staff, two (2) classified staff, (2) two students, the Multicultural Affairs Coordinator, the Affirmative Action/Title IX Coordinator (Convener) (ex-officio), and the Women and Gender Issues Coordinator (ex-officio). The Committee elects a chair at the beginning of each academic year and submits an annual report to the Chancellor and campus governance groups at the conclusion of each year. The committee will meet a minimum of four times per semester.

4.9.3 Alcohol and Other Drug Abuse Committee (AODA)
This committee is charged with:

- Reviewing the UW-System recommendations for prevention and determining what our campus needs to focus on when dealing with alcohol and other drug issues. (The system guidelines include: Policy & Program Development, Research, Curricular Integration, Assessment, Awareness & Promotion, Collaboration, and Alcohol Beverage Marketing.)
- Reviewing the current campus policies and making recommendations for changes.
- Providing programs and activities that provide education and alternative opportunities to our students and that encourage the reduction of high-risk drinking on campus.
- Creating a strategic plan to address AODA concerns.
- The membership recommendations are as follows two (2) faculty, three (3) academic staff, three (3) students, the AODA Coordinator. Appointees are made by the Superior Mayor.

4.9.4 Athletics Advisory Committee
The Athletics Committee continually reviews athletic programs and practices in an effort to promote student athletics as an integral part of a liberal education. Items reviewed include such issues as the array of sports offered, resources necessary for individual sports, university policies affecting student athletes and all matters pertaining to the strengthening of athletics. The committee makes recommendations and reports to the Chancellor through the Dean of Students.

The committee membership consists of four (4) faculty, three (3) academic staff, two (2) students and the Athletic Director who serves as the chair in an ex officio capacity. The Athletic Director will call for meetings at least once each semester and will prepare an agenda. Other Committee members may add items to agendas.

4.9.5 Continuous Improvement Planning Team
The integrated strategic planning process is designed to help the university implement its mission and chart a course for the future. Strategic planning is ties to reaccreditation by the Higher Learning Commission. This reaccreditation process for Superior will begin in Fall 2010 and will result in a completed self-study and reaccreditation visit in 2-012-13.

4.9.5.1 The Charge of the University Continuous Improvement Planning Team (CIPT) is to:
- Serve as the oversight steering committee for the Higher Learning Commission Self-Study and Reaccreditation processes.
- Recommend both annual and long-term institutional priorities including those priorities related to our Public Liberal Arts Mission, the UW System’s Growth Agenda, and Making Excellence Inclusive.
- Review and assess progress toward achieving the strategic priorities.
- Communicate progress toward achieving institutional priorities.
- Facilitate the integrated planning process to include unit and departmental strategic plans across the institution.
4.9.5.2 **Members include:** Provost/Vice Chancellor for Academic Affairs, Vice Chancellor for Administration and Finance, Vice Chancellor for Campus Life, Assistant Vice Chancellor for Technology Services, A representative from Distance Learning, Chair of the Faculty, One member of the faculty Planning and Budgetary Council, to be chosen by the council, Two at-large faculty, to be selected by Faculty Senate, Student Senate President, One at-large student to be selected by Student Senate, Chair of Academic Staff Senate.

4.9.5.3 The Provost will convene and chair the CIPT.

4.9.5.4 The Director of Institutional Research will serve as ex officio.

4.9.5.5 When expert knowledge is needed for particular agenda items, individuals with such expertise will be invited to report and participate in discussion.

4.9.5.6 This committee reports to the Chancellor.

4.9.6 **First Year Experience Advisory Committee**
The First Year Experience advisory committee consists of faculty, academic staff and one student. This group serves in an advisory capacity for the development of first year experience initiatives on campus (as outlined in the First Year Experience Implementation Plan), including but not limited to first year seminars, peer mentoring, early alert programs, and themed programs. The faculty on the committee serve as a subcommittee to review first year seminar proposals and make recommendations to the Academic Affairs Council. The First Year Experience Coordinator serves as ex officio.

The committee membership shall consist of four (4) faculty, three (3) academic staff (one MUST be teaching academic staff), and one (1) student.

4.9.7 **Gender Equity Committee**
The Gender Equity Committee works to identify equity issues related to gender, gender identity, gender expression, and sexual identity among students, classified staff, academic staff and faculty. The campus climate for women has been and continues to be one of the committee’s primary concerns. The committee works to identify practices that work against equity and to recommend revised practices that move the university toward equity in all of its programs, policies, and procedures. In particular, the committee serves as a consultative body for gender equity programs in Campus Life. The committee will report its work each year to the Provost/Vice Chancellor and campus governance bodies. The committee membership consists of two (2) faculty, two (2) members of the academic staff, one (1) member of the classified staff, one (1) WSEU classified staff representative, and two (2) students. The Women’s and Gender Studies Coordinator will be an ex-officio member and will convene the committee each Fall semester. The committee elects its own chair annually. There will be a three year staggered rotation of members from each classification.

4.9.8 **Environmental Health and Safety Committee**
The Environmental Health and Safety Committee reviews, develops and promotes safety and environmental health plans. Environmental health and safety issues or concerns that come to any campus office are directed to the Committee for review. Committee recommendations are forwarded to the Vice Chancellor for Administration and Finance for action. The Committee membership consists of three (3) faculty (the chemical safety officers from Biology, Chemistry and Fine Arts), one (1) representative from the Lake Superior Research Institute, one (1) representative of the academic staff, one (1) representative of the classified staff, one (1) representative from Student Life, the Risk Manager, the Worker’s Compensation Coordinator, the Director of Human Resources, a Physical Plant representative, and the following ex officio
members: Director of Environmental Health/Safety and the campus Safety Officer. The Committee elects its chair.

4.9.9 Housing Appeals Committee
The Housing Appeals Committee considers individual student appeals from Board of Regents policy #173 that requires all non-veterans, unmarried freshmen and sophomore students, under the age of 20, to live in the residence halls and participate in a university meal plan, unless they are living with a parent or legal guardian. These appeals come to the Committee through a petition filed with the Residence Life Office. The Committee forwards recommendations to the Dean of Students who hears any student appeals of a Committee decision. The Committee membership consists of one (1) faculty member, two (2) members of the Academic Staff, three (3) students and the Director of Residence Life (ex officio). The Committee elects its chair.

4.9.10 Information and Instructional Technologies Committee
The Information and Instructional Technologies Committee advises the Chief Information Officer on activities and strategies to be used in implementing the campus Information Technology plan. This advice includes recommendations on new software and technologies as well as recommendations on various technology usage policies and procedures. The Committee membership consists of six (6) faculty members, three (3) members of the academic staff, one (1) member of the classified staff, one (1) student and the Chief Information Officer (ex officio). The Committee elects its chair.

4.9.11 Institutional Animal Care and Use Committee (IACUC)
The IACUC reviews all proposed research and instructional projects involving animals to ensure that they are justified by their benefits and minimize any animal pain or suffering that might occur.

Function:
- Oversee and review the care and treatment of animals in all animal study areas and facilities at least semiannually to evaluate compliance with Public Health Services Policy on Human Care of Use of Laboratory Animals.
- Keep appropriate records on all research protocols submitted for review and approval.
- Keep appropriate records of inspections of all animal facilities.

Committee Membership consists of three (3) members (Terms: 3 years rotating)
Chairperson: Appointed by Provost; Scientist: Person familiar with animal use in research and educational activities (faculty); Non-Scientist: Person whose primary concerns are in a nonscientific area; Non-affiliated member: Person not affiliated with the University of Wisconsin Superior, intended to represent general community interests; Veterinarian: Person trained in animal health care. The Committee reports to the Provost.

4.9.12 Institutional Review Board
The Institutional Review Board (IRB) reviews all research protocols for any UW-Superior project involving human subjects. Such projects can be conducted only after they are approved by the IRB. The IRB works to assure that the rights and welfare of human subjects are protected and that appropriate methods of obtaining informed consent are utilized in projects involving human subjects, consistent with the Code of Federal Regulations, 45 CRF 46 (June 18, 1991). The membership of the committee consists of five (5) faculty members and one community member who is not otherwise affiliated with UW-Superior. The faculty membership includes at least one member whose primary concerns are scientific areas, at least one member whose primary concerns are in non-scientific areas and members representing graduate programs likely to generate research with human subjects. The Committee elects its chair and reports its recommendations to the Dean of Faculties.

4.9.13 Non-Academic Misconduct Hearing Committee
The Nonacademic Misconduct Hearing Committee convenes when a student requests that a matter be heard by the committee (Ch.17.06). Proceedings of the committee shall comply with
procedures in UW System Admin. Code Ch. 17. (Members of this committee cannot serve on the Academic Misconduct Hearing Committee or the Student Misconduct Appeals Committee. Convener: Student Affairs Officer. The committee shall consist of Chair (voting): (one faculty or academic staff selected by the committee from within its membership), one (1) faculty; two (2) academic staff, and two (2) students.

4.9.14 Parking Appeals Committee
The Parking Appeals Committee reviews appeals of on-campus parking violations (allegedly) committed by students, faculty and staff, as well as non-university individuals. Appeals are made to the Parking Office and come to the Committee without the name of the appellant. Committee decisions are communicated to the Dean of Students and the Parking Office. The Parking Office notified the petitioner of the Committee decision. The Committee membership consists of two (2) faculty members, two (2) members of the Academic Staff, one (1) member of the classified staff, two (2 students), and the Parking Office program assistant (ex officio). The Committee elects its chair.

4.9.15 Promotion Committee
Faculty promotion in rank is granted by the Board of Regents based on the positive recommendations of a candidate’s department and the Chancellor. The Promotion Committee serves in an advisory capacity to the Chancellor. The Promotion Committee reviews promotion recommendations advanced by departments, and gives fair and full consideration to all relevant materials that are presented on a candidate’s behalf. Using the general performance and achievement expectations for the various ranks (See section 7.1.1.2 of the Staff Handbook), and specific departmental criteria, the Committee evaluates a candidate’s accomplishments and makes its promotion recommendations to the Chancellor.

The Committee membership consists of the Provost/Vice Chancellor (Committee chair), the Dean of Faculties, and six (6) professors, representing the range of academic fields, selected by the Faculty Senate. Terms of service for the faculty members shall be three years, with two faculty members being replaced each year.

Early in the fall semester, the Committee holds an informational meeting to describe its review process to potential promotion candidates and other interested parties. Departmental recommendations for promotion are submitted to the Committee (in care of the Provost) by December 1 each year.

With each candidate’s file the department submits a copy of the departmental definitions and expectations for teaching, scholarship and service. During December and January the committee members read each file and evaluate the work done in each of the areas of faculty responsibility, based on the department’s definitions. During Opening Week of the spring Semester the Committee meets as a group and reviews each candidate’s teaching, scholarship and service accomplishments. This review is led by a presenter for each candidate, assigned by the Provost in advance of the meeting. Within a week of the close of this meeting, each committee member submits a vote (yes or no) on a motion to promote each candidate. In the case of a no vote, reasons are included for later Committee discussion.

The Provost tallies the votes, collates reasons associated with negative votes and shares this information with the Committee at its second meeting held in early February. Those candidates earning a majority of yes votes (at least five (5) of the eight (8) Committee members) will be recommended to the Chancellor for promotion. A list of reasons for those candidates not recommended for promotion by the Committee will be prepared at this meeting.

Within seven working days of the Committee’s recommendations, the Provost/Vice Chancellor shall communicate these recommendations in writing to the candidate and to the appropriate department chair. A candidate denied recommendation for promotion may file a written request with the Provost/Vice Chancellor asking for the reasons for denial. A department, or candidate, may file a written request with the Provost/Vice Chancellor for committee reconsideration of a denied promotion recommendation within 30 days of written notification of the recommendation.
Requests for reconsideration shall be based upon violations of specified procedures or failure to consider pertinent evidence. The Committee shall reconvene, with adequate notice, and it shall fairly reconsider all relevant materials based on the department's or candidate's request. The Committee shall then provide written notice and explanation of its reconsideration decision to the department, the candidate and the Chancellor.

As in all matters, faculty members who believe their case was not fairly considered may file a complaint or grievance under the provisions of UWS 6.01 or UWS 6.02.

Later in the spring semester, the Committee meets to review its operating procedures. This review may lead to change in these procedures, or a recommendation to the Faculty Senate on qualifications and standards.

4.9.16 Standing Committee on Women's Issues
The Standing Committee on Women's Issues reviews student and staff concerns and develops recommendations to the Provost/Vice Chancellor for ways to improve the campus climate for women. The Committee works to identify gender issues and parts of the institution's educational and business processes that work against equity, and recommends changes to remove potential discriminatory practices from these processes. The Committee will report its work each year to the Provost/Vice Chancellor, the Faculty Senate, and other representative groups. The Committee membership consists of two (2) faculty, two (2) members of the academic staff, two (2) members of the classified staff, two (2) students, and the Coordinator of Women's and Gender Issues (ex-officio). The Committee elects its own chair. There will be annual rotation of one member from each classification.

4.9.17 Student Misconduct Appeals Committee
The Judicial Appeals Committee hears all student appeals on rulings by either the hearing examiner, the Nonacademic Misconduct Hearing Committee, or the Academic Misconduct Hearing Committee (Ch. 14.09 or 17.07). As of 3/08, the Chancellor has directed that all student misconduct appeals be handled by the Student Misconduct Appeals Committee. (Members of this committee cannot serve on the Academic Misconduct Hearing Committee or the Nonacademic Misconduct Hearing Committee.)

4.9.18 Student Retention and Enrollment Committee
This committee shall serve in an advisory capacity to the Assistant Vice Chancellor of Enrollment Management.

The advisory committee shall review and suggest updates to the campus strategies for retention of students and assist campus constituencies with the implementation of these strategies. Review assessments related to retention strategies and suggest future analysis and/or data collection; and recommend new strategies to meet the identified needs brought forth through the assessment. The committee will support the Assistant Vice Chancellor of Enrollment Management in dissemination and training of best practices in retention to the campus community. The committee shall submit an annual report to the Provost for circulation among the Cabinet and to governance bodies. The committee elects its chair annually.

Members consist of three (3) faculty for three-year staggered terms, two (2) academic staff (preferred teaching staff but not required) for three-year staggered terms, two (2) students one-year term, the Director of Academic Advising, the Associate Dean of Continuing Education/Distance Learning, the Assistant Vice Chancellor for Enrollment Management, the Vice Chancellor for Campus Life and Dean of Students, the Director of Admissions, Director of First Year Experience, Director of Career Services and the Director of Institutional Research (ex officio).

4.9.19 Students and Staff Against Sexual Assault
The Charge of the Sexual Assault Prevention Committee is as follows: To raise consciousness and awareness of sexual assault and issues surrounding sexual assault. Provide links to campus and community resources for those affected by sexual assault. Research and implement sexual
assault prevention and intervention strategies on our campus. Encourage reporting and provide resources to those people. Integrate Campus Safety more effectively with campus response. Develop recommendations for campus policy and procedure regarding sexual assault. The Sexual Assault Prevention Committee will include people from the following areas: Psychology faculty representative, Women's studies faculty representative, and Students (2).

4.9.20 Student Technology Fee Committee
The Student Technology Fee Committee establishes priorities for the expenditure of revenues generated from the student technology fee. The Committee issues a call for proposals for projects that are consistent with the established priorities, reviews the proposals and makes funding recommendations to the Chief Information Officer. The Committee annually reviews the established proposal review process and makes adjustments as needed. The Committee membership consists of two (2) faculty members, one (1) member of the academic staff, five (5) students and the Chief Information Officer (ex officio). The Committee elects its chair.

4.9.21 University Technology Committee
The University Technology Committee advises the IITS Management Team activities and strategies to be used in implementing the campus Information Technology plan. This advice includes recommendations on new software and technologies as well as recommendations on various technology usage policies and procedures. The previous Student Technology Fee committee will be a subcommittee of this committee. Committee membership includes four (4) faculty, three (3) academic staff, one (1) classified staff, three (3) students, and the Chief Information Officer.

4.10 STUDENT COMMITTEES

4.10.1 International Student Services Committee
The duties and responsibilities of the International Student Services Committee cover the range of problems and concerns of the international students on the campus. The committee consists of five (5) faculty/staff and three (3) students. The Director of International Student Services convenes the committee.

4.10.2 Student Academic Affairs Council
The Academic Affairs Council shall be accountable to the Student Senate, as representative of the student who have primary responsibility for student life, service and concerns. All of its actions shall be communicated to the Senate and the Senate has authority over this council. The purposes of the Council shall be to review, develop, and recommend policy and guidelines regarding student life, services, and concerns as determined by the President or directed by the Student Senate. The chair shall be the vice President of the Student Senate. Five Student Senate Members shall serve on this Council, one of who must be a Senator At-Large. The President of Student Senate shall serve as an ex-officio member of this council. The Chair of the Academic Staff Council shall be invited to appoint two voting members to this council. The Vice-Chancellor for Campus Life/Dean of Students shall serve as an ex-officio member.

4.10.3 Student Affairs Hearing Committee
The Student Affairs Hearing Committee consists of two (2) faculty and/or academic staff members and three (3) students, and acts in cases of nonacademic misconduct by a student when the investigating officer concludes that a sanction less than suspension or expulsion should be sought and when the student selects a committee hearing as the means of informal adjudication. The Dean of Students convenes the committee.

4.10.4 Student Conduct Hearing Committee
The Student Conduct Hearing Committee acts as a tribunal for cases in which suspension or expulsion of a student is requested by the University's investigating officer. The committee consists of two (2) faculty or academic staff members and three (3) students. The chair, appointed from the committee by the Chancellor, constitutes a quorum, in any hearing pursuant to due notice. Proceedings of the committee shall comply with procedures adopted by UW-
Superior pursuant to Chapter UWS 17, Wisconsin Administrative Code, Section 17.09(4) Hearing Procedures.

4.10.5 Student Financial Aid Committee
The Student Financial Aid Committee reviews and recommends policy changes regarding the financial aid programs. Information is provided for all committee members so that policies may be revised for the benefit of the greatest number of financial aid recipients in the student body. Report of the committee actions are approved by the Student Affairs Council and the Faculty Senate. An additional duty of the Student Financial Aids Committee is to act as an appeals body for students who wish to appeal the decisions of the Director of Financial Aids as regards the student’s personal aid evaluation and awards. The committee includes the Director of Financial Aids, who chairs the committee, at least two (2) other faculty members and at least three (3) student members. Every effort will be made to include a minority student as one of the student members if one expresses interest to serve.

4.10.6 Student Services Advisory Committee (SSAC)
The Student Services Advisory Committee (SSAC) is a satellite committee of the Student Government Association (SGA). The Committee shall provide recommendations to the SGA on matters pertaining to, but not limited to Student Health & Counseling services and student affairs related matters. The Council may review student affairs issues with the approval of the Student Body President or the University Student Senate (USS) to ensure the issues are within the jurisdiction of the committee. The SSAC shall also be charged with devising the process for and subsequently recommending the student commencement speakers for Spring & Winter Commencement, subject to the approval of the USS. The SSAC will be comprised of the Vice-Chancellor of Campus Life/Dean of Students (or his or her designee), two (2) faculty members, one (1) academic staff member, and four (4) students, excluding the Student Body Vice President, who shall convene and chair this committee. The SSAC will invite other campus staff on an as needed basis. This committee shall meet at least three (3) times per semester.

4.10.7 Segregated University Fee Allocations Committee (SUFAC)
The Segregated University Fees Allocation Council (SUFAC) is a standing committee of University Student Senate at the University of Wisconsin-Superior. The Council shall report to and be accountable to the University Student Senate. The President of the Student Senate shall report all of its final actions to the Chancellor. The purposes of this Council shall be the structuring of Segregated Student Fees, dispersing allocable and non-allocable fees within the guidelines of the UW-System, the management of student fee reserves, and policy and procedures for its operation. The chair shall be the Executive Director of the Student Senate. Five Student Senate Members shall serve on this Council. Two student-at-large shall serve on this Council which will be appointed by the president and confirmed by a majority vote of senate. The President of the Student Senate shall serve as ex-officio, non-voting member of this Council.

4.10.8 Yellowjacket Union Student Center Policy Board
The Yellowjacket Union Board serves as a policy board regarding matters pertaining to use of the Yellowjacket Union, contractual services, program development, building improvements, marketing, etc. The Board is composed of one (1) faculty member, one (1) academic staff member, and six (6) UW-Superior students and the Yellowjacket Union Director. The Student Senate Vice President chairs this committee.
5. ADMINISTRATIVE SERVICES, POLICIES, AND PROCEDURES

5.1 COMMUNICATIONS

5.1.1 Access to Public Records
The University of Wisconsin Superior has designated a Custodian of Public Records to meet its obligations under Wisconsin public records laws. The University of Wisconsin Superior may bill those requesting copies of public records a fee of $.25 for each copy made. In addition, a location fee may be charged if the cost to locate the record(s) in question is $50.00 or more. Requests which exceed a total cost of $5.00 may require prepayment. All requests will be processed as soon as practicable and without delay. Clarification of campus policy or appeals should be directed to the Custodian of Public Records.

5.1.2 Bulletin Boards and Display Cases
Bulletin boards and display cases are the responsibility of the various Departments, centers, administrative offices and student associations. Department chairs have the authority to post materials on the bulletin boards within the areas for which they are responsible. Individuals, organizations or offices wishing to post notices on bulletin boards other than those assigned to them must obtain permission to do so from the responsible offices.

Meeting notices and other official University announcements or notices will be posted on the two official notice boards located (1) on the second floor of Old Main by Room 204 and (2) in the concourse of Yellowjacket Union.

5.1.3 News, Announcements, Publications
Faculty appointments, research, student projects, new academic programs, and campus-wide events are among the types of information disseminated by University Relations. Individuals are encouraged to forward news from their area and as they plan events so that publicity time lines may be established in advance.

University Relations also is the center for University printing. Due to requirements of local and state contracts, lead time of three weeks to two months may be required for the printing of some projects. Contact the print manager when planning complex printing jobs. University Relations staff also take photographs for internal publications.

University Relations maintains a Visual Identity System for the faculty and staff to reference when using the campus name, image or logos. Individuals are encouraged to seek counsel on the visual images they project on behalf of the institution, and to follow the Visual Identity System in production of such images.

The official communication for campus news and events is the student and faculty/staff digest. To submit information to be posted in the faculty and staff digest, send an email to _Digest_Staff@uwsuper.edu. In accordance with the Open Meeting Law, notices of meetings of University related bodies are to be published the week in which the meeting is to be held.

5.1.4 Signs
Signs will conform with the written Campus Signage Policy, copies of which are available from Facilities Management.

Name signs may be obtained by submitting a work order to Facilities Management for desk or wall display.

5.1.5 Telephones
Telephones are provided for the use of faculty and staff members. Classes of service include State Telephone Service (STS), local and campus. Charges for phone calls are accrued to the office from which the call is placed. A charge will apply on all directory
assistance calls. University personnel should attempt to place calls without resorting to directory assistance.

Instruction on the use of the telephone system can be found http://www.uwsuper.edu/technology/services/phones/index.cfm. Any questions not answered by these sources can be referred to the IT Help Desk, extension 8300.

On-campus extensions are reached by dialing the four-digit extension number. No charge is made for on-campus calls. Local calls (Superior-Duluth) are made by first dialing “9” and then the desired number. Personal calls on the STS long distance lines are illegal under state and federal laws.

5.1.6 Mail Services
Main deliveries and pickup are made daily. Bulk mailing, UPS services and labeling in zip code order is also provided. For outgoing off-campus mail, zip codes, and the name and Department of the sender are required.

5.2 COPYRIGHT POLICY

5.2.1 Permission
Copyright, Ownership and Use of Instructional Materials is delineated in the UW-Systern General Policy Statement. Materials subject to copyright include: books, journal articles, texts, glossaries, bibliographies, theses, study guides, laboratory manuals, syllabi, tests and proposals; programmed instructional materials, lectures, musical or dramatic compositions, and unpublished scripts; films, film strips, charts, transparencies, and other visual aids; video and audio tapes and cassettes, live video or audio broadcasts, and computer programs.

It is the policy of the University that copyrightable materials belong solely to the author, artist, or other creator.

In situations where the interested parties expect copyrightable materials to evolve, the creation of a written agreement shall be considered. Materials produced with substantial University support or during released time shall be the subject of a written understanding or agreement between the author, artist, or other creator, and the Chancellor or his/her designee, that equitably determines copyright and ownership rights. If the University chooses not to copyright materials to which it has a right, the faculty member may do so in his/her own name if he/she wishes. The University may copyright these materials when it is agreed upon by the interested parties that such protection is appropriate. Whenever copyrightable materials are produced with extramural support, the agreement with the extramural sponsor shall determine the copyright and ownership rights of the parties.

Faculty are responsible for the clearance of previously copyrighted materials which are included in recorded materials. The University will provide guidelines, release forms, and legal assistance as needed.

Faculty are responsible for compliance with the copyright law and clearance of materials which they reproduce and use in instructional settings.

5.2.2 Computer Software Use Policy
1. The University of Wisconsin System legally licenses the use of computer software from vendors and developers. It does not normally own this software or the related documentation. Unless specifically authorized by the vendor or developer, no individual has the right to copy this software or documentation for educational or other purposes.

2. University of Wisconsin System employees also acquire computer software on their own and not through the University of Wisconsin System that they may wish to use on University equipment.
3. The University of Wisconsin System does not require, request, or condone unauthorized copying or use of computer software. Such unauthorized copying or use is not considered to be within the scope of employment.

4. All employees (unclassified, classified, limited-term, student, or contract temporary) shall use software only in accordance with the applicable license agreement. Only software used in accord with the applicable licensing agreement shall be run on University equipment.

5. Violations of this policy are to be reported to the supervisor/Department chair, or the chancellor’s office.

6. According to U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. University employees who knowingly or willfully make, acquire, or use unauthorized copies of computer software are subject to disciplinary action up to and including dismissal, consistent with the provisions of Chapters UWS 4, 6, 11, 13, or 17, Wisconsin Administrative Code, as appropriate.

7. If the University of Wisconsin System is sued or fined because of unauthorized copying or use by its employees, it may seek repayment from the individuals for associated costs. If an individual is sued in a civil action alleging that he or she has made or used a copy of computer software without authorization, liability protection under Wisconsin Statutes applies when an employee is operating within the scope of his or her employment responsibilities. Each case will be evaluated on its own merits. In the event of a claim of unauthorized copying or use of computer software, therefore, the university must evaluate facts associated with the particular claim to determine if the employee is acting within the scope of employment, for purposes of extending the state’s liability protection.

5.3 EMERGENCIES

5.3.1 On-Campus Emergencies
The University of Wisconsin-Superior has implemented an Emergency Response Plan that is a recognized policy on campus. The Plan contains a number of closely associated plans including emergency action plans, pandemic planning, and continuity of operations. The Plan is readily available on line to all students and employees of UW Superior at http://www.uwsuper.edu/emergency/index.cfm.

All employees are required to be familiar with their role in emergency procedures in place at UW Superior (Annex A, Emergency Procedures), including but not limited to building evacuation, sheltering-in-place, fire, severe weather and others.

5.3.2 Reporting Emergencies
Any and all individuals witnessing an emergency are expected to:

- Dial 911 to report any life-threatening emergency. Life threatening emergencies include fire, fire alarms in buildings, rescue, bomb or mail threats, physical assaults or threats, violent or criminal acts, or medical emergencies.
  - Remain on scene if safe to do so.
  - Initiate evacuation procedures if appropriate.
  - If uninjured, and it is safe to do so, please remain available to provide information to Campus Safety or emergency responders.
- Contact Campus Safety, ext. 8114 (394-8114 from off campus) to report all other non-threatening Public Safety incidents. Examples of non-life threatening emergencies could include internal spills, power outages, stuck elevators, suspicious individuals or objects, harassment, and technological emergencies.
• Notify his/her supervisor or cabinet representative regarding incidents of scandal, work stoppage and functional changes in operations.

Be aware of situational procedures for evacuation, communication, etc. as outlined in Annex A of this plan.

5.3.3 Communicating Emergency Information
Communication methods that can be used to alert the campus community during an emergency may include:

- Telephone call trees or phone group message lists
- E-mail and web pages
- Weather hotline messages
- Television and radio broadcast
- Personal interaction
- Campus safety car loudspeakers
- Building fire-alarm audio systems (or public address systems if available)
- Cell phones or text messaging (opt in program)

Detailed information about the mass communication procedures used at UW Superior, including the Crisis Communication Plan, can be found in Annex B of the Emergency Response Plan.

In addition to the above methods that can be used for campus-related emergencies, the community may receive emergency information via:

- FIRSTCALL 24-hour telephone warning system for the City of Superior and Douglas County. FIRSTCALL will provide citizens with critical information, warnings and advisories concerning an emergency affecting their location.
- Weather alert radio broadcasts
- Television and radio broadcast
- Police patrol car loudspeakers

5.3.4 Expectations of All Employees During Emergency Situations
All members of the campus community may be expected to participate in emergency preparedness and response activities. An emergency can strike at any time, therefore:

- All administrative and academic units are expected to maintain methods to communicate with their staff during emergencies, such as call trees, email and phone message distribution lists, alternate phone numbers and emergency contact information. This information must be shared with the Emergency Coordinators each time a revision is prepared.
- All employees and students have a personal responsibility to know how to respond before, during, and after an emergency to safeguard their safety, the safety of those in their charge, and the safeguarding of the campus facilities.
- All employees and students should be familiar with and follow the procedures found in the Emergency Response Plan.
- All employees and students are expected to participate in official University emergency training and drills, including fire drills and severe weather drills.
- Everyone on campus is expected to identify and report hazards and suspicious occurrences
- All employees and students are expected to account for individuals under their supervision or in their classes, their co-workers, classmates,
and friends during an emergency. Taking roll-call (documented) or using sign-in sheets is required after an evacuation or when sheltering in place.

- Employees are asked to remain at the scene during an emergency. At the scene employees should report factual information about the incident to Campus Safety. Information about individuals remaining within the danger zone should be conveyed immediately to the emergency responders.
- Any employee may be called upon to assist in a response or recovery effort and may be expected to perform assigned tasks or report to individuals that are outside of their normal job description.
- Employees and volunteers who are assisting in the response effort are expected to follow the direction of the individual they are assigned to report to regardless of rank and seniority.
- All individuals are asked to have patience with others as they attempt to work under emergency circumstances. Communication may be more difficult, and work conditions may not be typical.

5.3.5 Procedures for Curtailment of Normal Operations

In the event of unusually bad weather conditions, such as a snow or ice storm, the Chancellor, or his/her designee, will consider curtailment of normal university operations. Two levels of curtailment are possible: 1) cancellation or postponement of classes and 2) closing of the campus.

Employees are asked not to call Public University Campus Safety in the event of bad weather conditions. Updated information will be available on the Weather Hotline, 394-8400.

Information on curtailment of classes will be communicated by the Chancellor, or his/her designee, to University Relations, who will communicate with the broadcast media. Cancellation of classes, or delay in starting of classes, will be broadcast on local radio and television. Instructional staff with evening and off-campus teaching responsibilities should establish a telephone network to inform students of class cancellations or prepare a voice mail message for students to access.

Information on closing of the campus will be communicated by the Chancellor through the respective Administrative Officers and their designees to all staff.

Unless informed otherwise by an appropriate supervisor (or designee), staff should assume that the university is "open" and make a reasonable effort to get to work on time, even if classes are canceled, or the media reports that the campus is "closed". Supervisors should be contacted directly at the office or at home when it is not possible to get to work on time or at all.

When the University is closed, staff should not report to work unless explicitly called in to meet some operational need or emergency situation.

When work time is "lost" by a classified employee because of inclement weather, payment for or scheduling of "make-up" time will occur in accordance with the civil service and/or labor agreement language appropriate for each employee group.

5.4 FACILITIES

5.4.1 Assignment and Reservations

The use of classroom facilities for regularly scheduled academic activities is made through the Registrar’s Office. Procedures for reservation of University facilities for special programs are given below. There are separate regulations for the use of University facilities by outside organizations.
5.4.2 **Holden Fine and Applied Arts Center**
Anyone interested in the use of classrooms, other facilities or equipment in the Holden Fine and Applied Arts Center should contact the office of the appropriate department chair, to determine availability and to obtain the proper request form.

5.4.3 **Thorpe Langley Auditorium Regulations**
Anyone interested in the use of Thorpe Langley Auditorium, stage, or equipment should consult the Music Department for reservation information.

5.4.4 **Recreational Facilities**

5.4.4.1 **Marcovich Wellness Center**
The Marcovich Wellness Center is available for use by students, faculty, staff and community members through open hours, reservation, or planned programming. A membership is required for faculty, staff, and community members. Facilities include:
- Fieldhouse- Basketball, Tennis, Volleyball, Walking/Running Track and other recreational sports.
- Fitness Center & Weight room
- Swimming Pool
- Dance Studio
- Climbing Wall
- Racquetball Courts
- Classrooms & Conference Room

University equipment is available for check out. Individuals must leave a valid I.D. with the Marcovich Wellness Center Welcome Desk staff for use of University equipment (balls, racquets, nets, etc.).

5.4.4.2 **Siinto S. Wessman Arena**
Siinto S. Wessman Arena is available for use by students, faculty, staff, and community members through specific planned programming. The facility is utilized year round accommodating both ice and dry floor events.

5.4.4.3 **Outdoor Athletic Facilities**
Outdoor Athletic Facilities are available for use by students, faculty, staff, and community members by reservation or during specified open hours. Facilities include:
- Ole Haugsraud Football Field*
- Soccer Field*
- Baseball Field*
- Multipurpose Fields
- Superior Challenge Ropes Course*
- Outdoor Track
- Four outdoor tennis courts & basketball courts

*Denotes that the facility is only available by reservation.

All recreation facilities require that a current student I.D. or valid membership is presented at facility check-in.

5.4.4.4 **Yellowjacket Student Union Center**
Meeting rooms and equipment in Yellowjacket Union may be reserved by contacting the Yellowjacket Union.
5.4.5 Use of University Facilities by Outside Speakers and Organizations

5.4.5.1 Use of University Facilities by Non-University Groups:
Facilities of the University are primarily for University purposes of instruction, research and public service; they are not available for unrestricted use by non-university groups. If, in the judgment of a University Department or organization, the meetings or activities of a non-University group will contribute to and serve the University's purposes, University facilities, when available, and subject to necessary routine procedures may at the invitation of or under the sponsorship of a University program area or organization be used.

5.4.5.2 Use of University Facilities By Governmental and Public Educational Groups:
University facilities may be used by governmental and public educational agencies when they are available subject to necessary routine procedures administered by the Chancellor or his designee.

5.4.5.3 Use of University Facilities by Political Parties or Candidates for Public Office:
Leaders of political parties and candidates for public offices may hold public meetings on each campus, if facilities are available, and subject to necessary routine procedures administered by the Chancellor or his designee. During any election campaign a University auditorium may be made available for one public meeting on behalf of each recognized candidate for public office. In a general election year, each political party may use a University auditorium for one public meeting on behalf of its candidates for statewide office. State conventions of recognized political parties may also use University facilities. Members of the audience should be given a reasonable opportunity, in appropriate situations, to ask questions at the end of the presentation.

5.4.5.4 Use of University Facilities for Political Solicitations:
The use of state facilities for the purpose of making or receiving political contributions is strictly prohibited by state law.

Any contract drawn between the University and a non-University group under the above policies shall:

- Provide for recovery of costs for such usage to insure that the State will not be required to spend any public funds to accommodate those renting the premises during the period authorized.
- Note that authorized use of facilities does not in any way constitute University or State endorsement of the using organization, its views or objectives, nor program content.
- Be limited to uses that do not interfere with primary University uses for which the facilities were intended.

5.4.6 Use of University Facilities for Programs Which May Include Religious Topics
Chancellors or their designees may authorize registered student groups, official campus committees and outside groups under terms of this policy to sponsor programs which include religious topics in University facilities, and use of such facilities may be granted for the purpose of conducting religious worship services, which must be primarily for University students, faculty and staff, provided such services shall not be conducted on a regular or continuous basis.
5.5 FOOD
Staff should only commit to providing food items at University functions after contacting the Business Office. The UW-System policy regarding when food items may be provided, together with the compliance procedures, can be found on the Web at http://www.uwsa.edu/fadmin/meetguid/or by contacting the Business office. Staff should not commit to providing food items without first obtaining this information. Staff who commit to unauthorized food provisions will be held personally responsible for the expense.

5.6 PRIVATE FUND RAISING POLICY
All fund development, membership or sponsorship activities at the University of Wisconsin-Superior will be coordinated through the Office of University Advancement to ensure that the University and its donors are satisfying Internal Revenue Service and UW System policies. Prior to any fund raising activities, contact the Office of University Advancement for a copy of Fund Development Procedures.

Gifts offered with special restrictions or designated to initiate a new program, scholarship or research fund must be discussed with the Assistant Chancellor for University Advancement. Only the Chancellor may accept such gifts for the University.

Gifts of equipment, property and other capital items must also meet approval of the Department Chair and the Assistant Chancellor for University Advancement. These items must be reported to the Board of Regents. (NOTE: Please report any equipment purchased individually for a department and meant as University property. These items are tax-deductible and should be reported to the University.)

All gifts from private sources for the University, the University's Departments or for University activities must be reported to the Assistant Chancellor for University Advancement.

No fund monies will be approved for purposes that personally benefit or are for the personal use of individuals except as part of an award, recognition program or event formally recognized by either the University or the Foundation for teaching excellence awards, scholarships and donor recognition programs.

5.7 WISCONSIN OPEN MEETINGS LAW
Chapter 426 (Laws of 1975) requires that meetings of governmental bodies shall, with certain narrowly defined exceptions, be open to the public. The purpose of the law to open the decision-making process in all governmental agencies to public scrutiny. In order to comply with this law, the following guidelines are now in effect:

5.7.1. Open Meeting Requirements

a. The term "governmental bodies" includes, but is not limited to, universities, colleges, schools, Departments (or their functional equivalents), and committees created by or pursuant to rules and regulations of the Board of Regents.

b. Accordingly, all meetings of the University, its Departments, the graduate faculty, the Graduate Council, the Faculty Senate, the Academic Staff Senate, the University Student Senate, and all councils and committees responsible to any of the above shall be open to the public.

c. "Meeting" means the convening of a governmental body including, but not limited to, those enumerated in 1.1, in a session such that the body is vested with authority, power, duties, or responsibilities not vested in the individual members; this would include meetings at which decisions could be made, or formal recommendations made to the administration for possible action, but would not include staff meetings which are advisory and consultative in nature.

d. An "open session" means the meeting which is held in a place reasonably accessible to members of the public, which is open to all citizens at all times, and
which has received public notice; for purposes of compliance, all open meetings
will be held in appropriate University facilities after proper notice has been given.

e. A "closed meeting or session" is defined as any meeting that is not an open
session.

5.7.2. Notice of Meetings of University-Related bodies Shall be Given As Provided
Below:

a. The Department of Justice recommends posting the notice in at least three
different locations on campus. Notices shall be posted on bulletin boards
generally observed by students and staff in the departmental bulletin board,
Yellowjacket Student Union and Old Main; notices of meetings shall also be
made available to the _Digest_Staff@uwsuper.edu and the news media
provided a written request for such notice has been filed with the Office of the
Chancellor.

b. In the event that the notice required by 2.0 a. is not possible, because of the
emergency nature of the meeting or for other good and sufficient reason, notice
of the meeting shall be posted at least 24 hours in advance of the proposed
meeting on bulletin boards specified in 2.0 a.

c. Departments are exempt from the notice requirements except that they shall
provide notice that is "reasonably likely to apprise interested persons, and news
media who have filed written requests for such notice." UW-System Legal
Counsel interprets this to mean that a general notice in a University publication or
a posted bulletin board notice will meet the test and that news media filing written
requests would have to specify particular Departments or meetings for which
they desire notice. Consequently, Departmental meeting notices will continue to
be published in the _Digest_Staff@uwsuper.edu.

d. Every public notice of a meeting of a governmental body shall set forth the time,
date, place and subject matter of the meeting, including that intended for
consideration at any contemplated closed session, in such form as is reasonably
likely to apprise members of the public and the news media thereof.

e. Separate public notice shall be given for each meeting of a governmental body at
a time and date reasonably proximate to the time and date of the meeting by use
of the designated official meeting notice boards in Old Main and Rothwell
Student Center. It shall be the responsibility of the person calling such a meeting
to see to it that the required notice is posted.

5.7.3 Closed Meetings
"Closed meetings" or sessions of University-related bodies may be held under the
following circumstances:

a. To deliberate after a judicial or quasi-judicial trial or hearing.
b. To consider employment, dismissal, demotion, retention, non-retention, tenure,
promotion, compensation or discipline of any public employee.
c. To investigate charges against any public employee, unless an open meeting is
requested by the employee or person charged, investigated, or otherwise under
discussion.
d. To confer with university lawyers concerning pending or possible lawsuits
involving the university or its members.
e. To discuss financial, medical, social, or personal histories and disciplinary data
which may unduly damage reputations.
f. To conduct public business which, for competitive or bargaining reasons,
requires closed sessions.
5.7.3.1 A faculty member being considered for tenure must be given notice of any "evidentiary hearing" which may be held prior to final action and of any meeting at which final action may be taken. That notice must contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session, the exemption to the open meeting law is no longer available. This means that the deliberations, voting and evidentiary portions affecting that person requesting an open session must all be done in open session.

5.7.3.2 If it becomes appropriate for an open meeting to go into closed session, the Chair announces that the body is going into closed session and indicates the nature of the business which is to be conducted in such closed session; no other business can properly be conducted in such closed session; an open meeting which goes into closed session shall not subsequently reconvene into an open session within a twelve-hour period unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the initial open meeting.

5.7.3.3 In cases where a Department or other body, meeting as a sub-unit of that Department or body, wishes to exclude some of its members for certain purposes, as for example, to exclude instructors from consideration of promotion recommendations, that Department or body should adopt a specific rule on such matter and this rule should be known to all members of such Department or body.

5.7.4 Voting

5.7.4.1 Secret ballots may not be taken by anybody at any meeting, open or closed, except for the election of the officers of such body.

5.7.4.2 Any member of the body may require that a vote be taken in such manner that the vote of each member may be ascertained and recorded.

5.7.4.3 The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved, and open to public inspection.

5.7.5 Violations

Any violations of the Wisconsin Open Meetings Law (Subchapter IV of Chapter 19), which these guidelines implement, subjects those knowingly participating in such violations, to forfeitures of $25 to $300 for each violation.

No member of a governmental body is liable on account of attendance at a meeting held in violation of the law if he/she makes or votes in favor of a motion to prevent the violation from occurring, or if, before the violation occurs, his/her votes on all relevant motions were inconsistent with all those circumstances which cause the violation.

5.8 Notary Public

Notary Public services are available for faculty, staff and students at several locations on campus: Human Resources Office, the Registrar’s Office, the Jacket Book & Supply, Jim Dan Hill Library, Chancellor’s Office and Parking Services.

5.9 Requisitions

The purchase of supplies, services, and equipment must be made according to the Department of Administration, UW-System Administration, and UW-Superior purchasing policy. University purchases must further comply with several mandatory State of Wisconsin contracts. University staff desiring to purchase any commodity or service should visit the UW-Superior Purchasing Office website at http://www.uwsuper.edu/business/purchasing/index.cfm or contact the Business Office.

5.10 Disposal and Acquisition of Surplus Property

State owned material or equipment which is held/used by one Department may be transferred with or without charge to another Department on campus with the knowledge and
consent of the Department Chairs or Directors involved. If such property is capital equipment, its transfer must be reported to the Purchasing Office for Inventory Control.

If surplus is to be transferred to an off-campus agency, institution, or individual, Facilities Management must first declare such material surplus and follow all Wisconsin Department of Administration procedures for disposal. No state owned property may be transferred to a private individual without cost.

Standard purchasing procedures are to be followed in acquiring surplus property from another State agency or from the Federal Surplus Property Depots. However, the bidding process need not be used for these acquisitions.

5.11 Work Orders
To request Facilities Management work, including moving of equipment and furniture, a Work Order Request must be submitted to Facilities Management. Work orders, which will result in a chargeback to the Department, must be approved by the Department Chair or Director before being submitted to Facilities Management. The following is a comprehensive list of services that will result in a chargeback to the Department:

1. Repairs, refinishing, servicing, and reupholstering of furniture and equipment for which Departments are responsible. This includes office furniture and equipment and any other special hardware or apparatus and excludes classroom and general use furniture and equipment not assignable to any Department.
3. Installation of laboratory apparatus, special laboratory plumbing, and special electrical requirements.
4. Maintenance and installation of Departmental kitchen equipment, appliances, and other Department owned apparatus.
5. Key cutting (except for initial supply of keys) and re-keying of functionally sound locks.
6. Replacement of carpeting installed by Departments.
7. Replacement of carpeting supplied with the building, other than for wear.
8. Installation of automatic door closers by Departments where none exist.
9. Installation and repair of office and desk signs, pictures, projection screens and tack boards in offices.
10. Installation of chalkboards and mirrors in offices.
11. Any change, renovation, or remodeling in the building structure or in its hardware or its mechanical or electrical systems when requested by a Department.
12. Special Department requests for painting of rooms more frequently than the institution's schedule. (This includes classrooms, labs, hallways, offices, Department rooms, and general use areas.)
13. Replacement of glass in doors, windows, or partition walls when the present glass is functionally sound; i.e., change clear partition glass to frosted glass.
14. Remodeling and/or installation of shelving, cabinets, and furniture, and relocation of these items when requested by the Department.
15. Changing window treatment supplied with the building other than for wear (e.g., changing from shades to draperies).

5.12 Risk Management
The Risk Manager is responsible for liability and safety concerns related to University facilities, grounds, activities, equipment, vehicles, and contracts with outside agencies.

5.13 Campus Safety
Security is the responsibility of the Department of Public Safety, which enforces University regulations, civil and state laws and regulations pertaining to safety.
Lost and Found articles are handled by the Department of Public Safety and Yellowjacket Student Center. Any lost article should be reported to the Department of Public Safety and the person suffering the loss should check back for at least two weeks. Every effort will be made to identify and return all found property to its owner. Persons finding articles are urged to turn them in to the Department of Public Safety immediately.

5.14 Identification Cards

Identification cards are available from the Yellowjacket Union Information Desk for all staff members for the purpose of identification, the University Library and Media Resources, and for admission to various University activities. When a staff member leaves the employ of the University, the identification card is turned in to the Human Resources Office.

5.15 Smoking Regulations

It is the intent of the University of Wisconsin-Superior to provide a healthy environment for all employees, students and visitors to the campus.

5.15.1 Policy Statement

a. Smoking is permitted only in designated smoking areas as indicated by permanently installed smoking receptacles and signage.

b. Smoking is not permitted anywhere else on campus.

c. Residence Life has the right to enact and enforce stricter policy statements in and near the residence halls at UW Superior.

d. Exceptions to this policy may be allowed for ceremonial or other special purposes by the chancellor or his/her designee.

e. The University reserves the right to enforce stricter standards than required by state statues or other governmental regulations.

f. Smoking at outdoor events is restricted to designated areas, and not permitted in the seating areas.

5.15.2 Policy Procedures.

a. The University will install singage in buildings, at entrances and on the gorunds of the campus regarding smoking locations.

b. The University will continue to support smoking-cessation programs for all members of the university community who wish to take advantage of it.

5.15.3 Policy Compliance.

a. Report violations of this policy to the Public Safety Office

b. Penalties for violation of this policy will be administered in accordance with governmental laws and university policies.

5.16 Travel Regulations

5.16.1 UW-Superior Travel Procedures

UW-Superior Travel regulations, policies, procedures and guidelines that govern University sponsored travel is available at http://www.uwsuper.edu/business/travel/. Any questions not answered by these sources may be referred to the Business Office.

5.16.2 Credit Card

A credit card is available to qualified employees who travel on University business. Employees do not pay an annual fee. Travel reimbursement will be handled in the normal manner.

Employees will be required to turn in their credit cards when they leave University service. For further information, contact the Business Office.
5.17  Parking Services
Campus information, parking permits, and key services are available from the Parking Services office located in the Public Safety Building at the corner of Belknap Street and Catlin Avenue.

5.17.1  Parking Permits
All vehicles parked in UW-Superior parking lots (unless at a meter) must display a valid University issued parking permit. Parking permits are not valid in metered stalls or on city streets posted "Permit Parking Only". Parking areas are identified by signs posted at their entrances. The signs state restrictions and other appropriate information.

A temporary permit must be secured as soon as the vehicle arrives on campus. Persons arriving on campus over the weekend/holiday or after regular business hours must secure a permit or contact the Public Safety Building immediately after the office has opened for normal business hours.

Visitors and guests are encouraged to park at the meters whenever possible. If metered space is unavai
able, visitors and guests can obtain a temporary permit from Parking Services for a nominal fee. A temporary permit must be secured as soon as the vehicle arrives on campus. Persons arriving on campus over the weekend/holiday or after regular business hours must secure a permit or contact Parking Services immediate after the office has opened for normal business hours.

Convenient parking stalls are posted for use by vehicles which display a disabled license plate or identification card issued by the State of Wisconsin, or another State, in accordance with section 343.51 of the Wisconsin Statutes.

5.17.2  Parking Regulations
All vehicles on university property are subject to University parking regulations. All vehicles parked in UW-Superior parking lots (unless at a meter) must display a valid parking permit for that lot.

Permit and metered parking is enforced from 8:00 AM to 4:30 PM Monday through Friday unless otherwise posted. Reserved spaces are enforced from 7:00 AM to 7:15 PM unless otherwise posted. Some permit areas are enforced 24 hours, 7 days a week, including holidays, and when school is not in session. All other regulations are continuously enforced.

The right is reserved to close any parking area for University purposes. Advanced notice will be given whenever practical.

The University assumes no liability for loss or damage to any vehicle or contents thereof while parked in any University lot.

5.17.2.1  Parking Lot Designations
Vehicles with student permits may park only in lots designated for students. A student residence hall parking permit is required in parking lots serving residence halls.

Vehicles with standard staff permits may be parked in lots. Designated for staff parking. Reserved staff permits are required to park in the upper level of Lot 12 or inspaces designated as reserved by sign in Lots 7 and 11.

Visitor and guest temporary permits entitle them to park in the lots designated on the permit.
The following types of parking are prohibited:

- Parking outside of lines painted to designate proper spacing.
- Parking so as to block another vehicle.
- Double parking.
- Parking without a permit in any space other than a pay meter.
- Parking so as to block access to any University Buildings.
- Parking more than 24 hours in staff lots without prior approval.
- Parking without time showing on the meter.
- Parking on sidewalks, grass, sodded areas or where prohibited by signs and curb markings.
- Parking in no parking zones, loading zones, fire lanes, or in a manner which obstructs traffic or pedestrians.
- Parking of recreational vehicles, campers, trailers or other forms of mobile living quarters.

5.17.2.2 Special Parking Regulations

Special permission must be obtained from Parking Services to:

- Park a vehicle in a University lot over a holiday, a break period, or for any extended period of time.
- Park a vehicle overnight in a lot not designated for overnight parking.
- Park a vehicle in any lot without regularly moving it.
- Park a vehicle that is not in mobile condition because of damage or mechanical problems. Permission to temporarily park an immobilized vehicle may also be obtained from the Public Safety Department during times the Parking Services office is not open.

Failure to obtain the required permission may result in the vehicle being towed at the owner's expense.

5.17.2.3 Snow Plowing

Vehicles parked in any lot from November 1 - May 1 must be moved to a different space every 48 hours so as not to impede snow removal.

Cars may not be parked within 50 feet of snow piled for removal.

5.17.2.4 Towing

The University reserves the right to remove motor vehicles at the owner's expense for any of, but not limited to, the following:

- Vehicles incurring three or more unpaid parking citations.
- Vehicles parked in reserved spaces.
- Vehicles parked in disabled spaces without the proper identification.
- Vehicles parked in no parking areas which are impeding traffic or pedestrians.
- Vehicles that pose hazards such as leaking gas or impede necessary maintenance such as snow removal or repaving.
- Vehicles that are not displaying a current registration plate and have their vehicle identification number covered.
- Vehicles that are displaying a permit that has been reported lost, stolen or altered.

5.17.2.5 Appeals

Persons who have received a citation may file a written appeal within three (3) days from the date of the citation. Details and forms are available at Parking Services.
5.17.3 Keys
University issued keys may be obtained from Parking Services by submitting a key authorization form signed by the appropriate supervisor(s). Inquiries regarding keys should be directed to the Key Control Manager.

According to Key Policy, lost or stolen University keys must be reported immediately to the Key Control Manager. An individual may be assessed from $50 to $500 per lost or stolen key, depending on the type of key.
6. ACADEMIC POLICIES AND PROCEDURES

University Catalog is the source for all student academic policies and procedures.

For further information regarding academic policies and procedures, see UW System Administration Academic Information Series (ACIS) located at: http://www.wisconsin.edu/acss/acis/

6.1 ACADEMIC ADVISEMENT

6.1.1 Seven Learning Goals of Academic Advisement

1. To help students reflect on academic and professional goals.
2. To discuss with students how liberal arts and professional education at UW-Superior may fit in with these goals.
3. To help students become aware of steps necessary to reach academic and professional goals including undergraduate education, graduate education, examinations, and licensing requirements.
4. To direct students to needed support services.
5. To help students understand the advisement process.
6. To help students understand requirements for graduation at UW-Superior including degree progress reports, major, minor, upper division, and general education requirements.
7. To assist students in registering for classes.

6.1.2 Advisors

Each student is assigned an advisor from a pool of faculty, instructional academic staff, and Center for Academic Advising staff. New students (freshmen and transfers) who have declared a major are assigned an advisor from that program area. Those who are undecided about a major are assigned by the Director of the Center for Academic Advisement to a general advisor. Once the undecided student selects a major s/he is reassigned to an advisor in the appropriate academic discipline.

6.1.3. Duties of Advisors

General advisors have the special responsibility of assisting undeclared majors in clarifying career goals and in choosing a major. Program advisors also have the responsibility for helping each advisee determine whether the choice of a major has been a wise one, consistent with the student's abilities, interests and career goals.

Advisors should work to insure that each student has an educational plan as early as possible. This plan should be developed to insure the possibility of program completion within the minimal time constraints established by the individual and within the limits of University programs.

The advisor needs to recognize students with academic deficiencies and needs to refer these students to Student Support Services where personnel are trained to help students in reading, writing, mathematics and study skills. Advisors must also be alert to students who may have personal problems and refer these students to the Student Health and Counseling Services.

6.2 ACADEMIC FREEDOM

The Board of Regents of the UW System will not tolerate any restrictions on freedom of speech and expression of political and religious questions of any employee of the Board.
The Board concurs with the 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments as adopted by the American Association of University Professors. (http://www.aaup.org/AAUP/pubsres/policydocs/contents/1940statement.htm)

6.3 ACADEMIC YEAR/CALENDAR

The contractual academic year shall consist of a full nine months (39 weeks) and shall include not fewer than 34 weeks of organized services for students including classroom instruction, registration, advising, and examining. The Chancellor of each institution, in consultation with the faculty, will determine its calendar and designated periods for instruction, registration, advising, and examination. The calendar may be organized in semesters, quarters, or modules of shorter terms (mini-sessions, inter-sessions, etc.) within the academic year period. The time remaining in the 39 week period, which is not on the organized calendar, shall be used by faculty members for scholarly pursuits and instructional development. (for System Policy see http://www.wisconsin.edu/acss/acps/acps4.pdf)

6.4 INSTRUCTIONAL RESPONSIBILITIES

6.4.1 Class Schedule and Class Meetings
Faculty and academic staff members are required to meet all classes (including those offered via Distance Learning) to which they are assigned on the day, time and place indicated in the class schedule. Any deviations must be justified and receive the prior approval of the appropriate administrator.

6.4.2 Meeting Classes
All University classes should meet on schedule. When illness or emergency necessitates absence from duties, the Department Chairperson must be notified. Because of the importance of instructional activities, no classes should be dismissed without significant cause.

6.4.3 Reporting Faculty and Instructional Staff Absences
Unclassified Leave Reports are available in your portal http://my.wisconsin.edu Reports must be submitted by the 5th of each month even if no absence has occurred. See Sec. 8.1 for further details. Questions about leave reporting may be directed to the Human Resources Office.

6.5 ATTENDANCE AT COMMENCEMENT

All full-time faculty and academic staff members holding at least the master's degree are required to attend commencement in appropriate academic apparel.

6.6 ATTENDANCE AT DEPARTMENT AND OTHER FACULTY MEETINGS

Attendance at department and other faculty meetings is expected. Staff members unable to attend a scheduled meeting should inform the chairperson prior to the time of the meeting. Absence from a committee meeting does not excuse an individual from becoming familiar with the action taken by the group.

6.7 AWARDING OF CREDIT

The institutions shall award credits to students successfully completing approved institutional programs. A credit hour is defined as an amount of work represented in intended learning outcomes expected to be accomplished in not less than the amounts of time reasonably approximating those outlined in UW Superior Policy # AP1127 http://www.uwsuper.edu/registrar/policies/undergraduate/upload/AP1127-Credit-Hour-Definition-
A demonstration by the student of learning equivalent to that established as the expected product of such a period of study.

6.8 COURSE SYLLABI

Every faculty member is expected to prepare a syllabus (written statement) for each of her or his classes which can be distributed to students no later than the first or second class meetings. The written syllabus must be filed in the Department office and should include:

1. Goals of the course
2. Brief outline of the course
3. Required text(s) and supplementary readings
4. Evaluation procedures used and approximate examination dates
5. Statement of attendance policy
6. Instructor's name, office number, and office hours
7. Course description
8. Syllabus Attachment covering student policies

http://www.uwsuper.edu/deanfaculties/forms/academic-policies-and-forms-for-faculty.cfm

6.9 EXTENSION AND OFF-CAMPUS COURSES

Credit courses taught by UW-Superior faculty and staff, or instructors approved by the academic departments are offered through the Center for Continuing Education/Extension. Credits earned are considered resident credit, applicable towards appropriate degrees.

Faculty and staff are encouraged to contact the Center for Continuing Education/Extension to determine feasibility of potential course offerings and procedures for course approval through appropriate academic departments.

6.10 FINAL EXAMINATIONS

An official final examination schedule is issued for each term. All faculty who teach courses which are regularly scheduled and which conclude at the end of a semester must give a final examination during the time period scheduled in the final examination schedule. Exception to this policy must be approved by the Vice Chancellor. No student may reschedule examinations.

When a student misses a final examination, the disposition of the case is up to the instructor concerned.

If final exams must be cancelled due to inclement weather, procedures in AP#0901 will be followed (http://www.uwsuper.edu/registrar/policies/undergraduate/upload/AP0901-Final-Exam-Cancellation-2010-12-21.pdf).

6.11 FIELD TRIPS

Group absences for both off and on-campus activities, such as field trips, music clinics, and athletic trips must be cleared with the appropriate administrator and a list of students participating be made available for publication. The list of students should be submitted to the Registrar’s Office. Students absent for university approved activities should be excused from class and allowed to make up missed course work. It is the student’s responsibility to notify the instructors prior to the absence.
6.12 GRADES

The responsibility for grading procedures rests with the instructor of record. It is the instructor's responsibility to return graded material to all students in a timely manner.

6.12.1 Reporting Final Grades

Final grades are due in the Registrar’s Office no later than one week following the last day of organized student activities for each instructional term. Grades are recorded electronically in the PeopleSoft system. A grade must be reported for each student listed on the form. In the event a student did not officially withdraw and did not attend class, the grade must be an "F". Adjustments may be made only through the Credits Committee. In accordance with AP#1102, a grade of I (Incomplete) may only be given when a student has been engaged for at least two-thirds of the class, and has, in the judgment of the instructor, a reasonable probability of being able to complete the course successfully without again attending regular class sessions or needing extensive instructor supervision. In the event an I is given, a note of what is required for completion of the course must be included in the grade report. If a grade change is not submitted by last day of the subsequent term, by the instructor who assigned the Incomplete grade, the Registrar’s Office will lapse the Incomplete grade to a Failing (F) grade the day after the last day of the term.

6.12.2 Change of Grades

It is the student's responsibility to call the instructor's attention to any perceived error in grading as soon as possible after grades are reported. The process must be initiated by the eighth week of the term following the term in which the grade was recorded, excluding summer. It is the instructor's responsibility to correct grading errors by the end of the term following the term in which the error was recorded. The instructor and department chair authorize the change by signing a "Change of Grade" form (http://www.uwsuper.edu/registrar/forms/upload/Grade-Change-Form-2011-07-07.pdf) and forwarding it to the Registrar's Office, where the record will be changed and the student notified of the change of grade.

A change in grade after the semester following the semester in which the grading error was recorded may be made only upon approval of the Credits Committee. Requests must be made in writing and must be supported in writing by the instructor and the department chair. These papers are forwarded to the Credits Committee.

6.13 STUDENT EVALUATION OF INSTRUCTION

Students are expected to give faculty evaluations in each of their courses. Procedures for student evaluation of faculty are established by each department.

6.14 OFFICE HOURS

Faculty members and instructional academic staff are expected to make themselves available in their offices to students a minimum of five (5) hours per week. These office hours are to be posted each term.

6.15 COURSES TAUGHT FOR OTHER UW INSTITUTIONS

The policy and guidelines to be followed when teaching courses for other UW institutions can be found in Financial Policy and Procedure Paper 18. See http://www.wisconsin.edu/fadmin/fppp/fppp18.htm
6.16 POLITICAL ACTIVITIES

Employees of the University of Wisconsin System are included among those categories of individuals who are not subject to the Federal Hatch Act. Board of Regents Policy #20-6 (formerly 89-8) provides a Policy on Non-Medical Leaves of Absence for unclassified staff which includes provision for those seeking or accepting political office or appointments. The policy can be found at web site http://www.wisconsin.edu/bor/policies/rpd/policies.pdf.

6.17 PROGRAM PLANNING

6.17.1 Procedures for Submission of (a) New Course(s)

All new course proposals are first reviewed and approved by the appropriate Department chairperson who then forwards the proposal to the Department. Upon departmental approval, a proposal for an undergraduate course is forwarded to the Academic Affairs Council; a proposal for a graduate course is forwarded to the Graduate Council. Final approval of undergraduate course and curricular matters is the responsibility of the Faculty Senate. A proposal relating to teacher education is submitted to the Teacher Education Advisory Committee (TEAC) for approval before submission to the appropriate Council (Undergraduate Affairs or Graduate). Courses intended for both undergraduate and graduate students must have unique syllabi for each of the levels and the appropriate syllabus must be approved through the appropriate Council.

6.17.2 Procedures for Submission of Proposals for New or Significantly Changed Programs

The procedures for submission of new or significantly changed program proposals follow UW System Guidelines (http://www.wisconsin.edu/acss/acis/acis-1.pdf). Formats for the submission of information, and time frames for submission, approval and implementation are included. Prior to submission to the UW System Office of Academic Affairs, institutional (UW Superior) support must be attained for the proposed program. Procedures for this are outlined in Policy AP1117 http://www.uwsuper.edu/registrar/policies/undergraduate/upload/AP1117-Approval-of-Undergrad-Academic-Matter-curr-chart-2011-12-05-UPDATED-2011-12-21-UPDATED-2010-04-20-2.pdf

6.18 RESEARCH WITH HUMAN SUBJECTS

All research involving human subjects will seek to safeguard the rights and welfare of all participants in a manner that is consistent with recognized principles of health and human dignity. For the protection of human subjects, the UW-Superior Institutional Review Board must review and approve research involving human subjects prior to any data collection. This includes research with or without external funding and research initiated by students as well as that initiated by faculty. Proof of such review is usually required by external funding agencies. Forms and procedures are available at http://www.uwsuper.edu/irb/index.cfm.

6.19 STRIKES AND BOYCOTTS

A faculty or academic staff member of the University of Wisconsin System, as an employee of the UW Board of Regents, is prohibited, as a condition of employment, from engaging in strikes or boycotts, and from advocating such strikes or boycotts. Such conduct may result in forfeiture of salary, suspension without pay, or termination of employment under such rules and regulations as may be promulgated by the Board of Regents, University of Wisconsin System.

6.20 TAPE RECORDINGS OF LECTURES

By resolution of the UW System Board of Regents, it is the responsibility of the individual instructor to determine policy concerning recording of lectures in her/his classroom.
6.21 TEACHING LOAD

The normal undergraduate teaching load for a full-time faculty is 12 credit hours per term or the equivalent thereof in contact situations such as laboratories, studio courses, and supervision. A full-time summer school teaching load is 8 credits for undergraduate courses and 7 credits for graduate courses.

6.22 TEXTBOOKS

The choice of textbooks is the responsibility of the individual faculty member. Textbook selections must be communicated to the UWS ‘Jacket Book and Supply Store prior to the publication of the class schedule each term. Faculty are bound by adoptions submitted to the university bookstore unless other arrangements can be made with the bookstore director. If a textbook change is made and a loss to the university bookstore is incurred, the loss will be billed back to the program requesting the change. Normally the bookstore will obtain the latest edition of the textbook unless notified differently by the faculty member. Faculty will be responsible for obtaining desired desk copies directly from publishers. The bookstore will also handle the sale of special supplies.
7. PERSONNEL POLICIES FOR FACULTY, ACADEMIC STAFF AND LIMITED APPOINTEES

7.1 APPOINTMENT DEFINITIONS

University appointments are categorized as Unclassified and Classified appointments.

7.1.1 Unclassified Staff
Unclassified staff are those individuals who hold faculty, academic staff, and limited appointments.

7.1.2 Faculty
Appointments to the faculty are either probationary or tenure appointments. Faculty appointments carry the following titles, or ranks: professor, associate professor, assistant professor, and instructor. (For complete Faculty Personnel Rules see Appendix A.)

7.1.3 Faculty Peer
A faculty peer in a department is a faculty member with at least a half-time appointment within that Department.

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

7.1.4 Academic Staff
Category "A" academic staff are professional and administrative personnel, other than faculty, whose duties and types of appointments are those primarily associated with higher education institutions or their administration. Category "B" are instructional academic staff who are in a non-tenure track teaching position and research positions. (For complete Academic Staff Personnel Rules and Policies, see Appendix E.)

7.1.5 Limited Appointments
A limited appointment is a special appointment to a designated administrative position. A person in this type of appointment serves at the pleasure of the authorized official who made the appointment. A member of the academic staff granted a limited appointment shall not lose existing rights to an academic staff appointment, and a member of the faculty granted a limited appointment shall not lose existing rights to a faculty appointment by accepting the limited appointment. Termination of a limited appointment is not a dismissal under chapter UWS 4 or UWS 11 and is not otherwise appealable. Wherever possible, 3 months notice of termination should be given if the appointee does not simultaneously hold another university appointment.

7.1.6 Seniority
Seniority for unclassified staff shall be determined by total years of service at the University of Wisconsin-Superior, or in the former Wisconsin State Universities System, as appropriate in individual cases, without regard to academic rank. Faculty who have been employed part time during any academic year shall have such part time service prorated. Authorized leaves of absence shall be counted in the determination of length of service.

7.1.7 Classified Staff
Classified Staff are permanent or Limited Term (LTE) positions under the Wisconsin Civil Service System.
7.1.7.1. Permanent Classified Staff
Classified staff provide technical, administrative and/or maintenance support to the university. These positions are hired through the State of Wisconsin Civil Service System and are based on competitive examinations.

7.1.7.2. Limited Term Employees (LTEs)
LTEs may be hired to cover temporary absences such as sick leave or resignations in classified positions. They can also be hired to fill short-term needs. LTEs are limited to a maximum of 1043 hours in a twelve month period.

7.2 ACADEMIC STAFF PERSONNEL RULES

UW System Academic Staff Personnel Rules are presented in the Wisconsin Administrative Code, Chapters 9 through 14. UW-Superior specifications to these rules have been approved by the Board of Regents, and appear with the UW System Rules in Appendix E.

7.2.1 Academic Staff Titling/Compensation/Structure
Academic Staff Category A and Category B research position titles and compensation are governed by the University of Wisconsin System Academic Staff Title and Salary Structure which specifies a salary minimum and maximum for each title. Titles are based on the duties and responsibilities of the position. The goals of the structure are to pay individuals based upon work performed and to make academic staff salaries competitive with those at similar institutions. (See http://www.uwsa.edu/hr/upg01.pdf)

7.2.2 Academic Staff Appointments
Academic Staff appointments are based either on the academic year (39 weeks) or annual fiscal year (July 1 through June 30). Appointments are for a fixed term and may be renewable for another fixed term or non-renewable after the expiration of the initial appointment. Probationary and indefinite appointments are granted only under exceptional circumstances.

7.2.3 Academic Staff Promotions/Reclassifications
Three prefixes are defined for most Academic staff titles in the Category "A" professional series. Prefix levels reflect successfully greater experience, expertise and applied ability in a particular specialty area. Progression through the prefixes (associate, no-prefix, senior) is defined as a promotion.

The program manager and director series have functional levels which reflect differences in the complexity of the program or department; differences in the degree of supervision that may be required to manage programs or departments 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 or director categories. A change in the level of the position is done through a review of the changes in the duties and responsibilities of the position and is called a reclassification.

7.2.4 Academic Staff Performance Evaluations
Every Category "A" and Category "B" research academic staff member shall undergo performance evaluation annually. The results of the evaluation shall be made available to the academic staff member and provision shall be made for the academic staff member to respond formally for the record to the results of the evaluation. Results of the evaluation may be used for a variety of purposes, including, but not limited to, the determination of merit salary adjustments, and, in the case of renewable fixed term appointees, subsequent appointments to their position.

Category "B" instructional academic staff will be evaluated each term by their respective academic units.
7.3 FACULTY PERSONNEL RULES

UW System Faculty Personnel Rules are presented in the Wisconsin Administrative Code, Chapters 1 through 6. UW-Superior specifications to these rules have been approved by the Board of Regents, and appear with the UW System Rules in Appendix A.

7.4 FACULTY APPOINTMENTS

7.4.1 Contract Length
Faculty appointments are typically made for the academic year (39 continuous weeks). Summer session, overload and other short-term appointments are made as needed on a case-by-case basis consistent with UW System guidelines in Academic Planning Statement 4 (see ACPS 4 or go to http://www.uwsa.edu/acadaff/acps/acps4.pdf). Full-time summer compensation, for those appointed, is two-ninths of the academic year salary.

7.4.2 Annual Performance Review
Faculty performance (in the areas of teaching, scholarship and service) is evaluated each year. The process and procedure for this evaluation is determined by each department, in consultation with the Dean, and is subject to Faculty Senate approval. The annual review includes peer and student evaluation, is conducted in a face-to-face format, and is based on performance objectives determined by the department. Faculty members are apprised of their performance expectations at the time of hire and in each annual review. Results of the annual review are used to determine salary increases, and to provide information for retention, promotion, and post-tenure review decisions.

7.4.3 Retention and Tenure
For faculty holding probationary appointments, each year a retention decision is made by the department and the chancellor. After several consecutive positive retention decisions (the length of the probationary period is established at the time of hire, and is no more that seven years for full-time faculty), a faculty member may be granted tenure by the Board of Regents. The policies and procedures governing the retention and tenure process are contained in UWS Chapter 3.

7.4.4 Rank Definitions and Descriptions

7.4.4.1 Minimum Qualifications
Minimal educational preparation and experience requirements for each of the four faculty ranks are given below.

**Instructor:** Master's degree in an appropriate discipline, or equivalent.

**Assistant Professor:** Earned doctorate or Master of Fine Arts degree in an appropriate discipline, or equivalent*.

**Associate Professor:** Earned doctorate or Master of Fine Arts degree in an appropriate discipline, or equivalent, and a minimum of five years teaching or equivalent experience.

**Professor:** Earned doctorate or Master of Fine Arts in an appropriate discipline, or equivalent, and a minimum of ten years teaching or equivalent experience.

Faculty must serve at least five years in a given rank before being eligible for promotion to the next rank.

*The terminal degree is a necessary condition for a positive tenure decision.
7.4.4.2 Performance and Achievement Expectations
In addition to the minimal degree and experience requirements, individuals who hold the various faculty ranks are expected to pursue and achieve the following levels of performance. Appropriate scholarship and service activities are defined by each department/program in consultation with the Dean of Faculties.

**Instructor:** A faculty member with a commitment to high quality teaching who is a contributing member of the department.

**Assistant Professor:** A faculty member with a commitment to high quality teaching and to developing a program of scholarly activity who is a contributing member of the department and a participant in university and professional service.

**Associate Professor:** A faculty member who is respected for excellence in teaching, who has an established program of scholarship and who takes an active role in service to the department, university or the profession.

**Professor:** A faculty member who is respected for excellence in teaching, who maintains a continuing program of scholarship and who provides leadership in service to the department, university or the profession.

7.4.5 Promotion Procedures
Early each fall semester, the Provost/Vice Chancellor shall send a list containing the names of faculty who meet the minimum promotion requirements (promotion eligibles) for each rank to the Dean of Faculties and the Department Chairs. At this time the Provost/Vice Chancellor shall announce in the University Bulletin that faculty members wishing to be considered for promotion in rank should contact their department chair regarding their eligibility and intent. Faculty who decide to become candidates for promotion should begin assembling a dossier of materials for consideration by the departmental review committee.

The Department Chair shall provide forms, guidelines and other information to be used by the candidate in preparing materials for peer review. The Promotion Committee shall hold an informational meeting to advise candidates on the process and the preparation of their dossiers. The departmental review committee shall notify candidates in writing at least seven days in advance of the date and time of the meeting. Candidates may make oral presentations to the departmental review committee. The departmental committee shall notify the candidate of its decision within seven days of the meeting. In the case of a positive decision, the departmental committee shall forward its recommendation to the Promotion Committee.

The Promotion Committee serves in an advisory capacity to the Chancellor. The Promotion Committee reviews recommendations advanced by departments and using both general performance and achievement expectations (See section 7.4.4.2 of the Staff Handbook), and specific departmental criteria, evaluates a candidate’s accomplishments and makes promotion recommendations to the Chancellor. Candidates are notified in writing within seven (7) calendar days of the Committee’s recommendation.

A candidate denied recommendation for promotion may file a written request with the Provost/Vice Chancellor (who chairs the Promotion Committee) asking for reasons for the recommendation. A department or candidate may file a written request with Provost/Vice Chancellor for reconsideration of a denied promotion recommendation within 30 days of written notice of the recommendation. Requests for reconsideration shall be based upon violations of specified procedures or failure to consider pertinent
evidence. The Promotion Committee shall provide a written reconsideration decision to the department, the candidate and the Chancellor.

As in all matters, faculty members who believe their case was not fairly considered may file a complaint or grievance under the provisions of UWS 6.01 or UWS 6.02.

The Chancellor makes the final promotion recommendations to the Board of Regents.

7.4.6 Post-tenure Review
The performance of each tenured faculty member is reviewed in a comprehensive fashion at least every five years. The department, in consultation with the Dean of Faculties, determines the procedure and timetable for this comprehensive review.

7.4.7 Faculty Sabbatical Program
The faculty sabbatical program is designed to enable faculty to engage in a one or two semester leave for intensive study so that they may become more effective teachers and scholars and to enhance their service to the university. Faculty with six or more years of full-time service who are interested in a sabbatical leave should apply to the Sabbatical Selection Committee by October 1st of the year prior to the proposed leave. Complete details of the eligibility requirements and selection process can be obtained from the Dean of Faculties or found at http://www.uwsa.edu/acadaff/acps/acps3-3.htm

7.4.8 Emeritus Status
Emeritus status may be conferred by the Chancellor, upon recommendation of the appropriate department and the Dean of Faculties, to individuals retiring from a tenured faculty position. Emeritus faculty are entitled to the use of the library and other university facilities including office space when, and if, it is available.

7.4.9 Adjunct or Clinical Faculty Status
Many academic programs utilize the services and expertise of professionals in the community who do not hold regular university appointments. In these cases, upon the recommendation of the appropriate department and Dean of Faculties, such individuals may be granted adjunct or clinical faculty status. These appointments are non-remunerative academic staff appointments that carry no tenure and require no probationary period. Appointees to the adjunct or clinical faculty will be issued a university identification card and will be granted limited use of specified university facilities such as the library, campus network, and other facilities required to conduct activities related to their appointment.

7.5 RIGHT OF APPEAL: PETITION PROCEDURES

Legislation has been enacted which requires a particular notice to parties to any decision that is adverse to them and that is subject to the provisions of Chapter 227, Wis. Stats., the State's administrative procedure act.

The notice requirement applies to a number of types of proceedings in the UW System. Two prominent examples are a final decision in an appeal from a nonrenewal that is adverse to the faculty member involved and an appeal from a classification of a student as a non resident for tuition purposes that upholds the non-resident classification. At the time a final written decision is rendered, it should include language as follows: You have a right to petition (name of decision maker, e.g., Chancellor or hearing body) in writing within 20 days of service of this decision, under Section 227.12 (1), Wis. Stats. Services of this decision occurs on the date of mailing. The petition must specify in detail the grounds for the relief sought and supporting authorities.

In addition, you have a right to petition for judicial review of this decision, under Sec. 227.16 (1), Wis. Stats. Unless a rehearing is requested under Sec. 227.12, petitions for review under Sec. 227.16 (1)(a) shall be served and filed within 30 days after service of
the order finally disposing of the application for rehearing, or within 30 days after the final disposition by operation of the law of any such application for rehearing. The 30-day period for serving and filing a petition under Sec. 227.16(l)(a) commences on the day after personal service or mailing of this decision. Such a petition must name the Board of Regents of the University of Wisconsin System as a respondent.

7.6 PROFESSIONAL CODE OF ETHICS

Because of our desire to support the highest moral and academic standards of the academic profession, and in order that we shall abide by the State of Professional Ethics of the American Association of University Professors and the Principles of Professional Ethics of the Association of University of Wisconsin Faculties, we, the Faculty of the University of Wisconsin-Superior, affirm:

That our primary responsibility to our disciplines is to seek the truth. We acknowledge the principle that freedom of expression and academic freedom are safeguards conditioned by the duties inherent in our responsibility and in the concept of professional integrity.

As teachers and scholars we encourage the free pursuit of learning by our students, hold before them the best scholarly standards of our disciplines, demonstrate respect for them as individuals, and at all times adhere to our proper role as intellectual guides and counselors. We will make every effort to insure that the evaluation of our students reflects their true merit. We will respect the confidential nature of the relationship between teacher and student, and avoid any exploitation of students for our private advantage. We will support the right of our students to peaceable assembly, association and due process of law and encourage appropriate student involvement in university governance.

As colleagues at all times present our professional qualifications accurately and honestly, acknowledge the obligations that derive from common membership in the community of scholars, respect and defend the right of free inquiry of our associates, show respect for the opinions of others, acknowledge our indebtedness to other scholars, strive to be objective in our professional judgment of colleagues, and encourage the reconciliation of conflicts between colleagues through private consultation and/or through the use of procedures internal to the university or to the profession.

As members of this university we will seek above all to be effective teachers and scholars. We will at all times observe the stated regulations of this university; we will abide by these regulations, since we believe that regulations are necessary for the common good and efficient operation of the university, provided they do not contravene our academic freedom. We reserve our right to criticize university regulations and to work in an orderly way for their revision. When considering the interruption or termination of our services, we will recognize the effect of our decision upon the program of the university and we will give due notice of our intentions. We will accept our share of faculty responsibility for the governance of the University.

As members of a community we maintain the rights and obligations of any citizen. We reserve the right to participate freely in party politics and in the formulation of public policies at all levels of government. We believe that we bestow honor both upon the university and our profession by participation in community affairs. We will at all times distinguish between our personal views and our professional opinions as representatives of the university. When we speak or act as private individuals we shall avoid creating the impression that we speak or act for the university. As citizens engaged in a profession that depends upon freedom for its health and integrity, we believe that we have a particular obligation to promote conditions of free inquiry and public understanding of the concept of academic freedom. For more information about the UWS Code of Ethics, refer to the Wisconsin Administrative Code, Appendix D.
7.7 RESPONSIBLE CONDUCT OF RESEARCH

The Research Administrator in the Grants and Research Office will take the lead in notifying faculty of their obligation to ensure their student and postdoctoral researchers receive appropriate training in responsible conduct of research as part of their research project. In turn, faculty mentors will contact appropriate students and postdoctoral researchers to inform them about responsible conduct of research training and timelines for successful completion.

7.8 OUTSIDE ACTIVITY REPORTING

See Appendix D, p. 2, Chapter UWS 8 Unclassified Staff Code of Ethics. It is the policy of the University of Wisconsin System to require a report from all faculty and academic staff who engage in remunerative outside activities in their field of professional interest whose appointments are half-time or more for the period under contract to the UW System. If you have a joint appointment, you must file a report for each department/unit. Your report covers activities that occur during the full year, even if you were not under contract to the university for part of that time. You should discuss with your dean or director any activities that may present carryover questions of conflict with your responsibilities during your contract period.

For more information about reporting outside activities, see Appendix D or go to http://www.uwsuper.edu/hr/forms/upload/Guidelines-Activities.pdf.

7.9 EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

UW System Guidelines

It is the policy of the University of Wisconsin System and UW-Superior to adopt and support measures designed to prevent and eliminate discrimination against employees and prospective employees of the University of Wisconsin System on the basis of race, color, religion, sex, national origin, age, or creed, ancestry, gender, Vietnam Veteran status, marital status, disability, sexual orientation, political affiliation, arrest record, correction record not related to the job, or membership in the National Guard, State Defense Force, or any other Reserve component of the Military Forces of the United States or this state. As a part of this policy the University of Wisconsin System is committed to the implementation of affirmative action employment programs to recruit, employ, and promote qualified women and minorities. The University continues to take steps as may be necessary to accelerate the final elimination of any and all vestiges of discrimination because of race, color, religion, sex, national origin, age, or disability that may still exist in the employment policies, practices and/or procedures of the University of Wisconsin System.

For basic requirements see http://www.uwsuper.edu/affirmativeaction/policies.cfm

7.10 NEPOTISM POLICY

No member of the unclassified staff may participate, formally or informally, in the decision to hire, retain, grant tenure to, promote or determine the salary of a member of his or her immediate family. 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.
7.11 SEXUAL HARASSMENT

7.11.1 Policy Statement
It is the policy of the University of Wisconsin-Superior that the sexual harassment of any member of the university community by another is intolerable behavior and contrary to the maintenance of a positive, educational and employment environment. The University of Wisconsin-Superior is concerned with eliminating discriminatory or sexist behavior and encourages its employees and students to strive towards the eradication of such attitudes and behavior.

7.11.2 Definition
"Sexual Harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. "Sexual Harassment" includes conduct directed by a person at another person of the same or opposite gender. "Unwelcome verbal or physical conduct of a sexual nature" includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee’s work performance or to create an intimidating, hostile or offensive work environment.

7.11.3 Explanation
Engaging in sexual harassment; or implicitly or explicitly making or permitting acquiescence in or submission to sexual harassment a term or condition of employment; or making or permitting acquiescence in, submission to or rejection of sexual harassment the basis or any part of the basis for any employment decision affecting an employee, other than an employment decision that is disciplinary action against an employ for engaging in sexual harassment in violation of this paragraph; or permitting sexual harassment to have the purpose of effect of substantially interfering with an employee’s work performance or of creating an intimidating, hostile or offensive work environment. Under this paragraph, substantial interference with an employee’s work performance or creation of an intimidating, hostile or offensive work environment is established when the conduct is such that a reasonable person under the same circumstances as the employee would consider the conduct sufficiently severe or pervasive to interfere substantially with the person’s work performance or to create an intimidating, hostile or offensive work environment.

A concerted effort must be made to protect employees and students from sexual harassment, and to rid the University of Wisconsin-Superior of such conduct. Prohibition against sexual harassment does not include limitations on mutually agreeable sexual activity as describe in the University of Wisconsin-Superior consensual relations policy statement or free expression of ideas professionally relevant to the subject matter of an academic or work related activity.

7.11.4 Implementation
For a complete copy of the discrimination/sexual harassment policy and complaint procedures see http://www.uwsuper.edu/hr/policies/harassment.cfm or contact the Affirmative Action Officer.

7.11.5 Sexual Harassment of Employees
A university employee who believes that he/she is a victim of sexual harassment should contact the Affirmative Action Officer. The Affirmative Action Officer will provide information about the Sexual Harassment Policy and Procedure. The Affirmative Action Officer will instruct the complainant that he/she may proceed with the complaint in the following ways. The complainant may attempt to resolve the
complaint informally with the assistance of the Affirmative Action Officer. If attempts
to resolve the complaint informally are not successful, the complainant has the option
to file a grievance.

All consultations are confidential and no written records will be kept unless the
complainant chooses to file a written complaint. No action will be taken by the
Affirmative Action Officer without the complainant's written consent. Under Wisconsin
Open Record Law, 19.31 to 19.39 of the State Statutes, copies of complaints, with
personally identifiable information removed, must be furnished upon request. For
further information regarding the procedures and steps to submit a formal complaint
of sexual harassment, go to http://www.uwsuper.edu/hr/policies/harassment.cfm

7.11.6 Education
The Educational Opportunity and Affirmative Action Committees are responsible for
the dissemination of information about the Sexual Harassment Policy and
Procedures. These committees will jointly establish and implement programs
designed to educate members of the university community on the subject of sexual
harassment and to make them more sensitive to its forms and damaging
consequences.

This UW-Superior policy on sexual harassment is in accordance with Title VI, Civil
Rights Act of 1964; Executive Order 63, signed by Governor Lee S. Dreyfus on
March 5, 1981; and the Board of Regents Policy of May 7, 1981.

7.12 Title IX Responsibilities

Title IX of the Education Amendment of 1972 states: "No person ... shall, on the basis
of sex, be excluded from participation in, be denied the benefits of, or be subjected to
discrimination under any education program or activity receiving federal financial
assistance..."

The Policy and complaint procedure can be found at
http://www.uwsuper.edu/hr/policies/harassment.cfm.

Title IX Grievance Procedures
For a list of procedures see http://www.uwsuper.edu/hr/policies/harassment.cfm.

7.13 WHISTLEBLOWER LAW

The 1983 Wisconsin Act 409, known as the "Whistleblower Law", provides
procedures and protections for state employees who may wish to disclose
information about a violation of any state or federal law, rule or regulation;
mismanagement or abuse of authority in state and local government; a substantial
waste of public funds; or a danger to public health and safety. The Act prohibits any
retaliatory disciplinary action against an employee who discloses information
regarding improper activities in state governmental units including the University of
Wisconsin Superior, and outlines the procedures the employee must follow to obtain
protection against employer retaliation. To obtain the protections under the Act, the
employee shall either disclose the information in writing to his or her supervisor or a
governmental unit designated by the State Personnel Commission. This requirement
does not apply if an employee is disclosing information to his or her attorney,
collective bargaining representative, or legislator. If a governmental unit conducts a
full investigation, it shall keep the identity of the employee confidential if it is
reasonably possible to do so. For further information on the law, it is suggested that
you contact the Office of Human Resources (394-8220) where you may also obtain a
copy of Wisconsin Act 409.
7.14 DRUG-FREE WORKPLACE

Congress has enacted the Drug-Free Workplace Act of 1988, which places certain responsibilities on the University of Wisconsin-Superior as the recipient of federal grants and contracts. Pursuant to the federal requirements and in keeping with current university policy, all employees are reminded that rules, policies and practices prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances on all university property and work sites. Any employee who engages in any of these actions on university property or the work site or during work time may be referred to counseling or treatment, and may be subject to disciplinary action up to and including discharge. Under the requirements of the federal law, employees who are convicted of any criminal drug statute violation occurring in the workplace must notify their supervisor within five days of the conviction if the employees are employed by the university at the time of the conviction. In addition, under the requirements of the Drug-Free Schools and Communities Act, institutions of higher education must provide employees with notice of the applicable state and federal sanctions for unlawful possession or distribution of illicit drugs and alcohol. Employees who have problems with alcohol or controlled substances should be encouraged to voluntarily seek counseling or treatment programs. Early diagnosis and treatment of chemical abuse is in the best interests of the university and the employee. The University of Wisconsin-Superior has an established employee assistance program which is available to assist employees in this area. Questions regarding the Federal Drug-Free Workplace Act can be directed to the Human Resources Office. State and federal sanctions are located at http://www.uwsuper.edu/studentconduct/policies/alcohol-drugs.cfm.

7.15 CONSENSUAL RELATIONSHIPS

It is in the interest of the UW System to provide clear direction and educational opportunities to the university community about the professional risks associated with consensual romantic and/or sexual relationships in which there is a definite power differential between the two parties. These relationships are of concern for two reasons.

1. Conflict of Interest
   Conflicts of interest may arise in connection with consensual romantic and/or sexual relationships between faculty or other instructional staff and students, or between supervisors and subordinates. University policy and more general ethical principles preclude individuals from evaluating the work or academic performance of others with whom they have intimate familial relationships, or from making hiring, salary or similar financial decisions concerning such persons. The same principles apply to consensual romantic and/or sexual relationships, and require, at a minimum, that appropriate arrangements be made for objective decision-making with regard to the student, subordinate or prospective employee.

2. Abuse of Power Differential
   Although conflict of interest issues can be resolved, in a consensual romantic and/or sexual relationship involving a power differential the potential for serious consequences remains. Individuals entering into such relationships must recognize that:
   a. the reasons for entering a relationship may be a function of the power differential;
b. where power differentials exist, even in a seemingly consensual relationship, there are limited after-the-fact defenses against charges of sexual harassment; and

c. the individual with the power in the relationship will bear the burden of accountability.

7.151 Implementation:
This statement was developed in consultation with the faculty, academic staff and student governing bodies and is published in the faculty/staff and student handbooks. Additionally, the statement will be published in a public University forum at least once a year. Romantic and/or sexual relationships involving conflict of interest are unacceptable at the University of Wisconsin-Superior. This statement has been developed to ensure that members of the University community are alerted to the potential for abuse in power differential relationships, even where conflict of interest issues have been resolved.

7.152 Procedures:
UW-Superior recognizes that the conflict of interest inherent in a consensual romantic or sexual relationship where there is a power differential affects its obligation to provide equal employment and educational opportunity. Therefore, UW-Superior requires that:

a. the person in the more powerful position, upon realization of the relationship, report it immediately to the Department Chair, Provost, or Supervisor so that alternate arrangements for the evaluation of the less powerful person in the relationship can be made;

b. alternate arrangements be made within fifteen calendar days;

c. a record of such reports, including the nature of the conflict and the alternate arrangements made be kept and maintained within the unit with a copy provided to the Office of Affirmative Action; and those records be confidential, but available as evidence in the processing of possible related sexual harassment complaints in the future.

Approved by Chancellor Erlenbach, 5/13/99
8. UNCLASSIFIED STAFF BENEFITS

This chapter includes information on staff benefits and related matters for unclassified staff: faculty, academic staff, and limited appointees.

8.1 ABSENCES AND LEAVES

8.1.1 System Guidelines of Paid Vacations and Holidays for Annual Appointments

UW System Policy

A. Annual (12 months) appointments include provision for vacation entitlement with pay to be taken at the convenience of the employing institution. Academic year (9 month) appointments are made without vacation allowance, but do allow for paid holidays described in F.

B. Definition of Vacation Entitlement

Full-time annual-basis staff members shall accrue a paid vacation entitlement of 176 hours per year or at a rate of 14.7 hours a month. Part-time appointments receive a prorated portion. Vacation accrual and allocation occurs on a fiscal year basis (July 1 - June 30).

Eligibility for sick leave and vacation leave is contingent upon eligibility for participation in the Wisconsin Retirement System: a minimum of one year's service in a position that is at least one-third of full-time.

C. When Annual Leave May be Taken

In determining annual leave requests, the wishes of the employee shall be respected insofar as the needs of the department will permit.

D. Vacation Carryover

Under special circumstances unused vacation may be carried over to the next fiscal year. However, the unused vacation carried forward must be used within the next fiscal year or it will be forfeited.

E. Vacation Options

Annual staff who have completed ten (10) or more years of service may reserve up to five (5) days (40 hours) of vacation each fiscal year (or prorated amount for part-time employees) in an Annual Leave Reserve Account (ALRA). Vacation/annual leave accumulated in the Annual Leave Reserve Account may be used at any time.

Staff who have completed 25 or more years of service may elect to receive up to 5 days (40 hours) of vacation earned in the fiscal year (prorated portion for part-time employees) in the form of a cash payment.

F. Vacation Credits Upon Termination

Annual appointees who terminate their employment within the System will be paid for unused vacation. Overuse of vacation will result in a deduction. If the appointee is to be employed by another UW System Institution or Wisconsin state agency, the hiring agency may either assume the appointee's vacation entitlement in return for an earlier starting date or it must allow the appointee to utilize accrued vacation credits prior to employing the individual.

Staff members whose appointments are supported by extramural funding must use their accrued vacation prior to the expiration of their appointments. The University does not have funds to pay for vacation days after such funding has expired.
G. Holidays

The following days have been established as holidays, when offices of state government are not required to be open for business:

January 1
Martin Luther King's birthday, the third Monday in January
Memorial Day, the last Monday in May
July 4
Labor Day, the first Monday in September
Thanksgiving; the fourth Thursday in November
December 24
December 25
December 31

If the legal holiday falls on Sunday, the University will be closed on the following Monday. If the legal holiday falls on Saturday, another day of leave shall be granted to all annual (12 month) basis appointments. An additional day of leave is granted when December 24 and December 31 fall on a Sunday. This additional leave must be used within the fiscal year or it will be forfeited.

H. Floating Holidays

In addition to the above, annual appointees are granted three and one-half days of paid leave each fiscal year as a non-cumulative floating holiday. Unclassified staff with less than a fulltime appointment shall receive a prorated share of these floating holidays.

I. Records

Annual leave/floating holidays will be reported monthly to the Office of Human Resources which will maintain the official vacation accrual and use records.

8.2.3 Jury Duty

An employee summoned to jury duty during regularly scheduled work hours does not have to use vacation or sick leave time. An employee receives his/her regular salary in addition to any pay that he/she may be given as a juror. An employee is expected to report to work when not needed for jury duty.

8.2.4 Leave of Absence Without Pay

The University provides for leave of absence without pay when such a leave enhances a faculty or academic staff member's teaching effectiveness, enlarges his/her scholarly usefulness, or strengthens the University's academic program. Leave may be granted for a period of not more than one year, except that a leave may be extended for one additional year upon request. Normally, a person will not be allowed to take more than two years of leave in a five-year period.

When granted to a probationary faculty member, a leave will not be considered as an interruption of service in the University but shall not be considered as counting toward tenure.

A faculty member should apply for leave, or make known his/her intention concerning leave plans, at a reasonable time in advance so that the University can make plans for her/his possible absence. A statement of justification for a leave request or request for an extension of leave should outline the benefits which will accrue to the individual and the University if leave is granted. The application for leave or extension of leave should be accompanied by the recommendations of the Department Chairperson and the Vice Chancellor. Final action on all applications for leave is the prerogative of the Chancellor of the University.

A faculty member has an obligation to return to the University for further service following a leave of absence unless other arrangements are mutually agreed upon.
When a leave is granted, it shall not interfere with the faculty member's opportunity for promotion or increase in salary.

Nothing in the Policy should be considered to preclude the right of the administration of the University to grant a faculty member a leave for compelling personal reasons.

8.2.5 Military Leave
Staff members are eligible under 1975 Assembly Bill 222, Section 65.16.30 (3) (a) to be granted military leave with pay. For specific details concerned individuals should contact the Office of Human Resources.

8.2.6 Personal Leave
Faculty and academic staff members taking leaves for personal reasons should confer with the Department Chairperson or supervisor, and the Provost/Vice Chancellor in determining whether salary payment can be made for the period of leave. While the State has provisions for sympathetic leaves, these cover limited personal obligations.

8.2 SICK LEAVE/FMLA
See http://www.uwsa.edu/hr/upgs/upg10.pdf for the complete Unclassified Personnel Guideline (UPG) #10 covering leaves.

An appointing authority may require a medical certificate to justify the granting of sick leave.

8.2.1 Policy Statement
Paid sick leave is a significant fringe benefit for a UW System unclassified employee. It is provided in accordance with Section 36.30. Wis. Stats., Chapter UWS 19, Wis. Adm. Code and consistent with the Federal Family Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act (WFMLA).

Other state statutes affecting sick leave provide that:

Accumulated sick leave is converted at the current rate of pay to an account to pay health insurance premiums upon the retirement, death or layoff of an insured employe.

Conversion of sick leave will occur on the effective date of the annuity or lump sum payment. Conversion will be at the employee's basic rate of pay immediately prior to termination of all creditable service.

Sick leave record keeping requirements subject to the approval of the Department of Administration must be met in order to avoid limits on the amount of sick leave that may be converted to pay health insurance premiums.

Faculty and academic staff, retiring with a minimum of 15 years of service, are eligible for supplemental sick leave credits added to your existing sick leave balance. This benefit also allows, within limitations, the restoration of an additional 500 hours credit resulting from single illness occurring in your final three years of employment.

8.2.2 Eligibility for Sick Leave
All faculty, academic staff, and limited appointees earn sick leave while in pay status unless the following conditions apply:

1. The Faculty and academic staff who are not expected to work at least one-third (440 hours) of what is considered full time employment, or
2. The employe's duration of employment is less than one year.

8.2.3 Accrual of Sick Leave
Staff members whose "initial appointments" are for nine months or more shall be granted 22 working days of sick leave upon which they may draw. After 1 1/2 years of service, additional non-lapping leave is earned by such members at the rate of 1 day per month for persons holding annual appointments and 6 days per semester for persons who hold academic year appointments with a maximum annual
accumulation limited to not more than 12 days. Unused sick leave shall accumulate from year to year in the staff member's account.

Except for the 22 days of sick leave granted to the staff member upon initial appointment, sick leave may be taken only after it has been earned (i.e., it may not be anticipated). A staff member who uses paid sick leave remains in pay status and continues to accumulate sick leave. 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.

Pro-ration of Accumulated Sick Leave

Initial entitlement and accumulation of sick leave as specified in the preceding section assumes full-time appointment of 9 months or more. Part-time appointees have an initial entitlement, earn and are charged sick leave in proportion to the percent of their appointment.

8.2.4 Use of Sick Leave

Faculty and academic staff of the University of Wisconsin System use their accumulated sick leave for:

Absence due to personal illness, injury, disability, pregnancy or adoption;

Attendance upon an immediate family member whose health or medical condition requires the employee's direct care; and

The death of an immediate family member. ("Immediate family member' includes employee's spouse, parents and children of an employee, an employee's and employee's spouse's immediate family members, grandparents, grandchildren, aunts and uncles, brothers and sisters and their spouses, children over the age of 18 and their spouses and any other relative who resides in the same household as the employee.) Special Circumstances Governing Use of Sick Leave:

Sick Leave During Summer and/or Inter Sessions

Faculty and Staff appointments whose basic appointments are for nine months or more and who, under contract, teach in the summer session are covered by sick leave provision. This eligibility begins on the first day of summer session and ends at its conclusion. Sick Leave and/or colleague coverage may only be charged while the individual is in pay status. No additional sick leave accrues during summer session employment.

Sick Leave During Winter and Spring Sessions Breaks

Nine (9) month faculty and academic staff appointments are in pay status during winter and spring session breaks and are required to fulfill their university obligations and/or educational pursuits. If, due to illness, they are not able to fulfill their academic obligations/educational pursuits, sick leave must be charged.

Relationship of Sick Leave to Income Continuation Insurance

Paid sick leave benefits stop when income continuation insurance benefits begin.

8.2.5 Categorization of Employees and Methods of Determining Amount of Sick Leave to be Charged

1. Sick leave shall be reported in either one-half or full day increments. Reported sick leave may not exceed 40 hours for a given week. Unclassified employees holding less than full-time appointments report sick leave based on actual hours used.

2. For the purposes of collecting and reporting sick leave, each full-time unclassified employee will designate a work week consisting of 40 hours as required by state statute Chapter §40.05 (4)(bp)(3a). The work week will be pro-rated for less than a full time appointment. The work week will include all scheduled classes, office hours and research, as well as other regular University meetings and activities. The work week will be defined by either (a) automatic consent to the standard business week
Monday through Friday from 7:45 AM to 4:30 PM or (b) by mutual agreement, in writing, with the department chair and in accordance with the Fair Labor Standards Act (FLSA). FLSA defines a normal work week to consist of 40 hours worked within a fixed and regularly reoccurring period of seven consecutive 24 hour periods. Hours worked per day may vary providing the sum total equals at least 40 hours during the designated 7-day period.

8.2.6 Amount of Sick Leave to be Charged
Sick leave for full-time unclassified employees shall be charged in units of one-half days for full-time appointments. Absence of one quarter day up to three fourths day shall be charged as one half day. Absence of three-fourths day up to one and one-quarter day shall be charged as one day. Employees with less than full-time appointments and the exception noted in 8.2.6(2) above may report actual hours absent.

The rate of sick leave compensation shall be calculated on the employee’s base salary, on the date(s) the sick leave is used.

8.2.7 Reporting Sick Leave
A report, summarizing sick leave usage for each employee, must be signed by the department chair, designee or supervisor. The report or its contents must be transmitted to a divisional or campus-wide office at least once per month. A report must be submitted for each unclassified employee regardless of whether sick leave was used.

Each unclassified employee must be provided with a report of his/her official sick leave balance at least once each month. This process should allow for review by the unclassified employee for accuracy of the record.

8.2.8 Coordination of University Sick Leave Guidance with the Wisconsin Family Medical Leave Act (WFMLA) and the Federal Family Medical Leave Act (FMLA)
The WFMLA and FMLA guarantee employees specified periods of leave when necessitated by family events or personal illness or injury. The employee may sometimes use sick leave during this leave.

A. Wisconsin Family Medical Leave Act. An employee qualifies for WFMLA if he or she has worked for the state for more than 52 consecutive weeks and for at least 1,000 hours during the preceding 52-week period. The employee may use any accrued leave, including sick leave, to cover absences granted under WFMLA. Under the WFMLA, leave is available as follows:

Two (2) weeks medical leave per year for personal illness/injury.

Two (2) weeks family leave per year to care for a child, spouse, or parent (including natural parent, foster parent, treatment foster parent, adoptive parent or legal guardian of the employee or the employee's spouse) with a serious health condition.

Six (6) weeks family leave for the birth of a child, adoption or placement of a child as a condition for adoption. This leave must begin not earlier than 16 weeks prior to and not later than 16 weeks after the qualifying event. If both parents work for the state, both are eligible for 6 weeks of family leave under this provision.

The year is the fiscal year for unclassified employees.

The employee may schedule leave for his or her own personal illness or injury as medically necessary. The employee may schedule family leave "after reasonably considering the needs of his or her employer"(s. 1 03.10(3)(c), Wis. Stats.). Family leave may be taken intermittently or as a partial absence, but the employee must schedule such intermittent or partial leave so it does not unduly disrupt the employer's operations.

The period immediately following the birth of a child when the biological mother is physically unable to work is not considered family leave. A birthing mother may take
two weeks medical leave under WFMLA in addition to six weeks family leave to care
for the newborn. All of this leave can be covered by sick leave.

University policy for absences due to illnesses of the employee or family member are
more generous than the two-week allocation under WFMLA. A birthing mother can
generally take up to six weeks (per doctor's orders) to recover from child birth.

B. Federal Family Medical Leave Act. An employee qualifies for federal FMLA if he
or she has worked for the state for at least 12 months and has worked at least 1,250
hours during the previous 12 months. Under federal rules, full-time faculty members
and other exempt employees are deemed to meet the 1,250-hour standard unless
the employer can clearly show that the employee did not work 1,250 hours during the
prior 12 months. Paid leave, such as vacation and sick leave, does not count toward
the 1,250 hour requirement. Under FMLA, the employee may take up to 12 weeks of
leave per year on a full-time, part-time, or intermittent basis for one or more of the
following reasons:

1. For the employee's serious health condition that makes the employee unable to
   perform the functions of the employee's position.

2. To care for the employee's child, spouse, or parent (but not the spouse's parent)
   with a serious health condition.

3. For the birth, adoption, or placement of a child for foster care.

An employee who is exempt from the Federal Fair Labor Standards Act may report
unpaid leave taken under federal FMLA in less than full day increments without
affecting his/her exempt status.

Leave entitlements under WFMLA and FMLA run concurrently. When the new fiscal
year (calendar year for classified employees) begins, the employee may qualify for a
new leave entitlement, depending on the hours worked in the previous year.

8.3 EMPLOYEE ASSISTANCE PROGRAM

The UW-Superior Employee Assistance Program provides the first
counseling/assessment session with a professional counselor at no charge. The EAP is
available to assist employees with problems that may impact their effectiveness on the
job. The program includes family members as well, since family problems may have
detrimental effects on one's ability to work effectively. Some of the common concerns
are: stress or burnout; marriage, family or parenting difficulties; alcohol or drug abuse;
emotional or mental health issues; financial and/or legal difficulties; work-related
problems; adjusting to injury, illness, retirement, etc.; grief and loss. If additional
assistance is indicated after the initial problem-solving session, the EAP will help identify
other resources available within the limits of what they can afford. All EAP services are
absolutely confidential. No one at UW-Superior can access any information without the
employee's written signature on a Release of Confidential Information form, which
specifies what information, is to be released and to whom. The University contracts with a
local agency to provide these services. Call the Office of Human Resources, the Office of
Counseling and Health Services or review the benefits web site on the Office of Human
Resources Home Page for more information.

8.4 EDUCATIONAL ASSISTANCE PROGRAM

The University provides fee/tuition reimbursement to unclassified staff for authorized job-
related coursework and training to improve employee job performance. Approval must be
obtained in advance of the commencement of such coursework or training by completing
a form available in the Office of Human Resources or on the office "forms" web site.

Normally, no more than one course (up to five credits) or its training equivalent may be
authorized for an employee in any academic term. Ordinarily coursework will be taken on
the employee's own time. If the employer determines that the needed coursework is
available only during the employee's scheduled hours of service, a program of
proportional compensatory time may be worked out provided normal services of the
employing unit are not disrupted or impaired. Upon documented, successful completion of the course, the employee will be reimbursed for the agreed upon basic instructional fee/tuition charges and segregated fees if not waived, but not book and supply costs.

The course must result in a "grade" or other formal certification of completion. The staff member must be at least half time. Coursework may be taken at any state or private higher educational institution or VTAE district institution. Reimbursement for coursework at a private institution shall be limited to the rate of an equivalent course at a state institution.

Where the employer has directed training deemed essential to the continued effectiveness of an employee, that training may occur during scheduled work hours and should be paid for by the employer.

8.5 DEVELOPMENT OPPORTUNITIES

There are a number of development grants available through UW System and UW-Superior for participation in scholarly activities, teaching improvement or other activities beneficial to the staff member and the university. Information on these grants will be distributed to the staff in the University Bulletin, staff "digest", or memoranda.

8.6 WISCONSIN RETIREMENT SYSTEM (WRS), INSURANCES, EMPLOYEE REIMBURSEMENT ACCOUNT PROGRAM (ERA), TAX SHELTERED ANNUITIES, DEFERRED COMPENSATION, RETIREMENT POLICIES, SOCIAL SECURITY, WORKERS’ COMPENSATION, UNEMPLOYMENT COMPENSATION

See UW System Benefits Summary insert or go to http://www.uwsa.edu/hr/benefits for the most up-to-date information on these benefits.

WHERE TO GET MORE INFORMATION: Contact your campus Office of Human Resources to get detailed, personalized information. The UW System Administration web site can be consulted for any changes to this form: http://www.uwsa.edu/hr/benefits Master insurance contracts are available for inspection upon reasonable notice by contacting the UW System Office of Staff Benefits and Payroll Policy, 780 Regent Street, P.O. Box 8010, Madison, WI 53708-8010.

8.7 UNCLASSIFIED PAYDAY PROCEDURES

The unclassified payroll is paid once per month on the first. When the first falls on a Saturday or Sunday, the pay date shall be the previous Friday. If the first falls on a holiday, the pay date shall be the previous day. The exception to this policy is the pay date that would fall on New Years Day (January 1). To avoid tax-related problems, the pay date will be the next business day following the New Years holiday.

Employees working on annual appointments are paid every month. Individuals on academic year appointments are paid nine times beginning on October 1st and ending June 1st. Employees holding an appointment for a single semester have their salary divided into 4.5 payments. First semester appointments are paid October 1st through February 1st, with the February 1st check consisting of the half payment. Second semester appointments are paid February 1st through June 1st with the February 1st check consisting of the half payment.

All employees, whether receiving a paper check or participating in direct deposit, will receive a separate earnings statement via campus mail on or before each scheduled payday. If you are not normally on campus during routine office hours, you should check with your department regarding distribution of this statement.

8.8 DIRECT DEPOSIT

The University directs that all Employees participate in an electronic direct deposit program (ACH) for their payroll payments. UW-Superiors payroll is a segment of the
University of Wisconsin System's aggregate payroll. The payroll is processed on the Madison campus and issued by the State Treasurer's office. Direct deposit of paychecks is completed electronically to any financial institution in any state. The deposit is made at the opening of business on the morning of the scheduled payday.

8.9 VOLUNTARY PAYROLL DEDUCTIONS

In addition to non-voluntary deductions and voluntary insurance deductions, the following elections can be made. For further information, contact the Office of Human Resources.

Credit Union: Information on various payroll deductions for services provided by the Douglas County Credit Union, Superior Community Credit Union, and UW-System Credit Union can be obtained by contacting each institution. Deduction authorization forms can be obtained from either the Payroll Office or credit unions.

Parking: Deductions for parking permits are made each year at the beginning of the fall quarter on pretax basis. Public Safety sends out the information and deduction forms.

Savings Bonds: Deductions for U.S. Savings Bonds can be requested. Contact the Payroll Office for the deduction form.

A variety of charitable, campus co-curricular activity deductions are also available.
APPENDIX A

University of Wisconsin System Faculty Personnel Rules

with local

University of Wisconsin - Superior Specifications¹

### Chapters 1 - 6 of the Wisconsin Administrative Code:
Rules of the University of Wisconsin System Board of Regents
(Faculty Personnel Rules)

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Outside Activities (now in subsection 8.025)
Chapter UWS 1 DEFINITIONS OF TERMS USED IN UWS 1 TO 6

UWS 1.01 Academic staff.

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

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 1.02 Board of regents or board.

"Board of regents" or "board" means the board of regents of the University of Wisconsin System.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 1.03 Department.

"Department" means a group of faculty members recognized by the faculty and chancellor of the institution, and the board of regents, as dealing with a common field of knowledge or as having a common or closely related disciplinary or interdisciplinary interest.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 1.03 Department.

"Department" means a group of faculty members recognized by the faculty and chancellor of the institution, and the board of regents, as dealing with a common field of knowledge or as having a common or closely related disciplinary or interdisciplinary interest.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UW-Sup 1.03 Department.

In those personnel matters that these Rules delegate to the Department, the Department has the prerogative of organizing its internal procedures for the implementation of Rules under Sections UW-Sup 3 through UW-Sup 8, consistent with the limitations of this document.

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 s. UWS 3.01 (1) (c).

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

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.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 1.06 Institution.

"Institution" means any university, or an organizational equivalent designated by the board.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 1.07 University.

"University" means any baccalaureate or graduate degree granting institution.
UWS 1.08 Notice periods.

(1) When an act is required by these rules to be done within a specified number of days:

(a) Day shall mean calendar day.

(b) The first day shall be the day after the event, such as receipt of a notice or conclusion of a hearing.

(c) 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.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

Chapter UWS 2 FACULTY RULES; COVERAGE AND DELEGATION

UWS 2.01 Rules

Rules in chs. UWS 2 and 3 apply to all faculty appointments made on or after the effective date of these rules. Any person who holds a tenure appointment under former chs. 36 and 37, Stats. 1971 and related rules shall continue to hold tenure as defined under those chapters and related rules. Any person who holds a probationary appointment under former chs. 36 and 37, Stats. 1971 and related rules shall continue to enjoy the contractual rights and guarantees as defined under those chapters and related rules, and may elect to be considered for tenure according to the procedures existing under that appointment or under rules and procedures in effect at the time of consideration. The rules in chs. UWS 4 to 8 apply to all appointments to faculty positions regardless of whether the appointment preceded the adoption of these rules.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75; am. Register, January, 1986, No. 361, eff. 2-1-86.

UWS 2.02 Delegation

Rules and procedures developed pursuant to chs. UWS 3, 4, 5, 6, and 8 by the faculty of each institution shall be forwarded by the chancellor to the president and by the president to the board for its approval prior to their taking effect. Such policies and procedures, unless disapproved or altered by the regents, shall be in force and effect as rules of the regents.

History: Register, January, 1975, No. 229, eff. 2-1-75; am. Register, January, 1986, No. 361, eff. 2-1-86.

Chapter UWS 3 FACULTY APPOINTMENTS

UWS 3.01 Types of appointments

Appointments to the faculty are either tenure or probationary appointments. Faculty appointments carry the following titles: professor, associate professor, assistant professor, and instructor.

(a) "Tenure appointment" means an appointment for an unlimited period granted to a ranked faculty member by the board upon the affirmative recommendation of the appropriate academic
department, or its functional equivalent, and the chancellor of an institution via the president of the system.

(b) "Probationary appointment" means an appointment by the board upon the affirmative recommendation of the appropriate academic department, or its functional equivalent, and the chancellor of an institution and held by a faculty member during the period which may precede a decision on a tenure appointment.

(c) In accordance with s. 36.05 (8), Stats., academic staff appointments may be converted to faculty appointments by the action of the board upon the recommendation of the appropriate faculty body and the chancellor of an institution. Such faculty appointees shall enjoy all the rights and privileges of faculty.

(d) In accordance with s. UWS 1.05 members of the academic staff may be given faculty status. Members of the academic staff who have been given faculty status have employment rights under the rules and policies concerning

(e) A person holding a faculty appointment under ss. 36.13 and 36.15, Stats., shall not lose that appointment by accepting a limited appointment for a designated administrative position.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 3.02 Recruiting.

The faculty of each institution, after consultation with appropriate students and with the approval of the chancellor, shall develop procedures relating to recruitment of members of the faculty. The procedure shall be consistent with board policy and state and federal laws with respect to nondiscriminatory and affirmative action recruitment. The procedures shall allow maximum flexibility at the departmental, school and college levels to meet particular needs. In all instances the procedures shall provide for departmental peer review and judgment as the operative step in the recruiting process.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UW-Sup 3.02 Recruiting

(1) In this section, the personnel reporting line shall be as follows: Search and Screen Committee Chair, Department Chair, Vice Chancellor, and Chancellor. In addition, the approval of the Affirmative Action Officer shall be required prior to action by the Vice Chancellor at certain steps identified later in the process.

(2) All tenure track positions must be authorized initially or re-authorized by the Chancellor. Attached to the departmental request for authorization should be a preliminary position description.

(3) When authorization to fill the vacancy has been received, the department faculty peers shall identify the members of the search and screen committee and the committee chair. If the vacancy is partially funded by UW Extension, the Director, Center for Continuing Education/Extension, or designee, shall be identified as one member of the Search and Screen Committee, without voting rights. The Search and Screen Committee shall be composed of some, if not all, of the Department faculty peers, and may include the Department Chair. At the discretion of the Department faculty peers, other staff, students, or individuals may be invited to serve on the Search and Screen Committee. The Affirmative Action Officer must approve the membership of the Search and Screen Committee in terms of gender and race.

(4) A final position description shall be developed by the Search and Screen committee prior to announcing the vacancy. If the vacancy occurs during the summer and must be announced during the summer, the Department Chair or his/her designee shall develop the final position description.

(5) The Chair of the Search and Screen Committee shall be responsible for advertising the position vacancy. If the position is to be advertised during the summer, the Department Chair will have this responsibility. Position announcements shall include the statement, "The University of Wisconsin-Superior is an Affirmative Action/Equal Opportunity Employer". A copy of the announcement shall be forwarded to the Office of Human Resources.

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2 A peer shall be defined as a ranked member teaching at least half time in the Department or else one whose most recent appointment in the University as been made in the Department, except that administrators, including the Vice Chancellor, in the direct line of personnel recommendations originating at the Department level shall be excluded from participation in Department personnel recommendations originating with the peers. The Department Chair is a Department faculty peer.
(6) The Chair of the Search and Screen Committee shall receive all applications and nominations for the position and shall send the position description, other relevant information, and the Affirmative Action Verification Form to all applicants and nominees.

(7) The Chair of the Search and Screen Committee shall meet with the Affirmative Action Officer for instructions regarding the search and screen process. The Affirmative Action Officer will meet with the Search and Screen committee at its first meeting to provide information about affirmative action guidelines and procedures.

(8) The Search and Screen Committee will identify candidates to be interviewed for the position in terms of the approved position description and Affirmative Action guidelines. The Chair, Search and Screen Committee, will transmit those names according to the personnel reporting line to the Affirmative Action officer and the Vice Chancellor, along with the request for reimbursement of interview expenses.

(9) Any telephone communications with the suitable candidates to be interviewed will be conducted by one or more members of the Search and Screen Committee. The Department Chair is authorized to speak to those candidates regarding salary, rank and other appointment details.

(10) The Search and Screen Committee will arrange the campus interview schedule for the candidates according to campus protocol. The Search and Screen Committee will interview the candidates when they are on campus.

(11) The Search and Screen Committee will select the candidate to be appointed. The Chair of the Search and Screen Committee will communicate the name of the selected candidate to the Vice Chancellor through the personnel reporting line. The Department Chair, with the approval of the Vice Chancellor will make the position offer to the candidate. If the candidate accepts the offer, the Vice Chancellor shall issue the official letter of appointment to that candidate. The official letter of appointment will state that the appointee shall be responsible to the Department Chair.

UWS 3.03 Appointments - General.

The faculty of each institution, after consultation with appropriate students and with the approval of the chancellor, shall develop rules relating to faculty appointments. Each person to whom an appointment is offered must receive an appointment letter in which an authorized official of the institution details 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, and crediting of prior service. Accompanying this letter shall be an attachment detailing institutional and system rules and procedures relating to faculty appointments. If the appointment is subject to the advance approval of the board, a statement to this effect must be included in the letter.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UW-Sup 3.03 Appointments - General.

The Chancellor or designee shall provide the appointee with the information specified in section UWS 3.03, Wis. Adm. Code.

UWS 3.04 Probationary appointments.

(1) Each institution's rules for faculty appointments shall provide for a maximum 7-year probationary period in a full-time position, and may provide for a longer maximum probationary period in a part-time position of at least half time. Such rules may permit appointments with shortened probationary periods or appointments to tenure without a probationary period. Provision shall be made for the appropriate counting of prior service at other institutions and at the institution. Tenure is not acquired solely because of years of service.

(2) A leave of absence, sabbatical or a teacher improvement assignment does not constitute a break in continuous service and shall not be included in the 7 year period under sub. (1).

(3) Circumstances in addition to those identified under sub. (2) that do not constitute a break in continuous service and that shall not be included in the 7-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 faculty member, when those circumstances significantly impede the faculty member's progress toward achieving tenure. It shall be presumed that a request made under this section because of responsibilities with respect to childbirth or adoption shall be approved. A request shall be made before a tenure review commences under s. UWS 3.06(l) (c). A request for additional time because of responsibilities with respect to childbirth or adoption shall be initiated in writing by the probationary faculty.
member concerned and shall be submitted to a designated administrative officer who shall be authorized to grant a request and who shall specify the length of time for which the request is granted. Except for a request because of responsibilities with respect to childbirth or adoption, a request made because of other circumstances under this section shall be submitted to a designated administrative officer who shall be authorized to grant a request: in accordance with institutional policies. A denial of a request 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 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 ordinarily shall be no more than one year. Each institution shall develop procedures for reviewing the requests.

(4) If any faculty member has been in probationary status for more than 7 years because of one or more of the reasons set forth in sub. (2) or (3), the faculty member shall be evaluated as if he or she had been on probationary status for 7 years.

Example: A faculty member has been on probationary status for a total of 9 years because the faculty member was granted 2 requests under sub. (3) for one-year extensions because of the birth of 2 children. The faculty member's teaching, research and professional and public service and contribution to the institution shall be evaluated as if the faculty member had only 7 years to work towards achieving tenure, rather than as if the faculty member had been working towards achieving tenure for 9 years.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75; renum. to be (1) and am., cr. (2) to (4), Register, February, 1994, No. 458, eff. 3-1-94.

UW-Sup 3.04 Probationary Appointments.

The maximum probationary period in a full-time position shall be seven years. In a part-time position of at least half-time, the maximum probationary period shall be fourteen years.

The probationary period may be shortened or eliminated for experience at other institutions or substantive reasons with the agreement of the department and the Chancellor.

A leave of absence or teacher improvement assignment does not constitute a break in continuous service, and shall not be included in the probationary period.

Circumstances, in addition to a leave of absence, sabbatical or teacher improvement assignment that do not constitute a break in continuous service and that shall not be included in the 7-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 faculty member, when those circumstances significantly impede the faculty member's progress toward achieving tenure. It shall be presumed that a request made under this section because of responsibilities with respect to childbirth or adoption shall be approved. A request shall be made before a tenure review commences under s. UWS 3.06.

A request for additional time because of responsibilities with respect to childbirth or adoption shall be initiated in writing by the probationary faculty member concerned and shall be submitted to the Vice Chancellor, who shall specify the length of additional time if the request is granted. Notification that additional time has been sought under this section shall be made in a timely manner by the faculty member concerned to his or her department chair.

Except for a request because of responsibilities with respect to childbirth and adoption, a request made because of other circumstances under this section shall be submitted to the Vice Chancellor, who shall grant a request in accordance with institutional policies and in consultation with the faculty member's department chair. A denial of a request shall be in writing to the parties involved and shall be based upon clear and convincing reasons.

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.

In the event a request under this section is denied, the faculty member concerned shall have a right to appeal the decision to the Chancellor, who may refer the appeal to the Faculty Personnel Council. The Chancellor's decision shall be final.
UWS 3.05 Periodic review.

The faculty and chancellor of each institution, after consultation with appropriate students, shall establish rules providing for periodic review of faculty performance.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UW-Sup 3.05 Periodic Review

The periodic review of faculty performance for salary adjustments and promotions shall be done at the Departmental level, and criteria and procedures for such evaluation shall be determined by the peer faculty in the Department after consultation with appropriate students within guidelines and procedures approved by the Faculty Senate and the Chancellor.

UWS 3.06 Renewal of appointments and granting of tenure.

(1) (a) General.

Appointments may be granted only upon the affirmative recommendation of the appropriate academic department, or its functional equivalent, and the chancellor of an institution. When specified by the board, the institutional recommendation shall be transmitted by the president of the system with a recommendation to the board for action. Tenure appointments may be granted to any ranked faculty member who holds or will hold a half time appointment or more. The proportion of time provided for in the appointment may not be diminished or increased without the mutual consent of the faculty member and the institution, unless the faculty member is dismissed for just cause, pursuant to s.36.13 (5), Stats., or is terminated or laid off pursuant to s. 36.21, Stats.

(b) Criteria.

Decisions relating to renewal of appointments or recommending of tenure shall be made in accordance with institutional rules and procedures which shall require an evaluation of teaching, research, and professional and public service and contribution to the institution. The relative importance of these functions in the evaluation process shall be decided by departmental, school, college, and institutional faculties in accordance with the mission and needs of the particular institution and its component parts. Written criteria for these decisions shall be developed by the appropriate institutional faculty bodies. Written criteria shall provide that if any faculty member has been in probationary status for more than 7 years because of one or more of the reasons set forth in s. UWS 3.04 (2) or (3), the faculty member shall be evaluated as if he or she had been in probationary status for 7 years.

(c) Procedures.

The faculty and chancellor of each institution, after consultation with appropriate students, shall establish rules governing the procedures for renewal or probationary appointments and for recommending tenure. These rules shall provide for written notice of the departmental review to the faculty member at least 20 days prior to the date of the departmental review, and an opportunity to present information on the faculty member's behalf. The probationary faculty member shall be notified in writing within 20 days after each decision at each reviewing level. In the event that a decision is made resulting in nonrenewal, the procedures specified in s. UWS 3.07 shall be followed.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75; am. (1) (b), Register, February, 1994, No. 458, eff. 3-1-94. Correction in (1) (a) made under s. 13.93 (2m) (b) 5, Stats., Register, February, 1994, No. 458.

UW-Sup 3.06 Renewal of Appointments and Granting of Tenure.

(1) General

The renewal appointments may be granted only upon the affirmative recommendations of the appropriate Academic Department and the Chancellor of the University.

In the case where a department declined to grant tenure and the department is found to have based its tenure decision on impermissible factors the Personnel Council will appoint an ad hoc committee of no fewer than three nor more than five persons knowledgeable or experienced in the individual's academic field or in a substantially similar academic field. This committee will make a tenure recommendation to the Board of Regents.3

3 1991 Wisconsin Act 118, Section 5, 36.13(2)(b)
When specified by the Board, the University recommendation shall be transmitted by the President of the System with her/his recommendation to the Board for action. Tenure appointments may be granted to any ranked faculty member who holds or will hold a fifty percent appointment or more. The proportion of time provided for in the appointment may not be diminished or increased without the mutual consent of the faculty member and the University, unless the faculty member is dismissed for just cause, pursuant to 3 6.13 (5), Wis. Stats., or is terminated or laid off pursuant to 3 6.21, Wis. Stats.

(2) Criteria

Decisions relating to renewal of appointments or recommending of tenure shall be made in accordance with University rules and procedures which shall require an evaluation of teaching, research, professional and public service, and contributions to the University. The relative importance of the evaluation criteria shall be initially specified by the Department faculty and the Faculty Senate. Written criteria for these decisions shall be developed within the Department.

(3) Procedures

A meeting of the tenured peer faculty of the Department shall be held for the purpose of considering renewal of probationary appointments or the granting of tenure.

1. The date of this meeting shall be set by the Department Chair to allow sufficient time so that a written notice of nonrenewal of appointment from the Chancellor shall be received by the faculty member in advance of the expiration of her/his appointment, as specified in UWS 3.09:
   a. Not later than March 1 of the first academic year of service if the appointment expires at the end of that year, or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
   b. Not later than December 15 of the second academic year of service if the appointment expires at the end of that year or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
   C. At least twelve months before the expiration of an appointment after two or more years of service.

2. At least twenty calendar days prior to the Departmental evaluation meeting, each faculty member who is to be evaluated or who is eligible to participate in the evaluation, shall be notified by the Department Chair in writing of the date of the meeting and the procedures to be followed, including the opportunity to present material in her/his behalf.
   a. Students - at least one student chosen from those majoring or minoring in the Department, shall be invited to participate in the faculty evaluation. The tenured faculty in each Department shall decide on the number of student representatives to be included in the evaluation and the method by which they are to be chosen. Students shall not vote in matters relating to renewal of appointments and the granting of tenure. (If no peer faculty are tenured, all untenured faculty shall be included in the student selection process.)
   b. In the event that a faculty member or student who is eligible to participate in the evaluation process is unable to attend the meeting, he/she may submit a written evaluation to be read to the other participants. The absent faculty member shall be allowed a vote in the proceedings if he/she desires and must sign the evaluation form noting her/his absence from the meeting.

3. Members present:
   a. Tenured peer faculty.
   b. Other faculty - the tenured peer faculty members of the Department shall decide prior to the evaluation meeting whether or not untenured peer faculty shall be included in the evaluation process.
   C. If fewer than three peer faculty are tenured, one tenured faculty member from another department must be included as a voting member in the evaluation meeting. The "outside" tenured faculty
member is to be chosen by the probationary faculty member being evaluated. Notwithstanding anything herein to the contrary, a minimum of three faculty voting members must be allowed.

4. The faculty member being evaluated shall not be present during the decision-making unless he/she so requests, subject to the provisions of the Wisconsin Open Meeting Law. Before the decision making discussion commences, the faculty member shall have the opportunity to submit either written or oral information which he/she believes pertinent to her/his evaluation.

In addition to written or oral information submitted by the faculty members on their behalf, both the faculty members and the reviewing committee may solicit additional input, including but not limited to, extending invitations to knowledgeable individuals to present pertinent information orally or in writing. If additional information is solicited in either oral or written form, such retrieved information will be shared with the faculty member in advance of the meeting.

5. A standard notification form shall be used by all Departments.
   a. This form must be signed by all persons involved in the decision and concurrence or nonconcurrence noted.
   b. All material pertinent to the decision shall be kept on record and be made available at each review. In the case of oral material a report of it shall be included. When the decision is completed all personal property shall be returned to the faculty member.
   c. The signed notification form shall be forwarded to the Vice Chancellor.

6. Within seven days of the Departmental meeting of the peers, the Department Chair shall notify each faculty member evaluated in writing of the decision of the Department peers.
   a. In the event that the Department peers decide to non-renew, the faculty member may request a reconsideration by the Department as specified in UW-Sup 3.07.
   b. After receiving the decision of the peers, the Department Chair shall forward the decision to the Vice Chancellor.
   c. After receiving the decision of the peers, the Vice Chancellor shall indicate agreement or disagreement with the decision and so inform the Chancellor.
      1. In the event of disagreement with the peers’ decision, the Vice Chancellor shall so inform the peers through the Department Chair in writing of the reasons for the disagreement.
      2. The Vice Chancellor shall notify the faculty member involved of her/his recommendation, in writing, within twenty days of receiving the decision of the Department.
   d. After receiving the decision of the peers and the recommendation of the Vice Chancellor, the Chancellor shall approve or disapprove the decision.
      1. In the event of disagreement with the peers' decision and/or Vice Chancellor's recommendation, the Chancellor shall inform the peers, the Department Chair, and Vice Chancellor in writing of the reasons for the disagreement.
      2. The Chancellor shall notify the faculty member involved of the decision, in writing, within twenty days of receiving the recommendation of the Vice Chancellor.
      3. In the event that the Chancellor recommends non-renewal, the faculty member may request a reconsideration by the Chancellor as specified in UW-Sup 3.07.

UWS 3.07 Nonrenewal of probationary appointments.

(1) (a) Rules and procedures.

The faculty and chancellor of each institution, after consultation with appropriate students, shall establish rules and procedures for dealing with instances in which probationary faculty appointments are not
renewed. These rules and procedures shall provide that, upon the timely written request of the faculty member concerned, the department or administrative officer making the decision shall, within a reasonable time, give him or her written reasons for nonrenewal. Such reasons shall become a part of the personnel file of the individual. Further, the rules and procedures shall provide for reconsideration of the initial nonrenewal decision upon timely written request.

(b) Reconsideration.

The purpose of reconsideration of a nonrenewal decision shall be to provide an opportunity to a fair and full reconsideration of the nonrenewal decision, and to insure that all relevant material is considered.

1. Such reconsideration shall be undertaken by the individual or body making the nonrenewal decision and shall include, but not be limited to, adequate notice of the time of reconsideration of the decision, an opportunity to respond to the written reasons and to present any written or oral evidence or arguments relevant to the decision, and written notification of the decision resulting from the reconsideration.

2. Reconsideration is not a hearing or an appeal, and shall be nonadversary in nature.

3. In the event that a reconsideration affirms the non-renewal decision, the procedures specified in s. UWS 3.08 shall be followed.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UW Sup 3.07 Non-Renewal of Probationary Appointments.

(1) (a) Rules and Procedures

The faculty member may, within thirty (30) days of written notification of non-renewal, request written reasons for such non-renewal. The Department or Chancellor initiating the decision to non-renew shall, within fifteen (15) days of the request, provide such written reasons for non-renewal. Such reasons shall become part of the personnel file of the individual. Further, the faculty member may make a written request for a reconsideration of the initial non-renewal decision within fifteen (15) days of receipt of the written reasons for non-renewal.

(b) Reconsideration

The purpose of reconsideration of non-renewal decision shall be to provide an opportunity for a fair and full consideration of the non-renewal decision, and to insure that all relevant material is considered.

1. Such reconsideration shall be undertaken by the individual or body initiating the non-renewal decision. The faculty member involved must receive written notice of the date and time of the reconsideration of her/his non-renewal within seven (7) days of her/his written request for the reconsideration. There shall be at least seven (7) days, but not more than ten (10) days between the date the faculty member is notified of the reconsideration and the date of the reconsideration meeting.

In addition to proper notification the reconsideration shall include, but not be limited to, an opportunity to respond to the written reasons and to present any written or oral evidence or arguments relevant to the decision. Written notification of the decision resulting from the reconsideration shall be given to the faculty member within five (5) days of the reconsideration meeting.

2. Reconsideration is not a hearing, or an appeal, and shall be non-adversarial in nature.

3. In the event that a reconsideration affirms the non-renewal decision, the procedures specified in UW-Sup 3.08 shall be followed.

UWS 3.08 Appeal of a non-renewal decision.

(1) The faculty and chancellor of each institution, after consultation with appropriate students, shall establish rules and procedures for the appeal of a non-renewal decision. Such rules and procedures shall provide for the review of a non-renewal decision by an appropriate standing faculty committee upon written appeal by the faculty member concerned within 20 days of notice that the reconsideration has affirmed the non-
renewal decision (25 days if notice is by first class mail and publication). Such review shall be held not later than 20 days after the request, except that this time limit may be enlarged by mutual consent of the parties, or by order of the review committee. The faculty member shall be given at least 10 days notice of such review. The burden of proof in such an appeal shall be on the faculty member, 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:

(a) Conduct, expressions, or beliefs which are constitutionally protected, or protected by the principles of academic freedom, or

(b) Factors proscribed by applicable state or federal law regarding fair employment practices, or

(c) 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 faculty member in question if material prejudice resulted because of any of the following:

1. The procedures required by rules of the faculty or board were not followed, or

2. Available data bearing materially on the quality of performance were not considered, or

3. Unfounded, arbitrary or irrelevant assumptions of fact were made about work or conduct.

(2) The appeals committee shall report on the validity of the appeal to the body or official making the nonrenewal decision and to the appropriate dean and the chancellor.

(3) Such a report may include remedies that may, without limitation because of enumeration, take the form of a reconsideration by the decision maker, a reconsideration by the decision maker under instructions from the committee, or a recommendation to the next higher appointing level. Cases shall be remanded for reconsideration by the decision maker in all instances unless the appeals committee specifically finds that such a remand would serve no useful purpose. The appeals committee shall retain jurisdiction during the pendency of any reconsideration. The decision of the chancellor will be final on such matters.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

**UW-Sup 3.08 Appeal of a Non-Renewal Decision.**

(1) The Faculty Personnel Council shall review a non-renewal decision upon written appeal by the faculty member concerned within twenty (20) days of notice that the reconsideration has affirmed the non-renewal decision (twenty-five [25] days if notice is by first-class mail and publication). Such review shall be held not later than twenty (20) days after the request, except that this time limit may be enlarged by mutual consent of the parties, or by order of the Faculty Personnel Council. The faculty member shall be given at least ten (10) days notice of such review. The burden of proof in such an appeal shall be on the faculty member, 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:

(a) Conduct, expressions, or beliefs which are constitutionally protected, or protected by the principles of academic freedom, or

(b) Factors proscribed by applicable state or federal law regarding fair employment practices, or

(c) 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 faculty member in question if material prejudice resulted because of any of the following:

1. The procedures required by rules of the faculty or Board were not followed, or

2. Available data bearing materially on the quality of performance were not considered, or

3. Unfounded, arbitrary or irrelevant assumptions of fact were made about work or conduct.

(2) The Faculty Personnel Council shall report on the validity of the appeal to the body or official making the non-renewal decision and to the Department Chair, the Vice Chancellor and the Chancellor.
(3) Such a 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 instructions from the Council, or a recommendation to the next higher appointing level. Cases shall be remanded for reconsideration by the decision maker in all instances unless the Council specifically finds that such a remand would serve no useful purpose. The Faculty Personnel Council shall retain jurisdiction during the pendency of any reconsideration. The decision of the Chancellor shall be final on such matters.

UWS 3.09 Notice periods.

(1) A faculty member who is employed on probationary appointment pursuant to s. 36.13, Stats., shall be given written notice of reappointment or non-reappointment 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 3 months prior to its expiration; if a second consecutive appointment terminates during the academic year, at least 6 months prior to its expiration;

(c) After 2 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.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 3.10 Absence of proper notification.

If proper notice is not given in accordance with s. UWS 3.09, the aggrieved faculty member shall be entitled to a one-year terminal appointment. Such appointments, however, shall not result in the achievement of tenure.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 3.11 Limitation.

Tenure and probationary appointments are in a particular institution; a tenure appointment is limited to the institution in which the appointment is held, unless another institution has, through normal procedures and explicit agreement, undertaken to share in the appointment. The explicit agreement shall specify both the tenure responsibility and the budget responsibility.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

Chapter UWS 4 PROCEDURES FOR DISMISSAL

UWS 4.01 Dismissal for cause
UWS 4.02 Responsibility for charges
UWS 4.03 Standing faculty committee
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UWS 4.01 Dismissal for cause.

(1) Any faculty member having tenure may be dismissed only by the board and only 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 only for just cause and only after due notice and hearing. A decision not to renew a probationary appointment or not to grant tenure does not constitute a dismissal.

(2) A faculty member is entitled to enjoy and exercise all the rights and privileges 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.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 4.02 Responsibility for charges.

(1) Whenever the chancellor of an institution within the university of Wisconsin system receives a complaint against a faculty member that he/she deems substantial and which, if true, might lead to dismissal under s. UWS 4.01, the chancellor shall within a reasonable time initiate an investigation and shall, prior to reaching a decision on filing charges, offer to discuss the matter informally with the faculty member. A faculty member may be dismissed only after receipt of a written statement of specific charges from the chancellor as the chief administrative officer of the institution and, if a hearing is requested by the faculty member, in accordance with the provisions of this chapter. If the faculty member does not request a hearing, action shall proceed along normal administrative lines but the provisions of ss. UWS 4.02, 4.09, and 4.10 shall still apply.

(2) Any formal statement of specific charges for dismissal sent to a faculty member shall accompanied by a statement of the appeal procedures available to the faculty member.

(3) The statement of charges shall be served personally or by certified mail, return receipt requested. If such service cannot be made within 20 days, service shall be accomplished by first class mail and by publication as if the statement of charges were a summons and the provisions of s. 262.06 (1) (c), Stats., 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.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 4.03 Standing faculty committee.

The faculty of each institution shall provide a standing committee charged with hearing dismissal cases and making recommendations under this chapter. This standing faculty committee shall operate as the hearing agent for the board pursuant to s. 227.12, Stats., 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.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UW-Sup 4.03. Standing Faculty Committee.

The Committee on Faculty Terminations of the Faculty Senate shall be the faculty standing committee to hear dismissal cases for tenured or probationary faculty prior to the end of their appointment and make recommendations to the Board of Regents.

UWS 4.04 Hearing.

If the faculty member requests a hearing within 20 days of notice of the statement of charges (25 days if notice is by first class mail and publication), such a hearing shall be held not later than 20 days after the request except that this time limit may be enlarged by mutual written consent of the parties, or by order of the hearing committee. The request for a hearing shall be addressed in writing to the chairperson of the standing faculty committee created under s. UWS 4.03.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 4.05 Adequate due process.

(1) A fair hearing for a faculty member whose dismissal is sought under s. UWS 4.01 shall include the following:

(a) Service of written notice of hearing on the specific charges at least 10 days prior to the hearing;

(b) A right to the names of witnesses and of access to documentary evidence upon the basis of which dismissal is sought;

(c) A right to be heard in his/her defense;

(d) A right to counsel and/or other representatives, and to offer witnesses;
(e) A right to confront and cross-examine adverse witnesses;

(f) A verbatim record of all hearings, which might be a sound recording, provided at no cost;

(g) Written findings of fact and decision based on the hearing record;

(h) Admissibility of evidence governed by s. 227.10, Stats.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 4.06 Procedural guarantees.

(1) Any hearing held shall comply with the requirements set forth in s. UWS 4.05. The following requirements shall also be observed:

(a) The burden of proof of the existence of just cause is on the administration or its representatives;

(b) No faculty member who participated in the investigation of allegation 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 be qualified to sit on the committee in that case;

(c) The hearing shall be closed unless the faculty member under charges requests an open hearing, which case it shall be open (see s. 66.77, Stats., Open Meeting Law);

(d) The faculty hearing committee may, on motion of either party, disqualify any one of its members for cause by a majority vote. If one or more of the faculty hearing committee members disqualify themselves or are disqualified, the remaining members may select a number of other members of the faculty equal to the number who have been disqualified to serve, except that alternative methods of replacement may be specified in the rules and procedures adopted by the faculty establishing the standing committee under s. UWS 4.03;

(e) The faculty hearing committee 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;

(f) If the faculty hearing committee requests, the chancellor shall provide legal counsel after consulting with the committee concerning its wishes in this regard. The function of legal counsel shall be to advise the committee, consult with them on legal matters, and such other responsibilities as shall be determined by the committee within the provisions of the rules and procedures adopted by the faculty of the institution in establishing the standing faculty committee under s. UWS 4.03;

(g) If a proceeding on charges against a faculty member not holding tenure is not concluded before the faculty member's appointment would expire, he/she may elect that such proceeding be carried to a final decision. Unless he/she so elects in writing, the proceeding shall be discontinued at the expiration of the appointment;

(h) If a faculty 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;

(i) Nothing in par. (h) shall prevent the settlement of cases by mutual agreement between the administration and the faculty member, with board approval, at any time prior to a final decision by the board;

Adjournment shall be granted to enable either party to investigate evidence as to which a valid claim of surprise is made.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 4.07 Recommendations: to the chancellor: to the regents.

(1) 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 copy of its report, findings, and recommendations. The committee may determine that while adequate cause for discipline exists, some sanction less severe than dismissal is more appropriate. Within 20 days after receipt of this material the chancellor shall review it and afford the faculty member an opportunity to discuss it.
chancellor shall prepare a written recommendation within 20 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 recommendations differ substantially from those 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.

(3) Disciplinary action other than dismissal may be taken by the chancellor, after affording the faculty member an opportunity to be heard on the record, except that, upon written request by the faculty member, such action shall be submitted as a recommendation through the president to the board together with a copy of the faculty hearing committee's report and recommendation.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 4.08 Board review.

(1) If the chancellor recommends dismissal, the board shall review the record before the faculty hearing committee and provide an opportunity for filing exceptions to the recommendations of the hearing committee or chancellor, and for oral arguments, unless the board decides to drop the charges against the faculty member without a hearing or the faculty member elects to waive a hearing. This hearing shall be closed unless the faculty member requests an open hearing (see s. 66.77, Stats., Open Meeting Law).

(2) If, after the hearing, the board decides to take action different from the recommendation of the faculty hearing committee and/or the chancellor, then before taking final action the board shall consult with the faculty hearing committee and/or the chancellor, as appropriate.

(3) If a faculty member whose dismissal is sought does not request a hearing pursuant to s. UWS 4.04 the board shall take appropriate action upon receipt of the statement of charges and the recommendation of the chancellor.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 4.09 Suspension from duties.
Pending the final decision as to his/her dismissal, the faculty member shall not normally be relieved of duties; but if, after consultation with appropriate faculty committees the chancellor finds that substantial harm to the institution may result if the faculty member is continued in his/her position, the faculty member may be relieved immediately of his/her duties, but his/her salary shall continue until the board makes its decision as to dismissal.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 4.10 Date of dismissal.
A decision by the board ordering dismissal shall specify the effective date of the dismissal.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

Chapter UWS 5 LAYOFF AND TERMINATION FOR REASONS OF FINANCIAL EMERGENCY
UWS 5.01 General.

Notwithstanding s. 36.13 Stats., the board may lay off or terminate a tenured faculty member, or lay off or terminate a probationary faculty member prior to the end of his or her appointment, in the event of a financial emergency. Such layoffs or terminations may be made only in accord with the provisions of this chapter, and imply the retention of rights indicated herein. A nonrenewal, regardless of reasons, is not a layoff or termination under this section.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.02 Financial emergency.

(1) For the purposes of this chapter, "financial emergency" is a state which may be declared by the board to exist for an institution if and only if the board finds that the following conditions exist:

(a) The total general program operations (GPR/fee) budget of the institution, excluding adjustments for salary/wage increases and for inflationary impact on non-salary budgets, has been reduced;

(b) Institutional operation within this reduced budget requires a reduction in the number of faculty positions such that tenured faculty must be laid off, or probationary faculty must be laid off prior to the end of their respective appointments. Such a reduction in faculty positions shall be deemed required only if in the board's judgment it will have an effect substantially less detrimental to the institution's ability to fulfill its mission than would other forms of budgetary curtailment available to the institution; and

(c) The procedures described in ss. UWS 5.05 and 5.06 have been followed.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.03 Layoff and termination.

For the purposes of this chapter "layoff" is the indefinite suspension or an involuntary reduction in services and compensation of a faculty member's employment by the university of Wisconsin system. A laid off faculty member retains the rights specified in ss. UWS 5.16 through 5.21, inclusive. For the purposes of this chapter, "termination" is the permanent elimination of a faculty member's employment by the university of Wisconsin system. A terminated faculty member retains rights specified in ss. UWS 5.18 and 5.19.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.04 Faculty consultative committee.

The faculty of each institution shall, promptly after February 1, 1975, designate or create a standing faculty committee to consult with the chancellor if at any time a declaration of financial emergency is to be considered. The committee shall consist of faculty members of the institution chosen by the faculty in a manner to be determined by the faculty. It is the right and responsibility of this committee to represent the faculty before the board if a declaration of a state of financial emergency for the institution is being considered, and to assure that the procedures of ss. UWS 5.05 and 5.06 are followed.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UW-Sup 5.04. Faculty Consultative Committee.

(1) The Faculty Consultative Committee shall be the Faculty Personnel Council. Faculty members elected at large shall be elected by the same procedures as those followed by the Faculty Senate elections-at-large.

(2) The Chairperson of the Faculty Consultative Committee shall be elected by and from the membership of the Committee.
UWS 5.05 Consultation.

(1) In the event that a declaration of financial emergency is contemplated, the chancellor of the affected institution shall consult with and seek advice from the faculty committee provided for in s. UWS 5.04 at least 3 months before the matter is taken to the board. The chancellor and committee shall:

(a) Consider identifiable alternative methods of budget reduction;

(b) Determine whether reductions in faculty positions under the provisions of this chapter can be made with less detriment to the institution's ability to fulfill its mission than would follow from reasonable alternative courses of action;

(c) Determine from which colleges, schools, departments, or programs faculty positions should be eliminated;

(d) Consult with faculties of colleges, schools, departments and programs potentially involved; and

(e) Consult with such other individuals and groups as they feel may be able to provide valuable advice.

(f) The committee shall prepare a report, with supporting documents, for submission to the chancellor, the faculty senate, or institutional equivalent, and the board.

(2) It shall be the primary responsibility of the faculty of the institution to establish criteria to be used by the chancellor and committee for academic program evaluations and priorities. A decision to curtail or discontinue an academic program for reasons of financial emergency shall be made in accordance with the best interests of students and the overall ability of the institution to fulfill it mission.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UW-Sup 5.05 Consultation.

(1) Both quantitative and qualitative data and considerations shall serve as criteria for the evaluation of programs and the establishment of priorities among departments or programs.

(2) Quantitative data employed to evaluate departments or programs should include, where applicable, but not be limited to, the following measurements:

(a) The up-or-down trend as well as the average number of credit hours produced each year during the immediately preceding five-year period, including credit hours produced during each term.

(b) The up-or-down trend as well as the average number of contact hours produced each year during the immediately preceding five-year period, including contact hours produced during each term.

(c) Measurement of the degree of expansion or contraction in terms of credit and contact hours during the immediately preceding two years.

(d) The percentage of total university credit and contact hours produced by a department or program during the immediately preceding five-year and two-year periods.

(e) The up-or-down trend as well as the average number of majors enrolled in a department or program during the immediately preceding two-, three-, and five-year periods.

(f) The up-or-down trend as well as the average number of minors enrolled in a department or program during the immediately preceding two-, three-, and five-year periods.

(g) Percentage of total university majors produced by a department or program during the immediately preceding two-, three-, and five-year periods.

(h) Percentage of total university minors produced by a department or program during the immediately preceding two-, three-, and five-year periods.

(i) Number of undergraduate degrees produced by a department or program during the immediately preceding five-year period.

(j) Number of graduate degrees produced by a department or program during the immediately preceding five-year period.
(k) Number of majors who earn under-graduate degrees in a department or program in comparison with the number of freshman majors in the department or program each year during the immediately preceding five-year period.

(1) Credit and contact hours produced by a department or program per FTE faculty teaching position in the program.

(m) Cost per credit and/or contact hours per FTE student and FTE faculty member in the department or program (both including and excluding faculty salaries as such).

(n) Contact hours produced by a department or program's non-course activities per FTE faculty member in the department or program—e.g., in drama, music and sports.

(o) Contact hours and other efforts related to the recruitment of new students, including field contacts with high school students, sponsorship of on-campus or off-campus departments or programs, and the production of letters, brochures, and other written materials.

(p) The dollar amount of extramural funding attracted by a department or program.

(3) The University, in reviewing departments or programs, places substantial emphasis on the gathering of evidence on the relative quality of departments or programs, and the qualitative measurement shall include, but not be limited to, the following:

(a) Evaluation by current majors in a department or program as well as by all other students, who have taken one or more courses offered by the department or program.

(b) Evaluation of a department or program by its graduates of the immediately preceding five years.

(c) Percentage of those students receiving undergraduate degrees in a department or program who successfully completed graduate and professional degrees during the immediately preceding ten years.

(d) The impact of a department or program on the mission of the University.

(e) The extent to which a department or program services those of other Departments.

(f) Professional qualifications of each faculty member involved in a department or program: experience; degrees, research and publications; creative output, e.g., fine and applied arts; public service; professional growth; and teaching in areas of primary preparation.

(g) Standards or academic expectations (minimum-module ingredients of a viable department or program) recognized by the profession, represented by the professional associations of each discipline, and the judgment of accreditation agencies.

(h) Comparison with the thrust of similar departments or programs on other campuses of similar size and mission.

(i) The extent to which “liberal arts” majors are required to take courses in other disciplines.

(j) The degree to which a department’s or program’s course offerings duplicate or approximate those offered by other Departments and the qualifications of the instructors who teach these “duplicative” courses to offer instruction in these areas.

(k) Identification of the contribution to special programmatic needs by faculty members with highly specialized or unique training or experience.

(l) The extent to which the quality of a department or program is affected by academic support or noninstructional costs.

(m) Use of formal University evaluation instruments to assess the quality of all courses and instructors in a department or program.
**UWS 5.06 Recommendation to the system president and the board.**

(1) If the chancellor decides to recommend that the board declare a state of financial emergency for the chancellor's institution, the recommendation to the system president and the board shall be accompanied by a report which shall include the following:

(a) A statement of the procedures followed in arriving at the recommendation, showing compliance with s. UWS 5.05;

(b) Data clearly demonstrating the need for a reduction of faculty positions in accord with the provisions of this chapter;

(c) An identification of the colleges, schools, departments or program areas in which reductions will be made, with data indicating the appropriateness of such choices;

(d) The report of the faculty committee, expressing its views on these matters; and

(e) A report of any action of the faculty senate or institutional equivalent on this matter.

(2) The chancellor and the chairman of the faculty committee, or their designees, and representatives of affected colleges, schools, departments and programs, may appear before the board at the time the recommendation is considered. Other interested parties may submit in writing alternative recommendations or challenges to any part of the report.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

**UWS 5.07 Individual designations.**

Once the board has declared a state of financial emergency it shall be the primary responsibility of the tenured members of the affected department(s) to recommend which individuals are to be laid off. These recommendations shall follow seniority, as provided in s. UWS 5.08, unless a clear and convincing case is made that program needs dictate other considerations, e.g., the need to maintain diversity of specializations within a department. The department may seek the advice of other groups or individuals in formulating its recommendations. The departmental recommendation shall be forwarded to the chancellor, and the chancellor shall prepare recommendations for the system president and the board, as provided in s. UWS 5.14.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

**UW-Sup 5.07 Individual Designations.**

(1) In making a "clear and convincing case" in support of the layoff of a tenured faculty member as an exception to the institutional rule of seniority, the affected Department(s) shall substantiate its (their) recommendations to the Chancellor by offering, among others, the following pieces of evidence:

(a) Citations from professional literature and/or the criteria established by professional associations within the discipline, demonstrating the fundamental elements in a viable department or program.

(b) Detailed documentation to the effect that another (or no other) individual faculty member in the department or program is qualified to teach the affected courses and that another (or no other) faculty member in the department or program could be retrained to offer instruction in these courses without a prolonged leave of absence and/or a substantial impact on the alternative uses of university resources.

(c) The extent to which each faculty member in the department or program might be retrained to teach courses vital to the department or program.

(d) Analysis of the extent to which there are closely equivalent courses available in other Departments.

(e) Documentation showing the need to maintain the Affirmative Action Plan.
UWS 5.08 Seniority.

The faculty of each institution shall promptly after February 1, 1975, determine the form of seniority that is to be considered. Such a determination shall be effective uniformly throughout the institution. Seniority may be, but is not limited to, the following definitions:

(1) Without regard to rank, with seniority established by total years of service in the institution;

(2) By rank, and within rank according to total years of service in the institution; or

(3) By rank, and within rank, according to length of service in the institution at that rank.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UW-Sup 5.08 Seniority

Seniority shall be determined by total years of service (academic year) at the University of Wisconsin-Superior, or in the former Wisconsin State Universities System, as appropriate in individual cases, without regard to academic rank. Faculty who have been employed part-time during any academic year shall have such part-time service prorated. Authorized leaves of absence shall be counted in the determination of length of service.

UWS 5.09 Notification.

Each faculty member whose position is recommended for elimination shall receive prompt written notification from the chancellor. This statement of notification shall include:

(1) A summary of the reasons and evidence supporting the declaration of a state of financial emergency and of the reasons and data leading to the choice of the colleges, schools, departments or programs in which reductions are to be made;

(2) A statement of the basis on which the individual position was selected for elimination (if on the basis of seniority, the criterion used and data supporting the choice; if on another basis, the data and reasons supporting that choice);

(3) A statement of the date on which the layoff is to be effective (this must be consistent with the provisions of s. UWS 5.10); and

(4) A copy of these rules and such other information or procedural regulations as the chancellor or faculty hearing committee shall deem appropriate.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.10 Notification Period.

(1) For an academic year appointment the effective date of layoff must coincide with the end of an academic year. For an annual appointment it shall be June 30. In either case notification must be given at least 12 months in advance of the effective date. The notification referred to here is that specified in s. UWS 5.09 informing the faculty member that his or her position has been recommended for elimination.

(2) During this period, and prior to entering layoff status (see s. UWS 5.16), the chancellor may offer as appropriate, and the faculty member may accept:

(a) Terminal leave and early retirement

(b) Relocation leave accompanied by resignation

(3) Acceptance of either of these options will terminate the faculty members association with the university of Wisconsin system at the end of the leave period.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.11 Faculty hearing committee.
The faculty of each institution shall, promptly after February 1, 1975, establish a committee or designate an existing committee to serve as a hearing committee for the purposes of this chapter. The committee shall consist of faculty members of the institution chosen by the faculty in a manner to be determined by the faculty. This standing faculty committee shall operate as the hearing agent for the board pursuant to s. 227.12, Stats., 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 5.14

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

**UW-Sup 5.11 Faculty Hearing Committee.**

The Standing Committee of Terminations constituted by the Constitution of the Faculty Senate shall also function as the Faculty Hearing Committee in cases of faculty layoffs for reasons of financial emergency, except that the Faculty Hearing Committee shall not include an individual bearing the title higher than Department Chair. The Individual shall be replaced for purposes of this Chapter by one additional faculty member elected by and from the tenured members of the Faculty Senate.

**UWS 5.12 Review hearing.**

1. A faculty member whose position is recommended for elimination is entitled to a hearing before the faculty hearing committee as to the appropriateness of the decision to lay off that particular individual. The existence of a state of financial emergency and the designation of the colleges, schools, departments or programs in which faculty positions are to be eliminated are not subject to review in the hearing.

2. A hearing must be requested within 20 days of the receipt by the faculty member of notification of recommended layoff. The request shall state with particularity the grounds to be relied upon in establishing the impropriety of the decision. Relevant information supplementary to that contained in the notification statement may be requested. The question to be considered in the review is whether one or more of the following improper factors entered into the decision to lay off.

   a. Conduct, expressions, or beliefs on the faculty member's part which are constitutionally protected, or protected by the principles of academic freedom; or

   b. Factors proscribed by applicable state or federal law regarding fair employment practices; or

   c. Improper selection of the individual to be laid off. For the purposes of this section, "improper selection" occurs if material prejudice resulted from any of the following:

      1. The procedures required by rules of the faculty or board were not followed; or

      2. Available data bearing materially on the role of the faculty member in the institution were not considered; or

      3. Unfounded or arbitrary assumptions of fact were made; or

      4. Immaterial or improper factors other than those specified above entered into the decision.

3. The faculty member shall present evidence on whether one or more of the improper factors specified above entered into the decision to lay off. The committee shall then consider whether the evidence presented establishes a prima facie case that such factor or factors did enter significantly into the layoff decision. If the committee finds that a prima facie case has not been established, the layoff decision shall be found to have been proper and the hearing shall be ended. The committee shall report this finding to the chancellor and faculty member.

4. If the committee finds that a prima facie case has been established, the chancellor or designee shall be entitled to present evidence to support the layoff decision, and, thereafter, the faculty member may present evidence in rebuttal. On the basis of all the evidence presented, the committee shall make its determination as follows:

   a. The committee shall first consider whether one or more of the above specified improper factors entered significantly into the decision to lay off. Unless the committee is convinced that such factors did significantly enter into that decision, the committee shall find the decision to have been proper.

   b. If the committee believes that improper factors may have entered into the decision, but is convinced that the same decision would have been reached had the error(s) not occurred, it shall find the decision to have been proper.
(c) If the committee is convinced that improper factors entered significantly into and affected the decision, it shall be found to be improper.

(5) The committee shall report its findings and recommendations to the chancellor and the faculty member.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.13 Hearing procedure.

(1) If the faculty hearing committee requests, the chancellor shall provide legal counsel to the committee. The hearing shall be closed unless the faculty member whose position has been recommended for elimination requests an open hearing, in which case it shall be open (see s. 66.77, Stats., Open Meeting Law).

(2) The faculty hearing committee may, on motion of either party, disqualify any one of its members for cause by a majority vote. If one or more of the faculty hearing committee members disqualify themselves or are disqualified, the remaining members may select a number of other members of the faculty equal to the number who have been disqualified to serve, except that alternative methods of replacement may be specified in the rules and procedures adopted by the faculty establishing the standing committee under s. UWS 5.11. No faculty member who participated in the decision to lay off or who is a material witness may sit in on the hearing committee.

(3) The faculty member shall be given at least 10 days notice of the hearing; such hearing shall be held not later than 20 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.

(4) The faculty member shall have access to the evidence on which the administration intends to rely to support the decision to lay off, and shall be guaranteed the following minimal procedural safeguards at the hearing:

(a) A right to be heard in his or her own behalf,

(b) A right to counsel and/or other representatives, and to offer witnesses;

(c) A right to confront and cross-examine adverse witnesses;

(d) A verbatim record of the hearing, which might be a sound recording, provided at no cost;

(e) Written findings of fact and decision based on the hearing record; and

(f) Admissibility of evidence governed by s. 227. 10, Stats.

(5) Adjournments shall be granted to enable either party to investigate evidence as to which a valid claim of surprise is made.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.14 Recommendations and review by the board.

The recommendations of the chancellor and the recommendations, if any, of the faculty hearing committee, shall be transmitted to the president of the university of Wisconsin system and to the board and acted upon as follows:

(1) If the faculty member has not requested a hearing before the faculty hearing committee, the recommendation shall be deemed proper and shall be reported for information to the system president and the board.

(2) If the faculty member has requested a hearing and the faculty hearing committee has found the decision to be proper, the report of the faculty hearing committee shall be forwarded to the system president and board by the chancellor with a recommendation. The faculty member may request a review by the board, and the board review panel may at its option grant a review. Unless the board review panel grants the request for review, the recommended findings of fact and decision of the standing faculty committee shall be the final decision of the board of regents.

(3) If after a hearing, the faculty hearing committee's recommended finding of fact and decision are that the initial decision was improper, the chancellor shall review the matter and give careful consideration to the
committee's finding. If the chancellor accepts the committee's findings the chancellor's decision shall be
final. If the chancellor contests the recommended findings that the decision was improper, the verbatim
record, a summary of the evidence and the recommended findings of law and decision shall be forwarded
to the board review panel (see s. UWS 5.15). The chancellor and the faculty member shall be furnished
with copies of this material and shall have a reasonable opportunity to file written exceptions to such
summary and proposed findings and decision and to argue with respect to them orally and in writing before
the board review panel. The board review panel shall hear and decide the case in accordance with s.
227.12, Stats. The decision of the board review panel shall be final.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.15 Board review.

A review panel shall be appointed by the president of the board of regents, and shall include 3 members of the
board, and 2 nonvoting staff members from the academic affairs office of the university system. The panel shall
review the criteria and reasoning of the chancellor and the findings and recommendations of the faculty hearing
committee in each case forwarded for its review, and shall reach a decision on the recommendation to be approved.
The decision shall be final and binding upon the chancellor and the faculty member affected unless one or more of
the regent members of the review panel request that the decision be reviewed by the full board of regents, in which
case the record shall be reviewed and a decision reached by the full board.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.16 Layoff status.

(1) A faculty member whose position has been eliminated or reduced in accordance with the provisions of
this chapter shall, at the end of the appropriate notice period, be placed on layoff status, unless the layoff
notice has been rescinded prior to that time.

(2) The faculty member whose notice period has expired, and who is placed on layoff status shall remain on
layoff status until:

(a) For probationary faculty, the probationary appointment would have expired under its own terms;

(b) For tenured faculty, one of the following occurs:

1. Reappointment to the position from which laid off. Failure to accept such reappointment would
   terminate the faculty member's association with the university of Wisconsin system.

2. Acceptance of an alternative continuing position in the university of Wisconsin system. Failure to
   accept an alternate appointment would not terminate the faculty member's association with the
   university of Wisconsin system.

3. Resignation.

4. Failure by the affected faculty member to notify the chancellor not later than December 1, of each year
   while on layoff status as to his/her 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 faculty member's
   association with the university of Wisconsin system.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

UWS 5.17 Alternative employment.

Each institution shall devote its best efforts to securing alternative appointments within the institution in position for
which faculty laid off under this chapter are qualified under existing criteria. In addition, the university of Wisconsin
system shall provide financial assistance for one year for faculty who are designated for layoff to readapt within the
department or within another department of the institution, where such readaptation is feasible. Further, the University
of Wisconsin System shall devote its best efforts to insure that faculty members laid off or terminated in any
institution shall be made aware of openings within the system.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.
\textit{UW-Sup 5.17 Alternative Employment.}

The Chancellor shall inform the chairperson of the Faculty Personnel Council and, at the request of the faculty member involved, the chairperson of the Council shall inform the principal officer of any independent faculty association duly organized at the University of Wisconsin-Superior concerning the specific steps taken to explore the alternatives for reassignment of a laid-off faculty member within the institution or, as appropriate, for relocation elsewhere in the University of Wisconsin System.

\textbf{UWS 5.18 Reappointment rights.}

Each institution shall establish administrative procedures and policies to: insure that where layoff or terminations occur for reasons of financial emergency, no person may be employed at that institution within 3 years to perform reasonably comparable duties to those of the faculty member laid off or terminated without first offering the laid off or terminated faculty member reappointment without loss of tenure, seniority and other rights. The 3 year period shall be computed from the effective date of layoff as specified in the original notice.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

\textit{UW-Sup 5.18 Reappointment Rights.}

(1) The Vice Chancellor shall inform the chairperson of the Faculty Personnel Council and, at the request of the faculty member involved, the chairperson of the Council shall inform the principal officer of any independent faculty association duly organized at the University of Wisconsin-Superior concerning the professional qualifications of any person to whom a position might be offered by any Department in which a layoff has occurred.

(3) On the basis of information so received, the Faculty Personnel Council and/or any independent faculty association duly organized at the University of Wisconsin-Superior shall have the right to question the consideration of any particular candidate to fill a vacant faculty position entailing teaching responsibilities similar to those of a laid-off faculty member.

\textbf{UWS 5.19 Retention of rank and salary.}

Any faculty member reappointed within 3 years after layoff or termination shall be reappointed with a rank and salary at least equivalent to the rank and salary when laid off or terminated, together with such other rights and privileges which may have accrued at that time; any faculty member relocated within an institution or within the university of Wisconsin system shall not have either rank or salary adversely affected except by consent at the time of relocation. History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

\textbf{UWS 5.20 Rights of faculty members on layoff.}

A faculty member on layoff status in accord with the provisions of this chapter has the reemployment rights guaranteed by ss. UWS 5.18 and 5.19, and has the following minimal rights:

(1) Such participation in fringe benefit programs as is allowed by state regulations governing rights of laid off state employees;

(2) Such continued use of campus facilities as is allowed by policies and procedures established by the department and institution; and

(3) Such participation in departmental and institutional activities as is allowed by guidelines established by the department and institution.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

\textit{UW-Sup 5.20 Rights of Faculty Members on Layoff}

Faculty on layoff status shall be entitled to make use of campus facilities, including office space as available, and to participate fully in University governance and other faculty activities.

\textbf{UWS 5.21 System-wide tenure.}

The commitment to system-wide tenure within the former chapter 37 institutions shall be honored by those institutions for those eligible under s. 36.13 (4), Stats., 1973 in the event of layoff or termination under the provisions of this chapter.
UWS 5.22 Lack of faculty action.

If the faculty of an institution is given due notice of its rights and responsibilities under this chapter, and does not act, the chancellor may act as follows in lieu of the faculty action:

1. If a faculty committee provided for in s. UWS 5.04 is not established, the chancellor may consult those members or representatives of the faculty he considers appropriate to satisfy the intent of s. UWS 5.05. All departments potentially involved shall be consulted and representatives of the faculty may dispute the chancellor's recommendation for a state of financial emergency before the board.

2. If the faculty does not act to determine the form of seniority to be followed, the chancellor may designate the form. Such designation shall be effective campuswide and shall be made prior to the declaration by the board of a state of financial emergency.

3. If an affected department or program does not recommend individuals for layoff or termination following declaration of a state of financial emergency, the chancellor shall determine the individuals to be affected, using such advice as is deemed of value.

4. If a faculty hearing committee provided for in s. UWS 5.11 is not established by the faculty, the chancellor may appoint a committee of faculty members to provide this function.

Chapter UWS 6 COMPLAINTS AND GRIEVANCES

UWS 6.01 Complaints

UWS 6.02 Grievances

UWS 6.01 Complaints.

The faculty of each institution, with the approval of the chancellor, shall establish rules and procedures to deal with allegations by the administration, students, academic staff members, other faculty members, classified staff members, or members of the public concerning conduct by a faculty member which violates university rules or policies, or which adversely affects the faculty member's performance of his/her obligation to the university but which allegations are not serious enough to warrant dismissal proceedings under ch. UWS 4. Such rules and procedures shall include, but not necessarily be limited to, the following:

1. Review of and administrative action on the complaint by the chancellor. Administrative action may include dismissing the complaint, invoking an appropriate disciplinary action, or referring the complaint to the standing faculty committee created under sub. (2).

2. Provision for a hearing before a standing faculty committee selected by the faculty of each institution in such manner as they shall determine. Such hearing shall be held at the request of the chancellor or, if the chancellor invokes a disciplinary action, at the request of the faculty member concerned.

3. Guarantee of adequate due process to include, but not limited to, written notification of the complaint, fair and complete hearing procedures, written statement of findings, transmittal of findings to the faculty member involved and appropriate administrative officials within a reasonable period of time, and prohibition of further jeopardy for the same alleged misconduct after a final decision.

4. Delineation of the powers of the faculty committee to make recommendations to the chancellor concerning disciplinary action, to recommend dismissal of the complaint, or to recommend referral of the complaint to the appropriate department or administrative officer.

5. The decision by the chancellor on the recommendations of the committee, or on the complaint in the absence of committee recommendation, shall be final except that the board at its option might grant a review on the record.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.
**UW-Sup 6. 01 Complaints.**

(1) The Chancellor shall receive all faculty-related complaints from whatever source and attempt to resolve each complaint either by dismissing the complaint, invoking appropriate disciplinary action, or referring the complaint to the Faculty Personnel Council. Should the complainant be dissatisfied with the resolution, he/she may refer the complaint to the Faculty Personnel Council.

(2) The Faculty Personnel Council as constituted by the Faculty Senate Constitution shall be the standing faculty committee to review all complaints. After reviewing the facts and allegations, the Faculty Personnel Council shall decide whether or not to proceed to a hearing. Upon deciding that a hearing is appropriate, the Council shall appoint an ad hoc hearing committee from the faculty as a whole to hear each case. The members shall be appointed from among those faculty not directly or professionally involved in the case.

(3) The faculty member and appropriate administrative officials shall receive written notice of the complaint, fair and complete hearing procedures, and a written statement of the findings (within days of completion of proceedings). Faculty are protected from further jeopardy for the same alleged misconduct after a final decision.

(4) The ad hoc hearing committee shall report its findings and recommendations directly to the Faculty Personnel Council. The Council shall review such findings of fact and recommendations, with changes as may seem appropriate, and report its own findings and recommendations directly to the Chancellor.

(5) The decision by the Chancellor on the recommendations of the Faculty Personnel Council, or on the complaint in the absence of Council recommendation, shall be final except that the Board of Regents at its option may grant a review on the record.

**UWS 6.02 Grievances.**

The faculty of each institution shall designate a committee or other appropriate faculty body to hear faculty grievances under rules and procedures established by the faculty of the institution in conjunction with the chancellor. The committee or faculty body shall have the power to conduct hearings and fact-finding related to the grievance and to recommend solutions to the grievance to the chancellor. If the committee or other body 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 committee, or on the grievance in the absence of committee recommendation, shall be final except that the board, upon petition of a grievant or the committee or other faculty body, may grant a review on the record.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75; am. Register; April, 1989, No. 400, eff. 5-1-89.

**UW-Sup 6.02 Grievances.**

(1) The Chancellor shall receive all grievances from faculty and attempt to resolve the matter either by dismissing the grievance, invoking appropriate disciplinary action, or referring the grievance to the Faculty Personnel Council. Should the faculty member be dissatisfied with the resolution, he/she may refer the grievance to the Faculty Personnel Council.

(2) The Faculty Personnel Council as constituted by the Faculty Senate Constitution shall be the standing faculty committee to review all grievances. After reviewing the facts and allegations, the Faculty Personnel Council shall decide whether or not to proceed to a hearing. Upon deciding that a hearing is appropriate, the Council shall appoint an ad hoc hearing committee from the faculty as a whole to hear each case. The members shall be appointed from among those faculty not directly or professionally involved in the case.

(3) The faculty member and appropriate administrative officials shall receive written notice of the grievance, fair and complete hearing procedures, and a written statement of the findings (within 30 days of completion of the proceedings). Faculty are protected from further jeopardy for the same alleged misconduct after a final decision.

(4) The ad hoc hearing committee shall report its findings and recommendations directly to the Faculty Personnel Council. The Council shall review such findings of fact and recommendations, with changes as may seem appropriate, and reports its own findings and recommendations directly to the Chancellor.
(5) The decision by the Chancellor on the recommendations of the Faculty Personnel Council, or on the grievance in the absence of Council recommendation, shall be final except that the Board of Regents at its option may grant a review on the record.

Chapter UWS 7 OUTSIDE ACTIVITIES

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75; r. Register, January 1986, No. 361, eff. 2-1-86.

Note: "r." denotes repeal. Outside Activities now appear in UWS 8.025.
CONSTITUTION OF THE FACULTY SENATE 3/26/01 (amended 12.08)

PREAMBLE

The faculty of the University of Wisconsin-Superior, acting under its authority in Chapter 36 of the Wisconsin Statutes, hereby adopts this Constitution of the Faculty.

The authority for faculty governance rests in Chapter 36 of the Wisconsin Statutes and in the customary role that faculty have played in the educational and academic activities of colleges and universities.

Chapter 36.09 (3&4) state the primary and consultative responsibilities of the faculty:

Chapter 36.09 (3) THE CHANCELLORS. 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.

Chapter 36.09 (4) FACULTY. The faculty of each institution, subject to the responsibilities and powers of the board, the president and the chancellor of such institution, shall be vested with responsibility for the immediate governance of such institutions 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.

The principle of shared governance, as understood by the faculty of the University of Wisconsin-Superior, is predicated upon two major concepts: (1) primary responsibility and (2) consultative responsibility. Primary responsibility means the formal power to initiate action, carry out reviews and make recommendations which result in legislation and can be overruled only in rare instances for compelling reasons, which must be stated in detail. Primary responsibility does not exclude the interests of the other party. Either party may initiate a request for action of the other whether it has primary responsibility or not. Consultative means a formal procedure or practice that provides a means to present a judgment in the form of a recommendation or vote in time to affect the decision being made.

The consultative process has six elements:

1. Consultation should occur early in the decision-making process.
2. The procedures for consultation should be uniform and fair to all parties.
3. There must be adequate time to formulate a response to a request for consultation.
4. Information relevant to the decision should be freely available.
5. The advice rendered must be adequately considered and feedback given.
6. The decision, when made, should be communicated to the consulting group.

This constitution recognizes the right of Academic Staff to be active participants in institutional governance pursuant to section 36.09(4m) of the Wisconsin Statutes. Academic Staff participation in faculty governance shall mean the right to participate on the appropriate standing Councils of the Faculty Senate and to address the Faculty Senate when recognized by its Chair. Chapter 36.09(5) of the Wisconsin Statutes recognizes the right of students to be active participants in institutional governance. Student participation in faculty governance shall mean the right to participate on the appropriate standing Councils of the Faculty Senate and to address the Faculty Senate when recognized by its Chair.
Article I: The Faculty Senate

Following custom and tradition, the faculty's governance rights and responsibilities at the all-university level shall be exercised through a representative body of the faculty to be known as the Faculty Senate of the University of Wisconsin-Superior. Unless otherwise stated, the term Faculty, whenever it appears within this document or its appendices, shall mean all members of the faculty currently serving in a .50 or greater faculty appointment. Departments and other units shall determine their own governance structures as long as these are consistent with state law and university policy.

Article II: Membership, Representation and Elections

1. Composition of the Senate
   a. The senate shall be composed of representatives from each academic department, plus one (1) at large faculty member elected from the faculty of the University.

2. Representation
   a. Each academic department of the university shall have one representative on the faculty senate.
   b. The faculty of the library shall be considered an academic department for purposes of representation on the faculty senate.
   c. The chair of the Academic Staff Council shall be invited to nominate two (2) academic staff to serve as non-voting delegates to the Faculty Senate.
   d. The Faculty Senate will appoint two (2) non-voting faculty members to the Academic Staff Council.
   e. The Student Government shall be invited to nominate two (2) non-voting delegates to the Faculty Senate.

3. Eligibility
   a. To be eligible to serve as a senator, a person must be a member of the faculty and have completed at least two academic years of unclassified service at the university.

4. Vacancies
   a. A senator who represents an academic department and transferred to another unit during his/her term shall be ineligible to continue as a senator for the academic department to which he/she was elected and this seat shall be declared vacant.
   b. Should a senator resign from the Faculty Senate or terminate affiliation with the faculty; leave the university for a period of sixty (60) days or more during the regular academic year, as in the instance of a leave-of-absence; or otherwise prove unable to perform senatorial duties, a special election shall be held for the purpose of filling the vacancy ad interim. Special elections shall take place at a time which would ensure that the constituency concerned would have continuous representation in the Faculty Senate. In the event that individual circumstances should create doubt as to whether or not a vacancy exists within the provisions of this clause, the Faculty Senate shall make a determination by a simple majority vote. The nomination and election procedures shall be prescribed in the same manner as those stipulated in section six (6) of this article and the By-laws.
   c. The electors of the academic departments or the faculty at large may petition for the recall of any or all of their respective Senate representatives at any time after the first year of the term for which they were elected. Recall petitions shall bear the signatures of the electors of the academic department concerned or the faculty at large equal to at least fifty (50) percent of the total number of qualified electors in the appropriate
constituency. Upon verification of the signatures on the petition, the Senate shall hold a special election for the constituency concerned within five (5) university class weeks following the filing of the recall petition. The senator(s) against whom the petition shall have been filed shall continue to perform the duties of office while awaiting the results of the filing of the recall petition. Should a senator be recalled, a replacement shall be elected to fill the unexpired term of the recalled senator, and the replacement senator shall be eligible for election to the Senate on the same basis as if he or she had completed a full term.

5. Term of Office
   a. The term of service as a senator shall be three (3) years.

6. Elections
   a. The Secretary of the Faculty Senate shall be responsible for the conduct of all Senate elections. All details concerning elections not prescribed in these articles shall be formulated and approved by the Senate.

   b. Those persons who hold Faculty rank and who have been in the employ of the University throughout the academic year in which the Faculty Senate elections shall be conducted shall be eligible to vote for members of the Faculty Senate.

   c. Elections for Faculty Senators shall be held during the first two weeks in April. Nominating and voting procedures for the elections shall be prescribed by the Faculty of each Department in accordance with University Personnel Rules and open meeting laws. The Secretary of the Senate shall request nominations and self-nominations for the at-large faculty seats, distribute the ballot, receive the ballots, and report the results to the Senate. The Chief Academic Officer of the University shall determine the eligibility of electors and candidates, subject to the provisions of this Constitution, and shall furnish certified lists of the same to the Secretary of the Faculty Senate.

   d. The Faculty Senate shall reorganize itself in May, and newly elected Faculty Senators shall take office at the same Faculty Senate meeting. The Faculty Senate shall be the judge of the elections, the returns, and the qualifications of its own members.

   e. A notice of the annual or any special election to the Faculty Senate or to any of its councils must be distributed to the electorate at least two weeks prior to the election.

   f. All voting shall be by secret ballot.

Article III: Officers of the Faculty Senate

1. Election of Officers
   a. The officers of the Faculty Senate shall be the Chair, Chair Pro Tempore, Faculty Representative, and Secretary.

   b. The Chair of the Faculty shall be directly elected by the faculty through secret ballot and shall serve a one-year term. The Chair of the Faculty shall serve no more than three (3) consecutive terms. The Chair of the Faculty shall have a seat on the Senate, with full voting rights, and shall serve as the Chair of the Senate. An individual may not simultaneously serve as Chair of the Faculty and as a departmental or at-large member of the Faculty Senate.

   c. The Senate shall elect one of its members to serve as Senate Chair Pro Tempore. The Chair Pro Tempore shall chair meetings of the Faculty Senate in the absence of the Chair of the Faculty. The Chair Pro Tempore shall serve a one-year term.

   d. The Faculty Representative shall be elected by and from the members of the Faculty Senate and shall serve a one-year term.
e. The Secretary shall be elected by and from the members of the Faculty Senate. A vacancy in the office of secretary shall be filled for the reminder of the term by appointment of the Chair subject to confirmation by a majority of the Faculty Senate.

f. The term for each office shall be one year. The term for each office shall begin at the seating of the new Faculty Senate in May of each year. The election of the Faculty Chair and Senator-at-Large Positions will be held on the Wednesday of the third week of April. The Senate Chair election will require a minimum of one public forum with the candidates.

2. Duties of the Officers
   a. The Chair shall preside at all meetings of the Senate and the Executive Committee; shall prepare the agenda, make appointments not otherwise prescribed or denied, and coordinate the Senate councils in consultation with the Executive Committee; and shall be the Faculty Senate representative on institutional and system governance bodies except where otherwise designated in this constitution or decided by the Faculty Senate.
   b. The Chair Pro Tempore shall perform the duties of the chair in his/her absence, [and] shall serve on the Executive Committee.
   c. The secretary shall keep and distribute minutes of all Senate and Executive Committee meetings, shall maintain one complete record of such meetings in the Senate files, shall provide one for the university archives, and shall perform the duties of treasurer for the Senate.

Article IV: Conduct of Senate Business

1. Meetings of the Senate
   a. The Senate shall hold at least one meeting in each month of the academic year. Meetings during the summer time shall be held as needed.
   b. The first meeting each year must be scheduled on the second Tuesday or a Tuesday as close to that day as possible.
   c. Special meetings may be called by the chair or as scheduled by the Senate. A special meeting must be called upon the written request of five members of the Senate.
   d. General faculty meetings, for the purpose of discussing issues of concern, can be convened whenever the chair of the Senate or a majority of the Senate desire broader input from the faculty. A petition by one-third of the faculty shall be sufficient to call a general faculty meeting.
   e. Two-thirds of the entire voting membership (10) including the Chair shall constitute a quorum.
   f. The chair shall appoint a parliamentarian.

2. The Agenda
   a. The agenda is determined by the chair in consultation with the Executive Committee.
   b. The order of business shall be:
      1) Call to Order
      2) Approval of Minutes of Previous Meeting
      3) Report of the Chancellor (or designee) followed by Questions and Responses.
      4) Announcements
      5) Council Reports
      6) Old Business
      7) New Business
      8) Adjournment
3. Voting by Proxy

a. In order to vote on any question a Senator must be present at the meeting at the time of the vote. No Senator shall vote by proxy.

b. The same rule shall apply to proceedings of the Councils, task forces, and committees which shall be within the jurisdiction of the Faculty Senate.

c. Conduct of Business
   1. The newly revised edition of Robert's Rules of Order shall govern the conduct of the meetings of the Faculty Senate, its Councils, task forces, and committees.

   2. The Senate shall comply with the open meeting laws. Non-Senate members may speak at Senate meetings when recognized by the chair.

Article V: The Executive Committee

1. Membership and Election

a. The Executive Committee shall consist of five members: the Chair of the Faculty, Senate Secretary, Faculty Representative, Senate Chair Pro Tempore, and one other member of Senate (to be selected by Senate). All members of the Executive Committee shall be full voting members. The chairs of the Undergraduate Academic Affairs Council, Graduate Council, Personnel Council, and Planning, Budgeting, and Review Council serve as ex officio members.

b. All terms shall be one year in length beginning on the second Tuesday in May or the beginning of the new Senate year.

2. Duties

a. The Executive Committee shall aid the chair in establishing the agenda for Faculty Senate meetings, may suggest policies and the means of implementing them to the Faculty Senate, assist the chair in coordinating the Faculty Senate councils, and recommend to the interpretations of the Faculty Senate's Constitution. The Executive Committee may act on behalf of the Senate when the time frame does not permit the convening of the Faculty Senate. The Executive Committee must report all of its actions to the Faculty Senate at the next Faculty Senate meeting.

Article VI: Councils and Committees

1. There shall be five Councils. They are:
   (a) The Undergraduate Academic Affairs Council,
   (b) the Personnel Council,
   (c) the Graduate Council,
   (d) the Academic Program Review Council and
   (e) the Planning and Budgetary Council.

2. The Faculty Senate shall establish standing committees when it deems them necessary for effective governance.

3. Representation and Responsibilities

4. The representation and responsibilities of the Councils are identified in the Bylaws.

5. The standing committees shall be accountable to the Faculty Senate and shall advise the Faculty Senate in carrying out its primary responsibility for governance.
Article VII: Amendments to the Constitution

1. Procedures
   
a. Amendments to this Constitution may be proposed by written petition of ten percent (10%) of the faculty or by majority vote of the Faculty Senate, and shall be ratified by a two-thirds majority of the faculty voting on the amendment.

b. Notice of proposed amendments must be posted and distributed to eligible voters at least two weeks prior to the ratification vote.

c. At least once every three (3) years, the Faculty Senate shall enter on its agenda the question of general revision of this Constitution. The Faculty Senate shall decide, by an absolute majority vote of the faculty Senators whether or not to devise procedures for general revision. The procedures subsequently devised shall be adopted by a simple majority vote of the Faculty Senators present and voting.

Article VIII: Amendments to the Bylaws

1. Procedure
   
a. Amendments to the Bylaws of this Constitution shall be made by majority vote of the Faculty Senate as a whole.

b. Amendments to the Bylaws must be introduced at a regular meeting of the Faculty Senate and adopted at a subsequent regular meeting of the Faculty Senate.

Article IX: Ratification

1. Procedure
   
a. The Constitution and its Bylaws become effective when ratified by two-thirds of the eligible faculty voters casting ballots.

b. Eligible faculty will cast their ballots by mail.

c. Initial Senators will serve staggered terms. A lottery will be used to determine the sequence of re-election.
APPENDIX C: BYLAWS OF THE FACULTY SENATE (Amended 12.08)

Article I Undergraduate Academic Affairs Council

1. Name
   a. The name of this Faculty Senate standing council shall be the Undergraduate Academic Affairs Council.

2. Purposes
   a. The Council shall be accountable to the Faculty Senate, as representative of the faculty which has primary responsibility for undergraduate curriculum and instruction. All Undergraduate Academic Affairs Council actions shall be communicated to the Senate. Receipt by Senate of the report of Council actions regarding courses and curriculum changes shall constitute approval. All other matters will be subject to Senate approval.
   b. The purposes of the Council shall be to review, develop, and recommend policy and guidelines regarding curriculum and approve or disapprove requests for new course, course revisions, new programs, program revisions, major and sub-major academic programs, minors, concentrations, specializations, and other academic policies, e.g., admissions standards, academic calendar, academic reinstatement, decisions on academic credits, class size, grading, issues related to attendance, student concerns related to curriculum and instruction and other responsibilities as directed by the Faculty Senate.
   c. The objective of the council shall be:
      1) To review, develop, and recommend new and/or modified curriculum policies.
      2) To serve as an academic forum to consider and act upon proposals for credit-producing learning experiences as well as major and sub-major academic programs and specializations.
         a. To ascertain if the proposal is in accordance with the Institutional Mission Statement, priorities, and policies of the University.
         b. To ascertain if the proposal will fulfill a justifiable need.
         c. To ascertain if the proposal has realistic, consistent and measurable objectives, and appropriate evaluation procedures.
         d. To ascertain if the title and catalog description is descriptive of the content and objectives of the proposal.
         e. To ascertain if the proposal results in unnecessary overlap or duplication with existing offerings.
         f. To ascertain if the proposal is desirable from an instructional viewpoint relative to quality and its relationship to other offerings.
         g. When appropriate, to ascertain whether a proposed course fulfills the requirements for inclusion in a specific category of the curriculum.
         h. To encourage multicultural and trans-disciplinary approaches to curriculum and instructional growth.
         i. To promote academic excellence and educational opportunity and encourage the use of appropriate standards throughout the curriculum.

3) Membership
   a. The members shall concern themselves with the Institutional Mission Statement, and shall be elected to provide a cross-section of the academic community of the University.
   b. The qualifications of the members for the Council shall be:
      1) To be knowledgeable about the University, its mission, structure, and the more specific specialized objectives and missions of the various units which comprise the total University.
      2) To be knowledgeable about the Bylaws and status of the Council within the University structure.
      3) To be able to serve without undue distraction of other activities either imposed on or undertaken voluntarily by proposed members. This implies that members should not be so unduly involved with other
activities that they distract from active and meaningful service on the Council.

c. The duties of the members of the Council shall be:
   1) To attend all meetings of the Council.
   2) To study all the material submitted before the meeting to become knowledgeable of what is to be considered, and to be able to act intelligently and professionally on the material at the meeting.
   3) To participate fully in the activities of the Council in considering all items submitted.
   4) To serve, as needed, on subcommittees of the Council when so assigned by the chair. Subcommittees are established according to need to study and make recommendations to the Council about those items under consideration or other items, which the Council deems necessary of special consideration.
   5) To assume an All-University attitude in their membership, by refraining from individual or special group interest in their deliberations and voting. This implies giving highest consideration to the good of the University and its students on the part of the members of the Council.

d. The members of the Council shall consist of faculty, academic staff, and students:
   1) Each academic department with an undergraduate program will be represented by one member. The Council shall elect a chair from among its members. The Council Chair serves as an ex officio member of the Executive Committee.
   2) The Academic Staff Council shall be invited to appoint two (2) non-voting members of the Academic Staff.
   3) The Student Government shall be invited to appoint two (2) non-voting student members.
   4) The Vice-Chancellor for Academic Affairs, the Dean of Faculties, the Registrar, and the Director of Undergraduate Advisement shall be non-voting, ex officio members.

e. The Terms of office shall be as follows:
   1) The length of term of faculty members shall be three year terms. Initial terms shall be staggered by lottery.
   2) The length of term of student Council members shall be at the discretion of the Student Senate.
   3) The length of term of academic staff members shall be at the discretion of the Academic Staff Council.
   4) When a member must resign from the Council before the member’s term is completed, the unit represented by that member shall elect a replacement to fulfill the uncompleted portion of that member’s term.
   5) Should a Council member be unable to perform council duties for a period of sixty (60) days or more during the regular academic year, as in the case of a sabbatical leave, a leave-of-absence, or a class conflict with most scheduled Council meetings, then the unit affected shall elect an ad interim replacement, which shall not extend the length of the term, nor affect the eligibility of the original member for re-election.

f. Officers and Secretary
   1) The officers of the Council shall be a chair and secretary.
   2) The secretary shall be a voting member elected by the Council.
   3) The secretary shall serve a term of one year and may be re-elected.
   4) The election of the secretary shall be held at the first meeting of the Council.
      a. Duties of Officers and Secretary

   g. The chair shall:
      1) Preside at all meetings of the Council.
      2) Establish and arrange meeting schedule and location.
      3) Maintain liaison with the vice chancellor regarding curriculum matters.
      4) Attend the meetings and serve as a voting member of the Executive Committee of the Faculty Senate.
      5) Maintain liaison with the chair of the Faculty Senate and the Executive Committee of the Faculty Senate.
6) Conduct proceedings of the Council in accordance with the by-laws.

h. The secretary shall:
   1) Notify all faculty and administrators of regular meetings, including in the notice a call for materials to be submitted and deadlines for submission.
   2) Notify all members of the Council, the chair for the Faculty Senate, the vice chancellor, and other necessary parties of any special meetings.
   3) Receive copies of all materials submitted for consideration at a meeting and collate them in preparation for distribution.
   4) Prepare and agenda for each regular meeting and distribute copies of the agenda plus copies of all submitted materials to personnel as required.
   5) Notify parties who submit materials of the meeting at which such materials will be considered, and inform them if their presence is required.
   6) Keep an accurate record of the proceedings and actions of each meeting.
   7) Prepare copies of the minutes within one week after a meeting and distribute them as required.
   8) Send out one (1) copy of the minutes and a set of all materials to the Executive Committee of the Faculty Senate, to the vice chancellor and to the chancellor.

i. Meetings
   1) Regular meetings of the Council shall be held at least monthly during the academic year and as needed during the summer session.
   2) Special meetings may be called by the chair.
   3) The quorum shall consist of a majority of the voting members.
   4) The meetings shall be open.

j. Task Forces/Subcommittees.
   1) Task forces/committees, as needed, shall be appointed by the chair subject to approval by a majority vote of the members present. Membership on these task forces/committees will not be limited to current members of the Undergraduate Academic Affairs Council.
   2) The charge of each task force/committee shall be determined by the chair subject to approval by a majority vote of the members present.

k. Amendments
   1) Recommendations for charges in the Bylaws shall be distributed to the Council members at least two weeks prior to consideration by the Council.
   2) Recommendations to the Faculty Senate for changes in the Bylaws shall be approved by a two-thirds majority of the voting members of the Council.
Article II: Bylaws of the Personnel Council

1. Name
   a. The name of this Faculty Senate standing Council shall be the Personnel Council.

2. Purposes
   a. The Council is accountable to the Faculty Senate.
   b. The Council is responsible for reviewing and making recommendations on personnel matters including:
      1) Personnel rules
      2) Salary guidelines
      3) Promotion, tenure, and post-guidelines
      4) Workload
      5) Affirmative Action and Diversity policies
      6) Faculty and staff development
   c. The council will appoint a faculty hearing committee to deal with complaints and grievances.
   d. The Council will serve as the Faculty Consultative Committee

3. Membership
   a. The Council shall consist of five members elected from the faculty at-large. Annual elections for the new members of the Personnel Council will be held during the first two weeks in May. Nominations or self-nominations shall be forwarded to the Secretary of the Faculty Senate for distribution of ballots for voting purposes to the general faculty population. The nominees with the highest vote totals shall constitute the new members of the Council.
   b. All faculty members shall serve three year terms of office, with terms to be staggered.
   c. Should a Council Member be unable to perform council duties for a period of sixty (60) days or more during the regular academic year, as in the case of a sabbatical leave, a leave-of-absence, or a class conflict with most scheduled Council meetings, then the unit affected shall elect and ad interim replacement, which shall not extend the length of term, nor effect the eligibility of the original member for re-election.
   d. A quorum will consist of a majority (3) of the voting members.

4. Officers
   a. Each year, at its first organizational meeting, the Council shall elect a chair and secretary from the members on the Council. The Council Chair serves as an ex officio member of the Faculty Senate Executive Committee.
   b. The chair and secretary's terms of office shall be one year in length with the possibility of re-election.

5. Task Forces/Subcommittees
   a. Task forces/committees, as needed, shall be appointed by the chair subject to approval by a majority vote of the members present. Membership on these task forces/committees will not be limited to current members of the Faculty Senate Personnel Council.
   b. The charge of each task force/committee shall be determined by the chair subject to approval by a majority vote of the members present.
   c. Ad-Hoc grievance committees, as needed, shall be appointed by the Council subject to the approval by a majority vote of the members present. Membership on this committee shall be limited to tenured faculty. All such faculty shall be required to serve on this committee when called-upon (excluding faculty who would be in a conflict of interest). This committee would be determined on a rotating basis.
6. Revisions  
   a. Recommendations for changes in the Bylaws shall be distributed to the Council members at least two weeks prior to consideration by the Council.  
   b. Recommendations to the Faculty Senate for changes in the Bylaws shall be approved by a majority vote (4) of the Council.

**Article III: Bylaws of the Planning and Budgetary Council**

1. Name  
   a. The name of this Faculty Senate standing Council shall be the Planning and Budgetary Council.

2. Purposes.  
   a. The Council shall review, develop, and coordinate the faculty governance role in university planning and budgeting processes and shall make recommendations (proposals) to the Faculty Senate.  
   b. The Council shall receive and react to communications from the Faculty Senate or the Senate Executive Committee.

3. Membership  
   a. The Council shall consist of five members elected by the faculty at large. Annual elections for the new members of this Council will be held during the first two weeks in May. Nominations or self-nominations shall be forwarded to the Secretary of the Faculty Senate for distribution of ballots for voting purposes to the general faculty population. The nominees with the highest vote totals shall constitute the new members of the Council. One seat on the Council shall be reserved for a member of a graduate program to be elected to the Council by the faculty at large.  
   b. Should a Council member be unable to perform Council duties for a period of sixty (60) days or more during the regular academic year, as in the case of a sabbatical leave, a leave of absence, or a class conflict with most scheduled Council meetings, then the unit affected shall elect an ad interim replacement, which shall not extend the length of term, nor effect the eligibility of the original member for re-election.  
   c. All members shall serve three-year terms of office, with terms to be staggered.  
   d. A quorum shall consist of a majority of voting members (3).

4. Officers  
   a. Each year at its organizational meeting the Council shall elect a secretary and chair from the members of the Council. The Council Chair serves as an ex officio member of the Faculty Executive Committee Senate Committee.  
   b. The terms of office for the secretary and chair shall be one year in length with possibility of re-election.

5. Revisions  
   a. Recommendations for changes in the Bylaws shall be distributed to the Council members at least two weeks prior to consideration by the Council.  
   b. Recommendations to the Faculty Senate for changes in the Bylaws shall be approved by a majority vote of the Council.
6. Task Forces/Committees
   a. Task forces/committees, as needed, shall be appointed by the chair subject to approval by a majority vote of the members present.
   b. Membership on these task forces/committees will not be limited to current members of the Faculty Senate or Planning and Budgetary Council.
   c. The charge of each task force/committee shall be determined by the chair subject to approval by a majority vote of the members present.

Article IV: Bylaws of the Academic Program Review Council

1. Name
   a. The name of this Faculty Senate standing Council shall be Academic Program Review Council.

2. Purposes.
   a. The Council shall review the procedure and policies in the program audit and review process. The Council shall conduct and supervise the program audit and review process. The Council shall audit all University programs on a regular basis. The Council shall forward its findings, stipulations, suggestions, and observations to the Faculty Senate for approval. The final recommendation of the Faculty Senate will be transmitted to the vice chancellor of the university by the chair of the Faculty Senate.
   b. The Council shall receive and react to communications from the Faculty Senate or the Senate Executive Committee.

3. Membership
   a. The Council shall consist of five members elected by the faculty at large. Annual elections for the new members of this Council will be held during the first two weeks in May. Nominations or self-nominations shall be forwarded to the Secretary of the Faculty Senate for distribution of ballots for voting purposes to the general faculty population. The nominees with the highest vote totals shall constitute the new members of the Council. One seat on the Council shall be reserved for a member of a graduate program to be elected to the Council by the faculty at large.
   b. Should a Council member be unable to perform council duties for a period of sixty (60) days or more during the regular academic year, as in the case of a sabbatical leave, a leave of absence, or a class conflict with most scheduled Council meetings, then the unit affected shall elect an ad interim replacement, which shall not extend the length of term, nor effect the eligibility of the original member for re-election.
   c. Members shall serve three year terms of office, with terms to be staggered.
   d. A quorum shall consist of a majority of voting members (3).

4. Officers
   a. Each year at its organizational meeting the Council shall elect a secretary and chair from the members of the Council. The Council Chair serves as an ex officio member of the Faculty Senate Executive Committee.
   b. The terms of office for the secretary and chair shall be one year in length with possibility of re-election.

5. Revisions
   a. Recommendations for changes in the Bylaws shall be distributed to the Council members at least two weeks prior to consideration by the Council.
   b. Recommendations to the Faculty Senate for changes in the Bylaws shall be approved by a majority vote of the Council.

6. Task Forces/Committees
   a. Task forces/committees, as needed, shall be appointed by the chair subject to approval by a majority vote of the members present.
b. Membership on these task forces/committees will not be limited to current members of the Faculty Senate or Academic Program Review Council.

c. The charge of each task force/committee shall be determined by the chair subject to approval by a majority vote of the members present.

**Article V: Bylaws of the Graduate Council**

Preamble: The Graduate Faculty of the University of Wisconsin-Superior adopts these bylaws in order to:
- Create and sustain transformative learning at the graduate and post graduate levels
- Encourage diverse scholarly activities that meet the needs of a pluralistic society
- Provide leadership with a liberal arts tradition that meets the needs of the region and a pluralistic society
- Be of service to the State of Wisconsin by providing an opportunity for graduate students and faculty to participate in determining the conduct and direction of the graduate education in the university

**Article 1
Composition and Function**

Section 1.
The official name of the body shall be The Graduate Faculty of the University of Wisconsin-Superior.

Section 2.
These bylaws shall become effective and replace the previous bylaws of the Graduate Faculty upon adoption by a two-third majority of the Full Graduate Faculty Members voting, and the University of Wisconsin-Superior Faculty Senate.

Section 3.
The Graduate Council shall be the policy making body for the Graduate Faculty and Graduate Programs, acting within the limits of these bylaws, policies of the State of Wisconsin, and the Board of Regents of the University of Wisconsin System.

Section 4.
The Graduate Council shall serve as a council of the University of Wisconsin-Superior Faculty Senate. All powers necessary to implement these bylaws and those necessary for controlling operation of graduate education and programs shall be reserved to the Graduate Faculty.

Section 5.
The Graduate Faculty is the community of scholars responsible for creating the academic climate for graduate education by teaching graduate courses, stimulating and conducting research and advising graduate students. All tenure track faculty with a terminal degree are full graduate faculty members.

Membership on the Graduate Faculty is of two types, full and limited.

a. Full membership: Full Graduate Faculty Members shall possess the earned doctorate or terminal degree in their academic discipline. Each full graduate faculty member shall:
   1) have a full-time University of Wisconsin-Superior faculty appointment;
   2) be eligible to teach graduate classes, advise graduate students, direct and guide graduate research and thesis;
   3) be eligible to conduct oral and written comprehensive graduate examinations;
   4) be eligible to serve as a member of the Graduate Council;
   5) be eligible to serve as an officer of the Graduate Faculty; and
   6) maintain full graduate status throughout her/his period of continuous employment.

b. Limited membership: Limited Graduate Faculty Members shall:
   1) possess the earned doctorate or terminal degree in their academic discipline, or a level of experience appropriate for teaching graduate students as recommended by each individual graduate program;
2) have a full-time or part-time faculty appointment, adjunct or ad hoc faculty appointment, or full- or part-time academic staff appointment; 
3) be eligible to teach graduate courses and advise graduate students as determined by department chair; 
4) participate in the conducting of comprehensive oral and written graduate examinations upon request of department chair; 
5) participate in, and/or direct, a final project or thesis committee upon request of department chair; 
6) be ineligible to serve as a member of the Graduate Council; 
7) be ineligible to serve as an office of the Graduate Faculty; and 
8) be recommended by department and approved by the Graduate Council.

Article II
Officers and Duties of Graduate Faculty

Section 1.
The officers of the Graduate Faculty shall be a Chairperson of the Graduate Council and a Secretary of the Graduate Faculty.

a. The Chairperson of the Graduate Council shall:
   1) be elected by the current members of the Graduate Council to a two year term at the first meeting of the academic year;
   2) convene and chair all Graduate Council meetings;
   3) convene and chair all Graduate Faculty meetings;
   4) perform those responsibilities and duties normally associated with the office; and
   5) represent the Graduate Faculty at the Faculty Senate Executive Committee.

b. The Secretary of the Graduate Faculty shall:
   1) be elected to a biennial term by a majority of the Graduate Faculty present at its annual meeting;
   2) be responsible for sending a copy of the agenda and other pertinent materials to members of the Graduate Council five days prior to a meeting of the Council;
   3) be responsible for sending a copy of the agenda and other pertinent materials to the Dean of Faculties or designee fifteen days prior to a meeting of the Graduate Faculty for dissemination to the maintained list of all Graduate Faculty members five days prior to a meeting of the Graduate Faculty; and
   4) perform those responsibilities and duties normally associated with the office.

Section 2.
The Graduate Faculty shall adopt its own rules of order except that it may not depart from conventional procedures.

Section 3.
The Graduate Faculty shall hold at least one meeting each academic year. Additional meetings may be called if needed. Meetings of the Graduate Faculty will be called by the Chairperson of the Graduate Council. Upon absolute majority vote of the Graduate Council or upon presentation to the Graduate Council, a petition bearing the signatures of at least one fifth of the Full Graduate Faculty Members, the Graduate Council shall request that the Chairperson of the Graduate Council call a meeting of the Graduate Faculty within fourteen days following such a Graduate Council vote or the receipt of such petition.

Section 4.
Meetings of the Graduate Faculty shall be open to any interested person. At these meetings the Dean of Faculties or designee shall report on the activities of graduate education at the University of Wisconsin-Superior. An agenda for meetings of the Graduate Faculty shall be distributed to the Graduate Faculty and graduate students by the Chairperson of the Graduate Council via normally accepted means of notice five days in advance of any meeting.
Section 5.
In order to vote on any question at a Graduate Faculty meeting, a full member of the Graduate Faculty must be present at the meeting at the time of the vote. Only Full Graduate Faculty Members shall be eligible to vote. A minimum of one representative from each graduate program shall constitute a quorum for a graduate faculty meeting.

Article III
Structure and Standing Committees

Section 1.
The University of Wisconsin-Superior academic department shall formulate requirements for graduate degrees within the framework of the Graduate Program, University of Wisconsin system, and policies to the Board of Regents.

Section 2.
Within the framework of policies established by the Graduate Faculty Council each graduate program shall be responsible for recommending graduate candidates for degrees and/or certification completion.

Section 3.
Each department or designated graduate program shall be responsible for continual evaluation, and improvements of existing graduate programs and the development of new graduate programs. Department chairpersons or designated graduate program representatives shall make recommendations regarding the graduate program to the Dean of Faculties or designee for final action by the Graduate Council, the University of Wisconsin-Superior Faculty Senate Executive Committee, the Chancellor of the University, and the Board of Regents.

Section 4.
The Graduate Council shall act on all student petitions and problems related to admission, retention, suspension, and granting of degrees. The Graduate Council may assign an ad hoc committee to act on petitions.

Article IV
Composition of Graduate Council

Section 1.
The Graduate Council shall consist of one Full Graduate Faculty Member Representative selected by each Graduate Degree Program. The Chairperson of the Graduate Faculty and the Secretary of the Graduate Faculty shall also serve as voting members of the Graduate Council. The Chairperson of the Faculty Senate, the Dean of Faculties or designee, the Registrar, and a member of Continuing Education shall be ex officio members of the Graduate Council.

Section 2.
The Chairperson of the Graduate Council shall be elected by the Graduate Council at the first meeting of the academic year for a two year term in accordance with Article II, Section 1(a)1.

Section 3.
A quorum of the Graduate Council shall be a majority of the Full Graduate Faculty Member Representatives. To vote on any questions, a member of the Graduate Council or designee must be present at the meeting at the time of the vote.

Section 4.
Upon the entitlement of a new graduate degree program to the University of Wisconsin-Superior, a Full Graduate Faculty Member Representative from that program area shall be selected to membership on the Graduate Council.

Section 5.
Full Graduate Member Representatives on the Graduate council shall be selected by each graduate department or designated graduate program no later than the end of the spring semester to serve from September 1 to August 31 of the following year.
Section 6.

Article V
Functions of Graduate Council

Section 1.
The Graduate council shall be the legislative body recognized by the University of Wisconsin-Superior for graduate program policy in all matters related to graduate education including, but not limited to, new program authorization, program planning and review, program operation, and resource allocation.

Section 2.
The University of Wisconsin-Superior Faculty Senate shall be the body recognized by the Graduate Faculty in matters related to faculty governance aside from graduate program policy matters as set forth in Article V, Sec.1.

Section 3.
The Graduate Council shall be the policy making body for graduate education and act on behalf of the Graduate Faculty in the operation of graduate programs. The Graduate Council shall be responsible to the Graduate Faculty.

Section 4.
The Graduate Council shall continuously review all aspects of graduate education and may do so through committees composed of Graduate Council Members or Graduate Faculty Members as appointed by the Chairperson of the Graduate Council and approved by the Graduate Council.

Section 5.
The Graduate Council shall consider and approve any person who is not a full or limited member of the Graduate Faculty to teach a specific course open to graduate student enrollment.

Section 6.
Proposals for new graduate workshops, institutes, courses, or any academic activity awarding graduate credit shall be presented to the Graduate Council for consideration and approval. The Graduate Council shall distribute its meeting agenda through normally accepted means of public dissemination.

Section 7.
The Graduate Council shall hold regular biweekly meetings throughout the academic year and as needed during the summer session. Additional meetings of the Graduate Council may be called by the Chairperson of the Graduate council. All meetings shall be open, except when a matter under consideration subject to state or federal law must be closed.

Article VI
Duties of Dean of Faculties

Section 1.
The Dean of Faculties shall be the principal administrator of the Graduate Program who acts on behalf of the university. The Dean administers graduate policies, standards, and procedures approved by the Graduate Council.

Section 2.
The Dean of Faculties or designee shall serve as admissions officer for the graduate program subsequent to an applicant's admission determination made by each program area designated graduate program representative.

Section 3.
The Dean of Faculties or designee, upon the recommendation of each program area designated graduate program representative, shall be responsible for making final verification on admission, candidacy,
completion of degree requirements, and any other aspects of a graduate student’s degree program prior to the awarding of a degree.

Section 4.
The Dean of Faculties or designee shall prepare the graduate catalog and all other publications related to general administration of the graduate programs.

Section 5.
In cooperation with graduate programs, the Dean of Faculties shall provide administrative leadership and advocacy for:
   a. entitlement to plan new graduate programs;
   b. support, development, and operation of new graduate programs; and
   c. successful pursuit and attainment of external accreditation.

Section 6.
In cooperation with graduate programs, the Dean of Faculties shall provide administrative leadership and advocacy for the promotion and marketing of the university’s graduate programs.

Article VII
Amendments

Section 1.
Amendments to these bylaws may be initiated by:
   a. a two-third vote of the Graduate Council; or
   b. petition of one-third of the Full Graduate Faculty Members as determined by the last roll of members maintained by the Graduate Studies Office.

Section 2.
Having been initiated in either manner, the Secretary of the Graduate Faculty shall distribute the proposed amendment to the Graduate Faculty seven days prior to a meeting of the Graduate Faculty. Following the Graduate Faculty meeting and discussion of the proposed amendment, a ballot shall be distributed to the Full Graduate Faculty Members no later than seven days following the meeting. Approval of two thirds of the Full Graduate Faculty members voting within seven days, and the Faculty Senate is required for adoption.

Article VIII
By-Laws

Section 1.
These by-laws shall become effective when they have been approved by two-thirds of the Full Graduate Faculty Members voting, the Faculty Senate and by the Chancellor of the University.

Section 2.
Membership and organization of the Graduate council existing prior to the adoption of these by-laws shall remain in full existence and effect until new by-laws have been adopted by the Graduate Faculty.

CG Approved April 17, 2012
Article V: Department Bylaws Policy

As part of effective governance, each department or functional equivalent shall have developed and approved a set of bylaws. In order to ensure that each department has adequate Bylaws, which conform to the policies listed below, and to form a consistent governance structure, completed Bylaws will be sent to the Faculty Senate for review by the Executive Committee to determine if they conform to this policy.

1. Bylaws must not:
   a. Contradict state or federal regulations and UW-System and UW-Superior policies.
   b. Restrict the prerogatives of members and faculty or staff in an illegal manner.
   c. Assume authority or give directives to persons holding positions outside the department.

2. Bylaws:
   a. Must define procedures for making recommendations regarding recruitment, new appointments, retention decisions, tenure decisions, promotions, and performance evaluations of department faculty.
   b. Must define a mechanism for electing a department chair.
   c. Must define the role and responsibility of faculty and staff in governance of the department, i.e. curriculum planning and review, educational activities and faculty personnel.
   d. Must identify standing committees, define procedures for the selection of members, describe the qualifications of members, establish procedures for the committee(s) to follow and provide charges for the committee(s).
   e. Must define the general and the voting membership of the department, specifying the difference.
   f. Must describe or define expectations the department has about its members, their actions, responsibilities and roles.
   g. Must provide for changes or revisions when needed in the Bylaws themselves.
   h. Should provide a procedure or mechanism for the resolution of conflict between department members and the chair or each other within the department's structure.
   i. May include explicit statements about policies, assumptions, positions, and any other items that are pertinent to the departments’ operation as a unit.
   j. May define procedures and state policies for the chair to follow in conducting the department’s business as these actions pertain to the primary responsibility areas of the faculty.

3. Amendments to Bylaws will be developed by the department and sent to the Faculty Senate.

4. Departments will submit their Bylaws for review to Faculty Senate within one year of the date of the documents adoption. Feedback will be provided if the department so requests.

5. The department chair is the chief administrator and representative of the department or functional equivalent in its day to day activities.

6. Copies of department Bylaws are available from the department chair.
7. Department chair selection:
   a. All departments will have a mechanism for electing a department chair. This method shall be designed by the voting members of the department and shall provide for the decision of the department to be transmitted to the vide-chancellor, who will then make a recommendation to the chancellor.
   b. If the chancellor or vice-chancellor finds the decision unacceptable she or he will inform the department in writing. The chancellor or vice-chancellor may then request additional recommendations from the department.

Article VI: Technical Corrections to the Constitution of the Faculty Senate.

1. The Faculty Senate may authorize editing or other clearly technical changes in the text of the Constitution by a two thirds vote of those Faculty Senators present and voting, without observing the procedural requirements for formal amendment as prescribed in Article VII of the Constitution; but if at least ten (10) percent of the Faculty Senate electors should sign a petition questioning the “technical” interpretation by the Faculty Senate of any contemplated change in the text of the Constitution, then the formal amendment procedure stipulated in Article VII shall be followed.
Chapter 8: Unclassified Code of Ethics

UWS 8.01 Declaration of policy

In view of the special relationship of the University of Wisconsin system to the state and to affirm as public policy within the system certain common standards to prevent conflicts of interest, the board hereby adopts the following code of ethics for unclassified staff pursuant to ss. 19.45 (11) (b) and 36.23, Stats.

(1) 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 to ensure continued confidence of the people of this state in the University of Wisconsin System and its personnel. It is a violation of this commitment for unclassified staff members to 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.

(2) The board of regents, as a matter of policy, recognizes that:

(a) Members of the unclassified staff have personal and economic interests in the decisions and policies of national, state and local government.
(b) Members of the unclassified staff retain their rights as citizens to interests of a personal or an economic nature.
(c) The code of ethics must distinguish between those minor and inconsequential conflicts that are unavoidable in a free society and those conflicts that are substantial and material.

(3) In adopting the standards of conduct set forth in this chapter, it is the board's purpose to prohibit only those activities that will result in a conflict between the personal interests of an unclassified staff member and that staff members public responsibilities to the University of Wisconsin System. It is not the board's purpose to prohibit an unclassified staff member from freely pursuing those teaching, research, professional and public service activities which will not result in such a conflict, nor to prohibit a staff member from accepting any compensation, fees, honoraria or reimbursement of expenses which may be offered in connection therewith.

Note: This subsection, which is new, should be read in conjunction with new UWS 8.025 concerning outside activities. The approach reflects the view that the major inquiry in regard to the acceptability of outside activities is whether they may or do present conflicts with or detract from performance of university duties and responsibilities.

History: Cr. Register, June, 1975, No. 234, eff. 7-1-75, r. (1) (a) 1. and 2. and (b) 4., renum. (1), (1) (a) (intro.) and (1) (b) 1., 2 and 3. to be (intro), (1) and (2) (a) to (c) and am., cr. (3), Register, January, 1986. No. 361, eff. 2-1-86.

UWS 8.02 Definitions. In this chapter:

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

(2) "Anything of value" means any money or property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include:

(a) Any salary, expenses or other compensation received by a member of the unclassified staff from the university for his or her services;
(b) Any compensation, honoraria or expenses derived from outside activities permitted under this chapter;
(c) Political contributions which are reported under ch. 11, Stats.; or
(d) Hospitality extended for a purpose unrelated to university business.

(3) "Associated," when used with reference to an organization, means that a person or a member of a person'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% of the outstanding equity.

(4) "Board", means the board of regents of the University of Wisconsin System.

(5) "Chancellor" means the chief executive officer of a university, the university of Wisconsin centers or the university extension.

(6) "Confidential university information" means information relating to university financial operations or personnel which is obtained from university records or in the course of official university business and which is not available to the general public upon request.

(7) "Contracting personnel" means those persons who are designated in writing by the chancellor of an institution or the president of the system to negotiate, review, approve, or sign contracts for the purchase of goods and services on behalf of an institution, the university system, or the board. The term does not include persons who do either or both of the following:
(a) Contract only with outside agencies for research or for services to be performed by the university; or
(b) Negotiate, review, approve or sign only employment contracts.

(8) "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.

(9) "Immediate family" means:
(a) An unclassified staff member's spouse; and
(h) Any person who receives, directly or indirectly, more than one half of his or her support from an unclassified staff member or from whom an unclassified staff member receives, directly or indirectly, more than one half of his or her support.

(10) "Institution" means any university or an organizational equivalent designated by the board.

(11) "Limited appointees" means persons holding special appointments to administrative positions designated in s. 36.17, Stats., and ch. UWS 15, and who serve at the pleasure of the board or of the authorized official making the appointment.

(12) "Organization" means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust or other legal entity other than an individual or body politic.

(13) "President" means the president of the university of Wisconsin system.

(14) "Secretary" means the secretary of the board.

(15) "Unclassified staff" or "staff members" means faculty, academic staff and limited appointees of the university of Wisconsin system who are not subject to subch. 111, ch. 19, Stats.

(16) Vice President" means system administration officials with the title "Vice President" or other administrative officials with similar duties.

History: Cr. Register, June, 1975, No. 234, eff. 7-1-75, r. (1) (f), and a), renum. (1) (intro.), (1) (a) to (e), (g), and (h) to be (intro.), (4), (14), (13), (16), (5), (8) and (1) and am. (intro.), (5), (8) and (16), cr. (2), (3), (6), (7), (9) to (12) and (15). Register, January, 1986, No. 361, eff. 2-1-86.
UWS 8.025 Outside Activities And Interests; Reports.

(1) Outside activities.
Members of the unclassified staff are free to engage in outside activities, whether or not such activities are remunerative or related to staff members' fields of academic interest or specialization. However, no member of the unclassified staff may engage in an outside activity if it conflicts with his or her public responsibilities to the university of Wisconsin system or the institution at which the unclassified staff member is employed.

UW-Sup 8.01 Declaration of Policy (UW-Sup 14 in previous edition)
8.01 It is the policy of the University of Wisconsin-Superior to encourage the involvement of academic staff members in outside activities in research, public service, outreach and other activities appropriate to the mission of the University, provided such outside activity does not interfere with the proper and effective discharge of the academic staff member's University responsibilities.

(2) Reportable outside activities.
(a) The following outside activities must be reported to a staff member's dean, director or other appropriate administrator:
1. Associations with organizations, as defined in s. UWS 8.02 (3) and (12), related to staff members' fields of academic interest or specialization;
2. Private remunerative relationships between staff members and nongovernmental sponsors of university research for which the staff member is a principal investigator; and
3. Remunerative outside activities in a staff member's field of academic interest or specialization, including but not limited to consulting, and whether the staff member earns for such activities $5,000 or more in a year from a single source.
(b) Each unclassified staff member engaging in outside activities reportable under this section shall annually, on or before April 30, file a report of outside activities with his or her dean, director or other appropriate administrator.
(c) If during the year, significant changes in a staff member's reportable outside activities occur, the staff member shall immediately inform, in writing, his or her dean, director or other appropriate administrator. This information shall be placed on file with the staff member's annual statement of outside interests.

(3) Institutional policies. The unclassified staff members of each institution, with the approval of the chancellor, shall develop policies and procedures which shall, at a minimum, provide:
(a) Standards concerning the use of university facilities and personnel in connection with outside activities;
(b) Standards concerning absence from regular duties for the purpose of engaging in outside activities;
(c) Guidelines identifying types or categories of outside activities which may result in a material conflict of interest; and
(d) For such reports of anticipated outside activities as are necessary to insure compliance with s. UWS 8.04.

(4) Reports public. Information required to be reported under this section shall, unless otherwise privileged by law, be a matter of public record.

History: Cr. Register, January, 1986, No. 361, eff. 2-1-86.

UW-Sup 8.02 Reporting.
An academic staff member shall report her/his involvement in outside activities as defined in UWS 8.03, except those for which leave without pay is to be granted, and/or for which no fee or only token payment is to be received. Reportable outside activities shall be submitted to the appropriate supervisor or administrator designated by the Chancellor, and shall be submitted at least fourteen calendar days in advance of the proposed activity. Such reports shall include a brief description of the nature of the outside activity, the extent of the academic staff member's involvement, the compensation to be received, if any, and from what source, and whether or not University facilities or the services of other University personnel are to be required. Ordinarily, an academic staff member may not receive
compensation for an overload activity from any funds administered within the University System, regardless of source, except through procedures and within standards provided in University of Wisconsin System policies and guidelines. Exceptions to the requirements of this section are subject to specific advance approval of the Chancellor.

It shall be the responsibility of the supervisor or administrator to whom a report of the proposed outside activity has been submitted by an academic staff member to review promptly the same; to determine whether or not the proposed outside activity is proper or excessive or improper; and to notify the academic staff member in writing of the decision. Where the supervisor or administrator determines that the proposed activity is excessive or improper he/she shall provide the academic staff member concerned with the reason or reasons for disapproval.

In cases where the supervisor or administrator has determined that the activity is excessive or improper, the academic staff member concerned shall have the right to request a review of the decision by the Vice Chancellor if he/she has not been involved in the original decision; in cases where the Vice Chancellor has been involved in the decision, the academic staff member may appeal to the Chancellor. The purpose of the review by the Vice Chancellor is to attempt to resolve informally the differences between the academic staff member and the supervisor or administrator. Should such attempts at conciliation fail, then the academic staff member shall have the right to appeal under provisions of Chapter UW-Sup 13.

UWS 8.03 Standards of conduct.
(1) Personal Gain from University Position.
   (a) No member of the unclassified staff may, in a manner contrary to the interests of the university of Wisconsin system, use or attempt to use his or her public position or state property, including property leased by the state, to gain or attempt to gain anything of substantial value for the private benefit of the staff member, his or her immediate family or any organization with which the staff member is associated.
   (b) No member of the unclassified staff may solicit or accept from any person or organization anything of value pursuant to an express or implied understanding that his or her conduct of university business would be influenced thereby.
   (c) No member of the unclassified staff may intentionally use or disclose confidential university information in any way that could result in the receipt of anything of value for himself or herself, for his or her immediate family or for any other person or organization with which the staff member is associated.

(2) Contracting and Leasing.
   (a) No member of the unclassified staff, member of his or her immediate family, nor any organization with which an unclassified staff member is associated, may enter into any contract or lease involving payments of $3,000 or more within a 12 month period, derived in whole or in part from university funds, if the staff member is in a position to approve or influence, in his or her official capacity, the university's decision to enter into the contract or lease.
   (b) If the staff member is not in a position to approve or influence the university's decision, the staff member may enter into a contract or lease described in par. (a) if the staff member first makes written disclosure of the nature and extent of any relationship described in par. (a) to the dean, director, or other appropriate administrator and he or she approves. The dean, director or other appropriate administrator shall approve a staff member's interest in a lease or contract unless he or she determines that the staff member's personal interest in the agreement will conflict substantially and materially with the staff member's discharge of his or her university responsibilities.
   (c) This subsection does not affect the application of s. 946.13, Stats.

(3) Nepotism.
   (a) No member of the unclassified staff may participate, formally or informally, in the decision to hire, retain, grant tenure to, promote or determine the salary of a member of his or her immediate family.
(b) 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.

(4) Student Research Protection. 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.

(5) Waiver. The board may, upon written request and by action within a reasonable time of receipt thereof, waive any provision of this section whenever its literal application would be adverse to the best interests of the university of Wisconsin system or would work an unreasonable hardship on a member of the unclassified staff.

History: Cr. Register, June, 1975, No. 234, eff. 7-1-75, r. and recr. Register, January, 1986, No. 361, eff. 2-1-86.

UWS 8.035 Institutional Ethics Committee.
Each institution shall establish a committee, or designate an existing committee, whose function shall be to provide to any member of the unclassified staff consultation and advice on the application of this chapter.

Committee deliberations and actions upon requests for consultation or advice shall be in meetings not open to the public. Records obtained in connection with requests for consultation or advice shall be considered confidential university information. However, summaries of advice provided by institutional ethics committees, which do not disclose the identities of persons requesting such advice, shall be made public in an annual report.

History: Cr. Register, January, 1986, No. 361, eff 2-1-86.

UWS 8.04 Action To Avoid Possible Conflict.
(1) When it appears that a material conflict may arise between the personal interests of a staff member and his or her public responsibilities to the university, the staff member shall notify his or her dean, director, or other appropriate administrator by submitting a written statement describing the nature of the possible conflict.

(2) Within 15 days after receipt of the statement, the dean, director or other appropriate administrator shall advise the staff member in writing that:
   (a) There is no conflict prohibited by this chapter and the staff member may proceed; or
   (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 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 staff member shall not proceed with his or her personal interests which result in the conflict, so long as the conflict remains.

(3) If the staff member is advised that sub. (2) (c) 1 or 2 applies to his or her case, the staff member, within 15 days after notice of the decision of the dean, director, or other appropriate administrator, may appeal the decision under ch. UWS 6 or 13.

History: Cr. Register, June, 1975, No. 234, eff. 7-1-75; r. and recr. Register, January, 1986, No. 361, eff 2-1-86.

UWS 8.05 Sanctions.
(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) A complaint involving a member of the unclassified staff serving within system administration shall be submitted to the president for investigation and disposition in accordance with system administration policies and procedures adopted pursuant to ch. UWS 11 or s. UWS 13.01, as appropriate.

(3) A complaint involving a member of the faculty or the academic staff serving at an institution of the university of Wisconsin system shall be submitted to the appropriate chancellor.
   (a) Where the complaint is against a faculty member, the chancellor shall proceed under the policies and procedures adopted by his or her institution pursuant to ch. UWS 4 or s. UWS 6.01, as appropriate.
   (b) Where the complaint is against a member of the academic staff, the chancellor shall proceed under the policies and procedures the institution has adopted pursuant to ch. UWS 11 or s. UWS 13.01, as appropriate.

(4) Complaints involving limited appointees serving at an institution of the university of Wisconsin system 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 president or a chancellor may investigate possible violations of this chapter whenever the circumstances warrant and proceed in accordance with subs. (1) to (4). Note: For possible criminal penalties for intentional violations of this chapter, see s. 19.58, Stats.

History: Cr. Register, June, 1975, No. 234, eff 7-1-75; am. Register, January, 1986, No. 361, eff 2-1-86.

UWS 8.06 Reports. The president, vice presidents, chancellors, and all contracting personnel shall annually, on or before April 30, file a statement of economic interest with the secretary. The statements shall be filed on a form provided by the secretary, and shall be considered matters of public record. The statements shall contain the information required by s. 19.44, Stats.

History: Cr. Register, June, 1975, No. 234, eff 7-1-75, am. Register, January, 1986, No. 361, eff 2-1-86.
ACADEMIC STAFF POLICIES AND PROCEDURES (ASPP)

Revised July, 2004
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CHAPTER 1
COVERAGE AND DEFINITIONS

1.01 Coverage

Pursuant to UWS 9.01, these policies and procedures apply to all academic staff appointments at the University of Wisconsin-Superior (referred to as the “university” in this document).

1.02 Delegation

Pursuant to Wisconsin Statutes 36.09(4m), the Academic Staff Senate makes recommendations to the university Chancellor concerning policies and procedures for academic staff appointments as provided in UWS 8-13.

1.03 Definitions

"Academic Staff" means professional and administrative personnel other than faculty, classified staff, limited staff, student employees, or employees in training, with duties and types of appointments that are primarily associated with higher education institutions or their administration (UWS 1.01). Academic staff titles are identified in the UW System Unclassified Personnel Guidelines (UPG) #1 Attachment 1.

"Academic Department" is a group of faculty members recognized by the faculty and the chancellor of the institution, and the Board of Regents, as dealing with a common field of knowledge or as having a common or closely related disciplinary or interdisciplinary interest (UWS 1.03).

“Annuity” is an individual who has retired and is receiving an annuity from the Wisconsin Retirement System.

“Back-up Appointment” an academic staff appointment assigned to individuals who have been assigned or hired into a limited appointment.

“Complaint” is an allegation of misbehavior made by person other than the academic staff member’s supervisor, including administrators, students, other academic staff, faculty, classified staff, or members of the public concerning conduct by an academic staff member which violates university rules or policies, or which adversely affects the academic staff member’s performance or obligation to the university but which allegations are not serious enough to warrant dismissal proceedings under ASPP 8.

“Director” is the head of a department or unit within the university who typically reports to a division officer.

“Discipline” refers to any sanction short of dismissal imposed by the university against an academic staff member for unsatisfactory performance or misconduct, including but not limited to a letter specifically identified as a reprimand, reduction in salary, change of appointment status, or suspension without pay. Performance reviews, letters of counseling, administrative leave with pay, merit-pay determinations, and the like are not considered discipline.

“Dismissal for Cause” is the termination of a staff member's employment for just cause using procedures in ASPP 6 and UWS 11.

“Division” is a major organizational element of the university headed by a dean, assistant/associate or vice chancellor who typically reports directly to the Chancellor.

“Division Officer” is the head of a major university division who typically reports to the Chancellor and serves on the Chancellor’s Cabinet. (i.e. Dean of Students, Assistant Chancellor for University Advancement, Provost, Vice Chancellor for Administration and Finance)
“Emeritus status” may be conferred by the Chancellor, upon recommendation of the appropriate division officer to individuals retiring from an academic staff position with at least 20 years of service to the university. Emeritus status is granted on rare occasions as recognition of distinguished service to the university. Academic staff holding emeritus status are entitled to the use of the library and other university facilities.

“Employee Assistance Program” is a program available to employees and their family members when faced with a personal problem or crisis. The Office of Human Resources has additional information on the EAP program.

“Employer” is the Chancellor or his/her designee who has been authorized to act on behalf of the university.

"Fixed-Term Renewable Appointment" is an appointment for a period of time specified in the letter of appointment and is renewable. Fixed-term renewable appointments may be ended during the initial six month evaluation period (ASPP 2.04) without an appeal.

"Fixed-Term Terminal Appointment" is an appointment for a fixed term only, as specified in the letter of appointment, and shall not be used repeatedly except as specified in ASPP 2.01.1.c.

"Grievance" is a written allegation filed by a member of the academic staff in regard to an employment problem that affects his or her conditions or circumstances of employment.

“Hearing” is held when there is an appeal of a layoff (ASPP 5), dismissal for cause (ASPP 6) or grievances involving discipline resulting in a loss of pay (ASPP 7). The hearings will provide the procedural guarantees described in ASPP 9.05.

"Indefinite Appointment" is an academic staff appointment having permanent status and for an unlimited term. The rights conferred by an indefinite appointment are limited to the operational area in which the appointment is made. Indefinite appointments are neither limited to nor specific to any academic staff position or title series.

“Just Cause” means a legitimate reason or a real cause or basis for a decision as distinguished from an arbitrary whim or caprice; that is, some cause or ground that a reasonable employer, acting in good faith in similar circumstances, would regard as a good and sufficient basis for an employment decision.

"Layoff" is the termination of an academic staff member's employment for reasons of budget or program prior to the end of the appointment.

"Limited Appointment" is a special appointment to a designated administrative position (UWS 15.01) and is not an academic staff appointment. A limited appointee serves at the pleasure of the authorized official who made the appointment. Academic staff accepting limited appointments retain the rights outlined in ASPP 2.07.

"Multiple-Year Appointment" is a form of fixed-term renewable appointment with a term longer than one year.

"Nonrenewal" is the termination of an academic staff member's employment at the end of the appointment.

"Operational Area" is the organizational level, such as division, department or smaller unit, specified in the letter of appointment to which the appointee is assigned and that has responsibility for supporting a position in cases of layoff or changes in indefinite appointments.

"Pay Basis" is the specification of whether an academic staff member's salary is paid on an annual (12 months), academic year (9 months), or other appropriate basis.

"Program Discontinuance, Curtailment, Modification, Reorganization or Reduction" is the reallocation or termination of resources by a university management decision that may result in staffing reductions in a program or operational area.

"Probationary Appointment" is an academic staff appointment leading to review and decision on indefinite appointment.
“Review” is conducted when requested for non-renewal (ASPP 3), non-retention of probationary employees (ASPP 4), and grievances other than those involving discipline resulting in a loss of pay (ASPP 7) not resolved at a lower level.

"UWS 8-13; 15; 18, 19, and 21" refer to the Rules of the Board of Regents of the University of Wisconsin System, s. UWS 1-21, Wisconsin Administrative Code.

“Working days” are defined to be the normal work days of Monday through Friday excluding holidays.
CHAPTER 2
ACADEMIC STAFF APPOINTMENTS

2.01 Types of Appointment

Academic staff appointments are fixed term, probationary, or indefinite. Rights associated with an appointment are limited to the operational area specified in the letter of appointment.

1. Fixed-Term Appointments. Fixed-term appointments are renewable, rolling horizon, or terminal. An initial period of evaluation is required (2.04), during which an appointment may be ended without the right of appeal. Once the evaluation period has been successfully completed, the employment of an academic staff member holding a fixed-term renewable or fixed-term rolling-horizon appointment of 50% or more may be ended by non-renewal, layoff for reasons of budget or program decision that requires a program to be discontinued, curtailed, modified or redirected, or dismissal, according to the procedures outlined in ASPP 3, 5 and 6. (See Note at end of chapter.)

a. Fixed-Term Renewable Appointment. The fixed-term renewable appointment is the most common appointment given to academic staff. This appointment is for the initial term specified in the letter of appointment and is renewable so long as the appointee renders satisfactory service, funds are available, and the directions or needs of the program do not change.

Appointments for terms up to and including one year renew for the same term unless the academic staff member receives a written notice to the contrary. A letter of reappointment is not required. If the term of appointment is increased, a letter of reappointment is required.

Appointments for terms of longer than one year, including multiple-year appointments, do not require a letter of reappointment during the original term. To renew the appointment for more than one year requires a reappointment letter. If a reappointment letter or nonrenewal notice is not issued before the end of the original term, then the appointment becomes a one-year fixed-term renewable appointment.

b. Fixed-Term Rolling-Horizon Appointment. A rolling-horizon appointment extends daily for the term specified in the letter of appointment. The term may be for one or more years. For example, a three-year rolling-horizon appointment automatically renews every day and entitles the employee to a full three years notice of nonrenewal.

The term of a rolling-horizon appointment may be increased or decreased at any time. If the term is increased, the new term shall take effect upon written notification. If the term is reduced, written notification is required and shall include the reasons for the change, i.e., for reasons of budget or program, unsatisfactory performance, or misconduct. The shorter term takes effect when the time elapsed from the date of notification equals the difference between the old and new terms of appointment. The appointment will, in effect, cease rolling until the period being reduced has elapsed. For example, if a three-year rolling-horizon appointment is reduced to a two-year rolling-horizon, the appointment will cease rolling until one year has elapsed, then resume as a two-year rolling-horizon.

A rolling-horizon appointment may be changed to a fixed-term renewable appointment upon written notice to the employee with copies to the dean or director and the Human Resources Office. The notice shall include the reasons for the change, i.e., for reasons of budget or program, unsatisfactory performance, or misconduct. The initial length of the new fixed-term renewable appointment shall equal the term of the former rolling-horizon appointment.

A decrease in the term of a rolling-horizon appointment or a change to a fixed-term renewable appointment may be grieved, in accordance with ASPP 7.

c. Fixed-Term Terminal Appointment. Fixed-term terminal appointments are made when there is no expectation of continuing employment. The appointment letter will specify the appointment termination date. Fixed-term terminal appointments of 50% or more shall not be used repeatedly to avoid granting the increased job security provided by fixed-term renewable and fixed-term rolling-horizon appointments.
There are two types of fixed-term terminal appointments:

(1) **Finite.** This type of appointment is used when the appointment is for a clearly limited period of two years or less with no anticipation of renewal. Fixed-term terminal appointments may be extended, but the total period of appointment may not exceed two years unless the appointment is for less than 50%. Continuation of the position beyond two years shall be as a fixed-term renewable appointment unless the chancellor's designee determines that good cause exists to continue it as a fixed-term terminal appointment.

(2) **Instructional.** This type of fixed-term terminal appointment is limited to instructional academic staff and can be offered repeatedly except as follows. When an instructional academic staff member has held a 50% or more appointment in a given department for either or both semesters in each of the last three successive academic years, reappointment shall be as a fixed-term renewable appointment on a similar basis, e.g., one-semester or two-semester appointment. In cases of uncertain enrollment or other exceptional circumstances, however, reappointment to a fixed-term terminal instructional position beyond this period may be made with the approval of the chancellor's designee.

2. **Probationary Appointment.** A probationary appointment is an appointment with a probationary period of up to seven years leading to a review and decision on granting an indefinite appointment. Probationary academic staff not granted an indefinite appointment by the end of probation will not be reappointed to a fixed-term appointment within the same operational area. However, exceptions may be made by the Chancellor or designee.

Neither probationary nor indefinite appointments are appropriate for positions whose duties approximate a tenured faculty appointment; these may not be used to circumvent or evade normal tenure policies and procedures.

A probationary appointment shall be made in an operational area only when it is anticipated that the position will continue indefinitely. Probationary appointments within an academic department must be approved in advance by the department. In addition, all probationary appointments require the advance approval of the appropriate director or division officer. For appointments in an administrative or service unit, approval must be received both from the immediate unit director and from the division officer, or from the chancellor's office if the appointee reports directly to the Chancellor's office.

3. **Indefinite Appointment.** This appointment type is used to recognize academic staff for outstanding performance and importance to the continuing mission of the unit. This appointment type can be considered only when the director or division officer can assure long-term funding. The indefinite appointment grants the appointee permanent employment status. An indefinite appointee can only be dismissed for cause under ASPP 6 or laid off for reasons of budget or program under ASPP 5; nonrenewal does not apply to indefinite appointees. The percentage of appointment provided for in the indefinite appointment cannot be changed without the mutual consent of the academic staff member and the institution unless the appointment is ended or diminished under ASPP 5 or 6.

An indefinite appointment is granted only upon the recommendation of the department or its functional equivalent, review by an academic staff review committee, and approval by the division officer and the Chancellor pursuant to the procedures described in 2.09.

### 2.02 Letters of Appointment

Each employee shall receive a letter of appointment signed by the individual making the appointment. Such a letter is required at the time of the initial appointment and whenever there is a change in the terms or conditions of the appointment. The initial appointment letter shall include at a minimum the following:

1. Official university title of the position and working title, if appropriate.
2. Type of appointment: fixed-term renewable, fixed-term rolling-horizon, fixed-term terminal, probationary, or indefinite.
3. The operational area of the appointment.
4. Title and name of the person to whom the employee is immediately responsible.
5. A statement of initial salary level and pay basis, starting date, and date of next salary review.
6. Percentage of full-time employment.
7. Terms of the initial evaluation period if applicable, and the unit's procedure for performance review (see ASPP 10).
8. General position responsibilities including any special requirements of the position, e.g., unusual hours, on-call expectations, flexible hours, or extensive travel.

9. Additional information required for specific types of appointment:

   a. Fixed-term renewable appointment letters shall specify the length of the initial term of the appointment.
   b. Fixed-term rolling-horizon appointment letters shall specify the length of the rolling term.
   c. Fixed-term terminal appointment letters shall specify the ending date for the appointment.
   d. Probationary appointment letters shall specify:
      (1) the amount of prior service to be counted toward the probationary period.
      (2) the maximum probationary period for the appointment.
      (3) the criteria for recommendation for indefinite status.
      (4) the appropriate review committee for consideration of indefinite status.

Upon initial appointment, each academic staff member shall be provided a printed copy of and the URL Web site for University of Wisconsin-Superior Academic Staff Policies and Procedures and the Rules of the Board of Regents of the University of Wisconsin System (Wisconsin Administrative Code).

2.03 Annual Salary Notification Letters

Each academic staff member shall be notified annually of his or her salary for the next fiscal year.

2.04 Periods of Initial Evaluation

Initial fixed-term appointments in an operational area shall include a period of evaluation of at least six months, but not more than 12 months (see exception in 2.04.6). However, in the case of a fixed term terminal appointment of less than six months, an evaluation shall occur prior to the end of the appointment. During the period of evaluation, the appointee may be dismissed at the discretion of the individual making the appointment and without right of appeal. The duration of the period of evaluation shall be specified in the appointment letter. If the appointment letter does not specify the period of evaluation, the evaluation shall be for a period of six months.

1. Extension of Six-Month Evaluation Period. The evaluation period may be extended beyond six months, but the total evaluation period may not exceed 12 months (see exception in 2.04.6). If the evaluation period is to be extended, a written statement of the duration of and the reason for the extension shall be provided to the employee prior to the end of the original evaluation period. A written performance evaluation must be provided to the employee at the same time.

2. Evaluation Period of More than Six Months. When the period of evaluation specified in the appointment letter is longer than six months, a written performance evaluation should be provided to the employee within 10 working days of the midpoint of the evaluation period.

3. Completion of the Evaluation Period. The employee shall be notified in writing of the successful completion of the evaluation period. If the evaluation period lapses without such notification, the employee shall be considered to have completed the evaluation period successfully.

3. Termination During the Evaluation Period. During the evaluation period, the appointee may be dismissed at any time at the discretion of the individual making the appointment. If employment is terminated, the academic staff member shall be informed in writing. Termination does not require review by the chancellor, and there is no right of appeal. No notice period prior to termination is necessary, as long as the period of evaluation is specified in the appointment letter; however, if the appointment letter does not specify the period of evaluation, the employee shall be given at least 10 working days notice. Termination during an evaluation period is neither a nonrenewal nor a dismissal for cause and is not subject to the provisions of ASPP 3 or 6 or UWS 11.

4. Leaves of Absence During the Evaluation Period. The evaluation period may be suspended by the supervisor during periods of leave without pay, use of sick leave, or use of other leave for family and medical leave purposes. Employee requests for suspending the evaluation period must be made in writing to the supervisor prior to the end of the evaluation period. The academic staff member shall be informed in writing of the supervisor's decision.
2.05 Annual Review for Increased Job Security

Academic staff members holding appointments of 50% or more not holding terminal appointments shall be eligible for consideration for increased job security in the form of multiple-year or rolling horizon, or indefinite appointments on the annual review cycle. No minimum period of appointment at the university is required.

Consideration of an academic staff member's appointment status can be initiated with a request by the academic staff member or by his or her unit. Academic staff members through the Academic Staff Senate shall have the right to participate in establishing or changing the procedures and criteria by which academic staff are considered for additional job security.

Employing units shall annually review academic staff members who have five or more years of academic staff service at UW Superior to determine whether a new or increased multiple-year appointment or rolling horizon appointment or indefinite appointment shall be proposed. Individuals who currently hold rolling horizon appointments shall be reviewed and a determination made about their eligibility for an indefinite appointment.

Academic staff members who are supported by grant funding and who have at least five years of service at UW-Superior shall be reviewed annually to determine whether a multiple year appointment with a term equal to the duration of the grant shall be proposed.

Following review by employing units, division officers shall review the academic staff members for whom longer term appointments have been proposed to identify individuals to be granted increased job security. Increased job security shall be granted to academic staff members when the following criteria are met: 1) the quality of their performance warrants increased job security, 2) their role is an integral part of their department's or unit's continuing mission, and 3) a funding source can be identified that can permit multiple-year, rolling-horizon, or indefinite appointments.

Academic staff with seven or more years of service at the university whose appointments do not provide at least a two-year multiple-year or a two-year rolling horizon appointment shall be given written reasons upon request. These reasons will become a part of the employee’s permanent personnel file.

2.06 Continuance of Employment Rights and Privileges

Members of the academic staff who hold the employment rights and privileges provided by a rolling-horizon, multiple-year, or indefinite appointment may negotiate continuance of these rights and privileges when accepting another academic staff position or appointment. Such appointments, however, maybe granted at the discretion of the chancellor in consultation with the employing unit.

2.07 Academic Staff with Limited Appointments

A limited appointment is a special appointment to a designated administrative position and is not an academic staff appointment. A limited appointee serves at the pleasure of the authorized official who made the appointment (UWS 15.01). An academic staff member who accepts a limited appointment shall hold a concurrent academic staff appointment (also referred to as a "back-up appointment"). Rehired annuitants are excluded from this provision.

A limited appointee who does not already hold an academic staff appointment will be provided a concurrent academic staff appointment.

If the limited appointment is terminated or if the academic staff member resigns from the limited appointment, the concurrent academic staff appointment shall remain in effect. Assignment shall be to a position commensurate with the staff member's skills and experience and at a salary level not lower than the staff member might reasonably have expected if the back-up academic staff position, if any, had continued without interruption.
2.08 Probationary Appointment

When a probationary appointment is made, the employee shall receive a letter of appointment stating the terms and conditions of the appointment, including the criteria for recommendation to an indefinite appointment. A copy shall be placed in the personnel file.

1. Probationary Period. The probationary period shall be for not more than seven years except as prescribed in 2.08.2 below. Appointments with shortened probationary periods are permitted. The division officer may agree to count all or part of appropriate service at other institutions and the University of Wisconsin – Superior as part of the probationary period, and any agreement to this effect shall be specified in the initial letter of appointment. This letter must clearly specify the maximum probationary period.

2. Absences During the Probationary Period An academic staff member may request a break in the probationary period because of special circumstances. Such circumstances include, but are not limited to, leaves of absence, professional improvement assignments, responsibilities with respect to childbirth or adoption, significant responsibilities with respect to elder, spouse, domestic partner or dependent care, 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. Such a request must be initiated by the academic staff member concerned, must be supported by credible justification, and must be made before an indefinite status review commences under 2.09. The request must be reviewed by the supervisor and division officer and forwarded to the review committee for recommendation to the Chancellor. Requests made under this section because of responsibilities with respect to childbirth and adoption shall be approved in accordance with applicable laws and university policies. A denial of a request must be based upon clear and convincing reasons that address the circumstances cited in the request. More than one request may be granted, but the aggregate length of time, except for a request because of responsibilities with respect to childbirth or adoption, ordinarily shall be no more than one year. Any academic staff member who has been in probationary status for more than seven years for one of the above reasons shall be evaluated as if he or she had been on probationary status for seven years.

2.09 Indefinite Appointment

An indefinite appointment is an academic staff appointment with permanent status and for an unlimited term in a specified operational area. Indefinite appointments confer the greatest job security of any academic staff appointment. Indefinite appointments are neither limited to nor specific to any academic staff title series or position. The rights conferred by an indefinite appointment are limited to the operational area in which the appointment is made. However, if an individual's operational area moves to another unit, the indefinite appointment shall be retained.

1. Procedure. The Academic Staff Senate shall develop procedures for initiating the review process.

a. Eligibility. Academic staff are eligible for recommendation for an indefinite appointment when 1) they have shown evidence of consistent excellence in performance and professional growth, 2) they are of significant current and continuing value to the mission of their department or program, and 3) fiscal resources are available to make the commitment.

The review process can be initiated by the academic staff member.

An indefinite appointment, although normally made to an individual holding a fixed-term or probationary appointment at the University of Wisconsin-Superior may be granted to a person not currently so employed. Such an appointment may be granted to an academic staff member who holds or will hold a half-time or greater appointment. An indefinite appointment is not acquired solely because of years of service.

b. Review Committee. A committee to review employees for an indefinite appointment is identified by the supervisor, in consultation with the Cabinet Officer, and shall be appropriate to the area of employment.
The request must go to the unit head or equivalent. The unit is encouraged to consult with the appropriate division officer regarding continuing program need and availability of fiscal resources to support the request.

c. Action by the Review Committee. The academic staff member to be reviewed shall be notified in writing at least 20 working days prior to the review. The employee may review his or her supporting documents and may make a personal presentation prior to or during the review process.

Upon affirmative review the recommendation shall be forwarded to the appropriate division officer. The academic staff member shall be notified in writing of the recommendation within one week.

A decision not to recommend an indefinite appointment shall be accompanied by an item-by-item evaluation of the appointee's performance with respect to the criteria for indefinite appointment established in the letter of appointment. The reasons shall be given to the employee in writing. The decision may be appealed using ASPP 4.

d. Action by the Division Officer. The division officer must confirm that program need and available fiscal resources exist to support an indefinite appointment. When the division officer recommends an indefinite appointment, the recommendation, including a copy of the review committee report, shall be forwarded to the Chancellor. If the division officer does not recommend an indefinite appointment, he or she shall notify the department and candidate of that fact. When the division officer's recommendation differs from that of the review committee, the committee shall be informed of the reasons in writing.

e. Action by the Chancellor. When the Chancellor makes a decision to affirm or deny a recommendation for indefinite status, the Chancellor shall notify the candidate of the decision.

f. Disapproval of Recommendation to Indefinite Appointment. When an indefinite appointment is not granted to a fixed-term employee, he or she has the right to continue as a fixed-term employee.

NOTE: These policies and procedures represent efforts to strike a reasonable balance between employment security for academic staff, without intending to create an entitlement or property interest, and the responsibility of the university to manage its programs and resources.
CHAPTER 3
NONRENEWAL OF FIXED-TERM RENEWABLE APPOINTMENTS

3.01 Grounds for Nonrenewal

A member of the academic staff holding a fixed-term renewable appointment of 50% or more may not be renewed at the end of the appointment because of factors such as:

- a budget or program decision that requires a program to be discontinued, curtailed, modified or redirected,
- or unsatisfactory performance.

Termination during an initial period of evaluation (see ASPP 2.04) is not a nonrenewal and is not subject to the provisions of this chapter.

Note: Nonrenewal does not apply to employees who hold indefinite appointments. See ASPP 2.01.3.

3.02 Employer's Consideration in Cases of Nonrenewal for reasons of a Budget or Program Decision

Whenever a nonrenewal decision will result in reduction of the academic staff workforce in an operational area, such nonrenewal shall normally be implemented on the basis of years of service. The presumption in favor of years of service shall not apply in cases where program needs dictate other considerations such as the need to maintain specific expertise, responsibility levels, or productivity levels within a program or operational area.

3.03 Employer's Responsibility in Cases of Nonrenewal for Performance

An employer (immediate supervisor, principal investigator, department chair, or unit head) is responsible for clearly communicating to each employee under his or her supervision what the employee's duties are and how the performance of those duties will be evaluated. Before ending an appointment for unsatisfactory performance, the employer must inform the employee in writing about areas of performance deficiency and must make efforts to work with the employee to improve performance to a satisfactory level (see ASPP 10, Performance Reviews). Some examples of unsatisfactory performance include insufficiently productive or timely output, insufficient creative effort, or failure to communicate effectively with individuals or groups important to the work processes.

Lapses in performance may also result from a disability or personal problem. If the supervisor knows that either of these is or could be a factor affecting the employee's work situation, the supervisor should consult with the Office of Human Resources before proceeding or referring the employee to appropriate resources.

3.04 Notice

The employee shall receive written notice of non-renewal in advance of the expiration of the current appointment in accordance with the table below. Copies of this non-renewal notice shall be sent to the department chair or unit head and Human Resources Office. If proper notice in advance of the expiration date is not given, either the appointment shall be extended to provide the requisite nonrenewal notice or a layoff decision shall be made in accord with ASPP 5.

In cases where an academic staff member holding renewable fixed term appointments of 50% or more for three or more years, and where the appointment is then not renewed, the employee may request the reasons for non-renewal. The request must be in writing and within 20 working days of the notification of non-renewal. The written reasons for non-renewal shall be provided within 15 working days of the request. Such reasons shall become part of the personnel file of the individual.
### Minimum Notice Period for Non-renewal of Fixed-Term Renewable Appointments

<table>
<thead>
<tr>
<th>Years of UW-Superior Service*</th>
<th>Minimum Notice Period in Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fewer than 2 years</td>
<td>3 months</td>
</tr>
<tr>
<td>At least 2 but fewer than 6 years</td>
<td>6 months</td>
</tr>
<tr>
<td>6 or more years</td>
<td>12 months</td>
</tr>
</tbody>
</table>

NOTE: Rolling-horizon appointments require additional action and may require additional notice (see ASPP 2.01.1.b).

* Academic staff service is defined as continuous years of paid UW-Superior academic staff employment with an appointment of 50% or more. For purposes of determining the required notice periods, an appointment of one or both semesters of an academic year shall count as one year of service. A leave of absence of any length, an appointment of less than 50%, or a break in academic staff service of three years or less shall not result in loss of prior years' employment credit.

### 3.05 Referral Priority for Long-Term Staff

Referral priority entitles a non-renewed academic staff member to be considered for academic staff positions for which he or she is qualified prior to open recruitment. Fixed-term academic staff members with six or more years of academic staff employment at the University of Wisconsin-Superior within the prior seven years and who are non-renewed budget or program reasons shall be eligible for referral priority from notification of nonrenewal until the end of the appointment. At the discretion of the department or unit responsible for the open position, an academic staff member with referral priority may be hired without open recruitment.

To initiate and maintain referral priority, the non-renewed academic staff member must register with the Human Resources Office and notify that office of changes of address or employment status. Referral priority ends automatically when a staff member accepts an alternative appointment that is not intended to be temporary, fails to accept an appropriate alternative appointment with any employer, resigns, or fails to notify the Human Resources Office of changes of address or employment status. The primary test in the determination of appropriate alternative appointment is not salary level but the comparability of the qualifications necessary and skill level required.

### 3.06 Right of Appeal

Nonrenewal of renewable fixed term, multi-year and rolling horizon appointment decisions may be appealed by academic staff with a 50% or more appointment and with at least six years of service when non-renewal is alleged to be based to a significant degree upon one or more of the following factors with material prejudice to the individual.

a. conduct, expressions, or beliefs which are constitutionally protected or actions which are consistent with an appropriate professional code of ethics; or

b. employment practices proscribed by applicable state or federal law; or

c. 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:

1) the procedures require by the Chancellor or Board were not followed, or

2) available data bearing materially on the quality of performance were not considered, or
3) unfounded, arbitrary, or irrelevant assumptions of fact were made about work or conduct.

In carrying out its mission and goals, the university retains the right to determine the direction and scope of its programs, including the right to reduce staff levels through nonrenewal because of a budget or program decision that requires a program to be discontinued, curtailed, modified or redirected.

A pending appeal of the non-renewal decision does not in and of itself extend the appointment.

3.07 Appeal Process

1. Review by the Division Officer. To be entitled to a review, the academic staff member must submit a written request to the division officer within 20 working days of receipt of the nonrenewal notice. A written statement of facts and circumstances supporting the appeal must be presented by the academic staff member as a part of the request for review. The academic staff member is entitled to request a meeting with the division officer who shall meet with the academic staff member, if requested to do so, and shall conduct an objective review of all pertinent facts and circumstances. The academic staff member, the department or unit, and the Human Resources Office shall be notified of the decision in writing within 15 working days of receipt of the written request for review. If there is no response by the division officer to the written request for a review within the designated time period, the employee can appeal to the Academic Staff Appeals Committee within 15 working days of the expiration of the designated period.

2. Review by the Academic Staff Appeals Committee. The academic staff member shall have 15 working days from receipt of the division officer's decision to file an appeal with the Human Resources Office, which will forward the files to the Academic Staff Appeals Committee within five working days. The Academic Staff Appeals Committee shall conduct a review in accordance with ASPP 9.

3. Access to the Evidence. An academic staff member who files an appeal shall have the right to review all evidence the employer used to make the nonrenewal decision. All additional information the employer uses or plans to use to support the decision shall also be provided to the appellant in a reasonable time prior to a review. Likewise, the employer shall have the right to review all materials to be presented by the appellant. The exchange shall take place within 15 working days prior to a review.

4. Burden. The employee has the burden to show by a preponderance of evidence that non-renewal is based to a significant degree on the factors set forth in ASPP 3.06.

5. Notification and Disposition. The Academic Staff Appeals Committee shall forward its findings of fact with a recommendation to the Chancellor or designee and shall send a copy to the employee, the department chair or unit head, the division officer, and the Human Resources Office. Within 30 working days of receipt of the Committee's recommendation, the chancellor or designee shall implement the recommendation or give the appellant and the Committee written reasons for any decision to modify the recommendation. The employee, the department chair or unit head, the division officer, and the Committee shall be notified of the decision of the chancellor or designee, which is final. If the decision of the Chancellor or designee has not been issued within 30 working days, the recommendation of the Academic Staff Appeals Committee becomes final.

6. Time Limits. Steps in the appeal process must be initiated and completed within the designated time periods except when modified by mutual consent. If the employee fails to initiate the next step in the appeal process within the designated time period, the appeal will be considered resolved by the decision at the last completed step.

7. Representation. The presence of a representative is permitted. However, the parameters for participation of the representative must be mutually agreed upon by the appellant and the committee prior to any meeting.
CHAPTER 4
NON-RETENTION OF PROBATIONARY EMPLOYEES

4.01 Statement of Reasons for Non-retention

The division officer shall notify the probationary academic staff member in writing at least 20 working days in advance of the date on which a renewal, non-retention, or promotion decision will be made. The employee shall have the right to present for consideration during this time any documentary material that may be relevant. If a non-retention decision is made, the employee shall receive notice 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. Thus, notice of non-retention must be given no later than the end of the sixth year. The notice shall include a statement of the reasons for non-retention, notification of reconsideration rights, and a copy of ASPP 4 and 9.

4.02 Reconsideration of Non-retention Decision

An academic staff member seeking reconsideration must submit a written request for a reconsideration meeting with the division officer within five working days of receipt of the reasons for non-retention. The division officer shall convene the meeting for reconsideration within 10 working days of receipt of the request and the academic staff member shall be notified a minimum of three days prior to the meeting. The time limits may be extended by mutual consent of the parties. At the meeting for reconsideration, both parties are entitled to present information relevant to the decision and to have a representative present. The purpose of reconsideration is to allow the academic staff member an opportunity to persuade the division officer to change the recommendation of non-retention. The reconsideration is neither a hearing nor an appeal and shall be non-adversarial in nature.

Within 10 working days of the reconsideration meeting, the academic staff member shall be informed in writing of the decision, the reasons for the decision, and the right of appeal, if applicable.

4.03 Appeal of Non-retention

1. Review by the Academic Staff Appeals Committee. Upon receipt of the division officer's decision, the academic staff member shall have 15 working days to file an appeal with the Human Resources Office, which will forward the files to the Academic Staff Appeals Committee within five working days. The Academic Staff Appeals Committee shall conduct a review in accordance with ASPP 9.

2. Access to the Evidence. An academic staff member who files an appeal shall have the right to review all evidence the employer used to make the non-retention decision. All additional information the employer uses or plans to use to support the decision shall also be provided to the appellant in a reasonable time prior to a review. Likewise, the employer shall have the right to review all materials to be presented by the appellant. The exchange shall take place within 15 working days prior to a review.

3. Burden. The employee has the burden to show by a preponderance of the evidence that the non-retention is based to a significant degree on the factors set forth in ASPP 3.06.

4. Notification and Disposition. The Academic Staff Appeals Committee shall forward its findings of fact with a recommendation to the chancellor or designee and shall send a copy to the employee, the department chair or unit head, the division officer, and the Human Resources Office. Within 30 working days of receipt of the Committee's recommendation, the Chancellor or designee shall implement the recommendation or give the appellant and the Committee written reasons for any decision to modify the recommendation. The employee, the department chair or unit head, the division officer, the Human Resources Office, and the Committee shall be notified of the decision of the Chancellor or designee, which is final. If the decision of the chancellor or designee has not been issued within 30 working days, the recommendation of the Academic Staff Appeals Committee becomes final.
5. *Time Limits.* Steps in the appeal process must be initiated and completed within the designated time periods except when modified by mutual consent. If the employee fails to initiate the next step in the appeal process within the designated time period, the appeal will be considered resolved by the decision at the last completed step.

6. *Representation.* The presence of a representative is permitted. However, the parameters for participation of the representative must be mutually agreed upon prior to any meeting.
CHAPTER 5
LAYOFF FOR REASONS OF BUDGET OR PROGRAM

5.01 Layoff Defined

Layoff is defined as the suspension of an academic staff member's employment during the appointment period, for reasons of budget or program. For the purposes of s. 36.21, Stats., termination occurs at the time of layoff. Layoff is neither a non-renewal (ASPP 3), dismissal for cause (ASPP 6) nor non-retention of a probationary appointee (ASPP 4).

5.02 Considerations in Making a Layoff Decision

If a layoff will result in reduction of the academic staff work force in an operational area, it shall normally be implemented on the basis of years of service. The presumption in favor of years of service shall not apply when program needs dictate other considerations such as the need to maintain specific expertise, responsibility levels, or productivity levels within a program or operational area. When layoffs occur within an operational area in which academic staff members do the same or similar work, employees holding fixed-term and probationary appointments shall be laid off before employees holding indefinite appointments. Years of service shall determine the order of layoff within each of these three groups.

5.03 Approval of a Layoff Decision

The supervisor must prepare a written statement describing the facts and circumstances that may lead to the layoff of an employee in an operational area. This written justification must be approved by the employing unit and division officer or designee in consultation with the Human Resources Office. Upon receipt of this approval, the employing unit shall notify the employee in writing of the layoff (see 5.04.1).

If a layoff is proposed based on a program decision pursuit to a change in the level of resources for a particular project, the Chancellor or designee may establish, at his or her discretion, an ad hoc committee to review the layoff proposal. Affected employees will be notified whether or not there will be a review. The ad hoc committee shall include academic staff employed within the program or activity that will be affected by the layoff decision. This committee will make a recommendation to the Chancellor or designee, who must approve the recommendation before the layoff notice can be issued.

5.04 Notice

1. Written Notice. Any academic staff member with a fixed-term or probationary appointment shall be given written notice of layoff by the immediate supervisor, principal investigator, department chair or unit head only after approval from the division officer. At the same time, copies of this notice shall be sent to the department chair or unit head, the division officer, and the Human Resources Office. An academic staff member with an indefinite appointment shall be given written notice by the division officer. The written notice shall inform the employee of the reasons for the layoff, the effective date of the layoff, and his or her appeal rights, and shall include a copy of ASPP 5 and 9.

2. Minimum Notice Period. Academic staff with fixed-term or probationary appointments shall be given the minimum notice periods specified below unless there are compelling reasons to the contrary (e.g., almost immediate cutoff of funds). Indefinite appointees shall have 12 months’ notice of layoff for reasons of budget or program, unless there are compelling reasons to the contrary.

   a. Fixed term appointments: At least 3 months before the end of the appointment in the first 2 years and 6 months thereafter. When the letter of offer for a fixed term appointment states that renewal is not intended, no further notice of non-renewal is required.
b. Probationary appointments: At least 3 months before the end of the appointment in the first year; 6 months before the end of the appointment in the second year; and 12 months thereafter.

Academic staff service is defined as continuous years of paid UW-Superior academic staff employment without regard to percent of appointment. For purposes of determining the required notice periods, an appointment of one or both semesters of an academic year shall count as one year of service. A leave of absence of any length or a break in academic staff service of three years or less will not result in loss of prior years’ employment credit.

5.05 Appeal Process for Layoffs

1. Basis of Appeal. In carrying out its mission and goals, the university retains the right to determine the direction and scope of its programs, including the right to reduce staff levels through layoff because of a budget or program decision that requires a program to be discontinued, curtailed, modified or redirected. However, the academic staff member has the right to appeal when the staff member believes that the layoff is not actually a result of a budget or program decision and is based on improper factors. An academic staff member does not otherwise have the right to appeal the substance of a budget or program decision.

2. Request for Review by the division officer. To be entitled to a review, the academic staff member must submit a written request to the division officer within 20 working days of receipt of the written notice of layoff.

3. Review by the Division officer. When a review is requested, the division officer, or designee shall meet with the academic staff member, who shall have an opportunity to present facts and circumstances concerning the layoff. The division officer or designee shall make an objective review of all pertinent facts and circumstances and inform the employee, the department chair or unit head, and the Human Resources Office of the decision in writing within 15 working days following the meeting. If there is no response by the division officer to the written request for review within the designated time period, the employee can appeal to the Academic Staff Appeals Committee within 10 working days of the expiration of the designated period.

4. Appeals Committee. The academic staff member shall have 15 working days from receipt of the division officer's decision to file a written appeal with the Human Resources Office, which will forward the files to the Academic Staff Appeals Committee within five working days.

5.06 Review and hearing for indefinite appointments.

1. An academic staff member with an indefinite appointment whose position is to be eliminated shall be notified in writing and shall, upon request made within 20 working days after such notification, be given a written statement of the reasons for the decision within 15 working days, including a statement of the reasons for the determination that the budgetary or program needs should be met by curtailing or discontinuing the program in which the individual concerned works. If the academic staff member requests in writing within 20 working days after receipt of said statement, he or she shall be entitled to a hearing before the Appeals Committee. However, such a request for hearing shall not forestall a layoff under this section.

(a) The request for hearing shall specify the grounds to be used in establishing the impropriety of the decision.
(b) The staff member shall be given at least 10 working days notice of such hearing. Such hearing shall be held not later than 20 working days after the request except that this time limit may be extended by order of the Appeals Committee. Anyone who participated in the decision to layoff or who is a material witness shall not serve on the Appeals Committee.

2. The academic staff member shall have access to the evidence on which the administration intends to rely to support the decision to layoff and shall be guaranteed the following minimal procedural safeguards at the hearing:

(a) A right to be heard in his or her defense;
(b) A right to counsel and/or other representatives, and to offer witnesses;
(c) A right to confront and cross-examine adverse witnesses;
(d) A verbatim record of all hearings, which might be a sound recording, provided at no cost;
(e) Written findings of fact and decision based on the hearing record;
(f) Admissibility of evidence governed by s. 227.47, Stats.;
(g) The hearing shall be closed unless the staff member whose position is to be eliminated requests an open
hearing, in which case it shall be open (see subch. V of ch. 19, Stats., Open Meeting Law);
(h) Adjournments shall be granted to enable either party to investigate evidence as to which a valid claim of surprise is made.

3. Appeal Committee procedures

(a) The committee may, on motion of either party, disqualify any one of its members for cause by a majority vote. If one or more of the committee members disqualify themselves or are disqualified, the remaining members may select a number of other replacements equal to the number who have been disqualified to serve;

(b) If the committee requests, the chancellor shall provide legal counsel after consulting with the committee concerning its wishes in this regard. The function of legal counsel shall be to advise the committee, consult with them on legal matters, and carry out such responsibilities as shall be determined by the committee within the policies and procedures adopted by the university.

4. The first question to be considered in the review is whether one or more of the following factors improperly entered into the decision to layoff:

(a) Conduct, expressions, or beliefs on the staff member's part which are constitutionally protected or actions which are consistent with an appropriate professional code of ethics;

(b) Employment practices prescribed by applicable state or federal law; or

(c) Improper consideration of the qualifications of the staff member. For the purposes of this section, "improper consideration" occurs if material prejudice resulted from any of the following:

(1) The procedures required by the chancellor or board were not followed;

(2) Available data bearing materially on the quality of the staff member's actual or potential performance were not considered; or

(3) Unfounded, arbitrary, or irrelevant assumptions of fact were made about work or conduct.

5. The staff member shall present evidence on whether one or more of the factors specified above improperly entered into the decision to layoff. The Appeals Committee shall then consider whether the evidence presented establishes a prima facie case that such factor or factors did enter significantly into the layoff decision. If the Appeals Committee finds that a prima facie case has not been established, the layoff decision shall be found to have been proper and the hearing shall be ended.

6. If the hearing body finds that a prima facie case has been established, the appropriate administration officer for the operational area shall be entitled to present evidence to support the layoff decision, and, thereafter, the staff member may present evidence in rebuttal. Thereafter, on the basis of all the evidence presented, the Appeals Committee shall make its determinations as follows:

(a) The Appeals Committee shall first consider whether one or more of the above specified factors improperly entered into the decision to layoff. Unless the committee is convinced that such factor or factors did improperly enter into that decision, the committee shall find the decision to have been proper;

(b) If the committee is convinced that such factor or factors entered into the decision to layoff, then the committee shall find that decision to be improper, unless the committee is also convinced 1) that there was a bona fide program or budgetary reason(s), and that the determination of such reason(s) was made in the manner prescribed by, and in accordance with, the standards established by the institution; and 2) that the decision to layoff the particular academic staff member was in accordance with the provisions of ASPP 5.01.
7. In determining whether a bona fide budgetary or program reason existed for layoff of the appointment of the academic staff member concerned, the committee shall presume that the decision to curtail the program was made in good faith and for proper reasons. The committee shall not substitute its judgment or priorities for that of the administration.

8. Notification and Disposition. The Appeals Committee shall forward its findings of fact with a recommendation to the Chancellor or designee and shall send a copy to the Human Resources Office, division officer, department chair or unit head, and employee. Within 30 working days of receipt of the Committee's recommendation, the chancellor or designee shall implement the recommendation or give the appellant and the Committee written reasons for any decision to modify the recommendation. The employee, department chair or unit head, division officer, Human Resources Office, and the Committee shall be notified of the decision of the chancellor or designee, which is final. If the decision of the Chancellor or designee has not been issued within 30 working days, the recommendation of the Academic Staff Appeals Committee becomes final. As an exception, an indefinite appointee may request a review by the Board of Regents under UWS 12.05(8).

5.07 Review for fixed term and probationary academic staff members.

The Appeal Committee shall conduct a review according to the procedures outlined in ASPP 9.

5.08 Joining of Layoff Appeals

If the layoff of two or more members of the academic staff arises from the same or similar situation in a single operational area, the academic staff members who appeal or the division officer may request joining the of cases for review or hearing. The Academic Staff Appeals Committee shall consider joining the cases before taking up the merits of any case. In addition, the Academic Staff Appeals Committee may join the cases on its own motion.

5.09 Layoff Status Defined

Layoff status shall be defined as the three-year period starting with the effective date of layoff. To initiate layoff status, the staff member must register with the Human Resources Office. To maintain layoff status, the staff member shall notify that office by December 1 of each year regarding employment status, or whenever a change of address or employment status occurs, and desire to remain on layoff status. Layoff status ends automatically when a staff member accepts an alternative appointment that is not purely temporary, fails to accept an appropriate alternative appointment, resigns, or fails to notify the Human Resources Office of changes of address or employment status. The primary test in the determination of appropriate alternative appointment is not salary level but comparability of the qualifications necessary and skill level required.

5.10 Reappointment and Referral Rights

Pursuant to Wis. Stats. 36.21 and UWS 12.09, 12.10 and 12.11, in an operational area where layoffs have occurred in the past three years, no person may be employed to perform reasonably comparable duties to those of the staff member laid off without first offering an appointment to the staff member on layoff status without loss of rights or status including salary. The head of each operational area is responsible for notifying laid-off academic staff members of their right to reappointment within that operational area, provided the laid off academic staff member notifies the Office of Human Resources at least quarterly of his/her location, employment status and desire to pursue reappointment rights.

The university shall devote its best efforts to securing alternative appointments in positions for which staff laid off under this chapter are qualified. The head of the operational area responsible for the layoff is encouraged to identify and inform the employee of any comparable positions in related operational areas. An academic staff member on layoff status may be hired without open recruitment into an academic staff position in another unit at the discretion of that department or unit. Units are encouraged to provide release time to academic staff members being laid off for such purposes as retraining, job interviews, career counseling, or job searches.
CHAPTER 6
DISCIPLINE AND DISMISSAL

This chapter describes policies and procedures for discipline and dismissal to be used in cases of unsatisfactory performance or misconduct. Just-cause standards apply to all disciplinary actions involving loss of pay and dismissal actions taken under the provisions of this chapter.

Lapses in performance or misconduct do not necessarily lead to discipline or dismissal. If performance reviews, counseling, or other communication between the employer and the employee alleviate the problem to the employer's satisfaction, there is no necessity to proceed to formal sanctions. However, if lapses in performance or misconduct continue, discipline or dismissal shall be considered. In egregious situations, the employer may proceed directly to discipline or dismissal.

Lapses in performance or misconduct may also result from a disability or personal problem. If the employer knows that either of these is or could be a factor affecting the employee's work situation, the employer should consult with the Office of Human Resources before proceeding or referring the employee to the appropriate resources.

6.01 Grounds for Discipline and Dismissal

1. **Unsatisfactory Performance.** An academic staff employee shall be subject to discipline or dismissal for unsatisfactory performance. Insufficiently productive or timely output, insufficient creative effort, or failure to communicate effectively with individuals or groups important to the work processes are examples of unsatisfactory performance. An employer (immediate supervisor, principal investigator, department chair, or unit head) is responsible for clearly communicating to each employee under his or her supervision what the employee's duties are and how the performance of those duties will be evaluated (see ASPP 2.02). Before ending an appointment for unsatisfactory performance, the employer must inform the employee in writing about areas of performance deficiency and must make efforts to work with the employee to improve performance to a satisfactory level (see ASPP 10, Performance Reviews).

2. **Misconduct.** An academic staff employee who has violated a University rule or policy or has engaged in conduct that adversely affects the staff member's performance of his or her obligations to the University shall be subject to discipline or dismissal.

6.02 Discipline

1. **Definition.** Discipline refers to any sanction short of dismissal imposed by the University against an academic staff member for unsatisfactory performance or misconduct, including but not limited to a letter specifically identified as a reprimand, reduction in salary, change of appointment status, or suspension without pay. Performance reviews, letters of counseling, administrative leave with pay, merit-pay determinations, and the like are not considered discipline and should normally precede any disciplinary actions by an employer, unless the unsatisfactory performance or misconduct is egregious or intolerable in the workplace.

2. **Disciplinary Procedures**

   a. **Investigation.** Prior to taking disciplinary action, the employer shall notify Human Resources that he/she is conducting an investigation to determine whether the allegations of inappropriate performance or conduct have substance. The length and scope of the investigation shall be at the discretion of the employer. The employer may place the employee on administrative leave with pay during the investigation. Just-cause standards apply for disciplinary actions involving loss of pay. The employer may meet with the employee to ask questions about the allegations as part of the investigation. If the employer concludes that there is no basis for disciplinary action, the employer shall inform the employee immediately.

   b. **Pre-disciplinary Meeting.** If, after the investigation, the employer believes that grounds for discipline may exist, the employer shall meet with the employee. Prior to the meeting the employer shall provide the employee with notice in writing of the grounds for possible discipline, the range of discipline being considered, the time and place of the pre-disciplinary meeting, and the employee's right to respond to the allegations and possible disciplinary sanction at the meeting. After taking into account the employee's response at the pre-disciplinary meeting, the employer will determine whether to proceed with
disciplinary action. The employer may conclude (1) that discipline is warranted, (2) that discipline is not warranted, or (3) that further investigation is required, in which case another pre-disciplinary meeting must be held after completing the additional investigation if the employer believes discipline is appropriate.

c. Notification of Disciplinary Action. When the employer determines that discipline is appropriate, the employer, upon approval by the dean, director, or designee, shall inform the employee in writing. This notification shall clearly state that it is a letter of discipline, shall include a description of the employee's unsatisfactory performance or misconduct, shall state what discipline is imposed, shall inform the employee of his or her appeal rights, and shall include a copy of ASPP 6, 7, and 9.

3. Appeal Process for Disciplinary Actions. Disciplinary actions may be grieved using the procedure described in ASPP 7.

6.03 Dismissal

1. Dismissal for Cause of Academic Staff with Fixed-Term and Probationary Appointments (see also UWS 11.11 and 11.12)

a. Grounds for Dismissal. No academic staff member shall be subject to dismissal prior to the end of the contract period except for just cause. Layoffs (ASPP 5) and non-renewals (ASPP 3) are not dismissals for cause.

b. Investigation. The employer shall notify the Office of Human Resources that he/she is conducting an investigation to determine whether allegations of unsatisfactory performance or misconduct have substance. The length and scope of the investigation shall be at the discretion of the employer. The employer may place the employee on administrative leave with pay during the investigation. The employer may meet with the employee to ask questions about the allegations as part of the investigation. If the employer concludes that there is no basis for dismissal, the employer shall inform the employee immediately.

c. Pre-dismissal Meeting. If, after the investigation, the employer believes that grounds for dismissal may exist, the employer shall meet with the employee. Prior to the meeting the employer shall provide the employee with notice in writing of the grounds for possible dismissal, the time and place of the pre-dismissal meeting, and the employee's right to respond to the allegations and level of disciplinary sanction at the meeting. After taking into account the employee's response at the pre-dismissal meeting, the employer will determine whether to proceed with dismissal. The employer may conclude (1) that dismissal is warranted; (2) that dismissal is not warranted, but a disciplinary action is; (3) that neither dismissal nor discipline is warranted; or (4) that further investigation is required, in which case another pre-dismissal or pre-disciplinary meeting must be held after completing the additional investigation if the employer believes grounds exist for either dismissal or discipline.

d. Notification. When the employer decides dismissal is necessary, he or she must obtain approval of division officer to proceed with the dismissal. If the division officer approves the dismissal, the academic staff member shall be notified in writing of the effective date of the dismissal, with a copy to the department chair or unit head and the Human Resources Office. This notification shall include a statement of the grounds for dismissal, inform the employee that he or she has the right to request a review by the division officer, and include a copy of ASPP 6 and 9. Notification shall be served personally or by certified mail, return receipt requested. If service cannot be made within 15 working days, service shall be accomplished by first-class mail and by publication as if the statement of charges were a summons and the provisions of section 801.11(1)(c), Wis. Stats., were applicable. Dismissal may occur only after the academic staff member has received written notification.

e. Review by the Division Officer. Upon receipt of dismissal notification the employee shall have 20 working days to submit a written request to the division officer for a review, including a summary of the facts and circumstances concerning the allegations. The academic staff member shall have the opportunity to make a personal presentation to the division officer. The division officer shall make a determination of just cause for dismissal and notify the employee of the decision in writing within 15 working days. If the dismissal is upheld by the division officer, the notification shall inform the employee of his or her right to appeal to the Academic Staff Appeals Committee under 6.03.3. If there is no response by the division officer to the written request for a review within the designated time period, the employee may appeal to the Academic Staff Appeals Committee within 15 working days of the expiration of the designated period.
f. **Effective Date of Dismissal.** If the academic staff member does not submit a request for a review by the division officer within 20 working days, the dismissal shall be effective on the date specified in the original notification letter with no further appeal rights. If the academic staff member submits a request for review within 20 working days and the dismissal is upheld, the division officer shall determine the effective date of dismissal and inform the employee in writing of the date.

g. **Time Limits.** Steps in the appeal process must be initiated and completed within the designated time periods except when modified by mutual consent. If the employee fails to initiate the next step in the appeal process within the designated time period, the appeal will be considered resolved by the decision at the last completed step.

h. **Suspension of Duties.** The division officer may suspend an academic staff member with a fixed-term or probationary appointment with or without pay even if the review is in process.

2. **Dismissal for Cause of Academic Staff with Indefinite Appointments (see also UWS 11.01-11.10)**

a. **Grounds for Dismissal.** No academic staff member holding an indefinite appointment shall be subject to dismissal except for just cause. Layoff (ASPP 5) is not dismissal for cause. In contrast to the procedure for fixed-term academic staff in 6.03.1, only the chancellor, in consultation with the appropriate division officer, has the authority to begin the dismissal process.

b. **Investigation.** When the chancellor receives an allegation concerning an academic staff member holding an indefinite appointment which appears to be substantial and which, if true, might lead to dismissal, an investigation shall be conducted within a reasonable time by the appropriate division officer or other chancellor's designee. The employer may place the employee on administrative leave with pay during the investigation. Prior to initiating a dismissal, the division officer, in consultation with the chancellor, shall investigate the allegation, offer to discuss it informally with the individual, and provide information of rights to which members of the academic staff are entitled under this chapter and UWS 11. In those cases where the immediate supervisor of the academic staff member concerned is a division officer, the chancellor shall, to avoid potential prejudice, designate another division officer to act for the division officer involved.

c. **Pre-dismissal Meeting.** If, after the investigation, the division officer believes that grounds for dismissal exist, the division officer shall provide the employee with a written statement of the specific charges, the possibility of dismissal, the time and place of the pre-dismissal meeting, and the employee's opportunity to respond to the allegations and possible disciplinary sanction at the meeting. After taking into account the employee's response at the pre-dismissal meeting, the division officer will determine whether to proceed with dismissal. The division officer may conclude (1) that dismissal is warranted; (2) that dismissal is not warranted, but a disciplinary action is; (3) that neither dismissal nor discipline is warranted; or (4) that further investigation is required, in which case another pre-dismissal or pre-disciplinary meeting must be held after completing the additional investigation if the division officer believes grounds exist for either dismissal or discipline.

d. **Notification.** When the division officer decides dismissal is warranted, he or she shall notify the academic staff member in writing of the effective date of the dismissal with a copy to the department chair or unit head, the Human Resources Office, and the chancellor. The notification shall include a statement of the grounds for dismissal, inform the employee that he or she has 15 working days in which to request a hearing before the Academic Staff Appeals Committee, and include copies of ASPP 6 and 9. Notification shall be served personally or by certified mail, return receipt requested. If service cannot be made within 15 working days, service shall be accomplished by first-class mail and by publication as if the statement of charges were a summons and the provisions of section 801.11(1)(c), Wis. Stats., were applicable. Dismissal may occur only after the academic staff member has received written notification.

e. **Effective Date of Dismissal.** If the academic staff member does not submit a timely appeal under 6.03.1, the dismissal shall be effective on the date specified in the original notification letter with no further right of appeal. If the academic staff member submits a timely appeal and the dismissal is upheld, the effective date of the dismissal will be determined by the chancellor and shall be stated in his or her decision.

f. **Suspension of Duties.** Pending the final decision as to dismissal, an academic staff member with an indefinite appointment shall not be relieved of duties unless the chancellor determines that substantial harm may result if the staff member is continued in his or her position. If such determination is made, the staff member may be relieved of his or her duties immediately or be assigned to another administrative unit, but his or her salary shall continue until the Chancellor makes a decision as to dismissal.
3. Appeal Process for Dismissals of Fixed-Term, Probationary, and Indefinite Appointees

a. Hearing Before the Academic Staff Appeals Committee. The academic staff member shall have 15 working days from receipt of the notification (20 working days if notice is by first-class mail and publication) to file an appeal with the Human Resources Office, which will forward the files to the Academic Staff Appeals Committee within five working days. The Academic Staff Appeals Committee shall conduct a hearing in accordance with ASPP 9.

   (1) Access to the Evidence. An academic staff member who files an appeal shall have the right to review all evidence the employer used to make the dismissal decision. All additional information the employer uses or plans to use to support the decision shall also be provided to the appellant in a reasonable time prior to a hearing. Likewise, the employer shall have the right to review all materials to be presented by the appellant. The exchange shall take place within a reasonable time prior to a hearing.

   (2) Representation. The presence of a representative is permitted. However, the parameters for participation of the representative must be mutually agreed upon prior to any meeting.

   (3) Burden. The employer has the burden of proof of the existence of just cause for the dismissal.

b. Notification and Disposition. The Academic Staff Appeals Committee shall forward its findings of fact with a recommendation to the chancellor or designee and shall send a copy to the Human Resources Office, dean or director, department chair or unit head, and employee. Within 30 working days of receipt of the Committee's recommendation, the chancellor or designee shall implement the recommendation or give the appellant and the Committee written reasons for any decision to modify the recommendation. The employee, department chair or unit head, dean or director, Human Resources Office, and the Committee shall be notified of the decision of the Chancellor or designee, which is final. If the decision of the chancellor or designee has not been issued within 30 working days, the recommendation of the Academic Staff Appeals Committee becomes final. As an exception, an indefinite appointee may request a review by the Board of Regents under UWS 11.10.

c. Time Limits. Steps in the appeal process must be initiated and completed within the designated time periods except when modified by mutual consent. If the employee fails to initiate the next step in the appeal process within the designated time period, the appeal will be considered resolved by the decision at the last completed step.
CHAPTER 7
EMPLOYMENT PROBLEMS: INFORMAL RESOLUTION AND GRIEVANCE PROCEDURES

A “grievance” is a written allegation filed by a member of the academic staff in regard to an employment problem that affects his or her conditions or circumstances of appointment.

7.01 Informal Resolution

An academic staff member who has an employment problem that may lead to the grievance procedure is first encouraged to attempt to resolve the matter informally and at the lowest level. Establishing open lines of communication between the parties in a non-intimidating manner may be sufficient to resolve the problem.

1. An academic staff member is encouraged to seek advice and information from the following University offices if he or she believes he or she is being treated unfairly, but is reluctant to pursue the matter within the employing unit or needs information about the process to resolve employment problems. The academic staff member may seek advice and information without initiating formal or informal action.

   a. The UW-Superior Human Resources Office can provide information and advice on employee rights and responsibilities and appropriate procedures for resolving a problem, either informally or through the grievance procedure.

   b. The UW-Superior Affirmative Action Officer can provide information and assistance if the problem might involve discrimination or sexual harassment and the ADA Coordinator can help with disability issues.

   c. The Employee Assistance Program can provide information about resources for addressing employment problems and support to employees who are experiencing them.

   d. Members of the Academic Staff Senate are also available to assist individuals in determining where to go for help.

   e. The Coordinator of Women and Gender Issues can provide information and assistance if the problems are related to gender, sex or sexual orientation.

2. Informal resolution of a problem may be pursued through any or all of the following:

   a. Discussion with the immediate supervisor, principal investigator, department chair or unit head.

   b. Discussion with the division officer if:
      (1) discussion with the individual in 7.01.2.a. did not resolve the matter; or
      (2) the academic staff member prefers not to discuss the problem with the individual in 7.01.2.a.

   c. A request for assistance from the Human Resources Office or, in cases of alleged discrimination, the Affirmative Action Officer. In response to a specific request for assistance in resolving an employment problem, these offices will initiate discussions with the academic staff member, supervisor, principal investigator, chair, director, division officer, or other appropriate persons and recommend corrective action as needed. These discussions concerning the employment problem will be initiated only with the consent of the employee. Extreme cases may require notification of appropriate university officials without such consent.

   d. Contact the Human Resources Office about the mediation/conflict resolution services that are available on the campus.
3. If informal attempts at resolution are unsuccessful, or if the staff member believes that informal resolution would not be productive, grievance procedures are available in 7.02. These procedures do not apply to non-renewals, non-retentions, layoffs, and dismissals for cause, which are covered by ASPP 3, 4, 5, and 6, nor do they apply to grievances regarding disability accommodation requests. Information on the disability accommodation policy can be obtained from the Americans with Disability Act Coordinator or the Human Resources Office. Grievances that deal with discrimination/sexual harassment are to be filed with the Affirmative Action Officer following the Discrimination/Sexual Harassment Policy.

7.02 Grievance Procedure

The grievance procedure is available to resolve employment problems that have not been satisfactorily resolved through the informal resolution process or where the staff member believes that informal resolution would not be productive. The grievance procedure is described in Steps 1 through 3 below. The grievant may be accompanied by another person or persons throughout the procedure. All time limits specified in 7.02 may be modified by mutual consent.

1. Steps in the Procedure

   a. Step 1 -- Appeal to Division Officer.

      (1) *Initiation.* To initiate the grievance procedure, a written statement of grievance by the grievant must be filed with the division officer with copies to the department chair or unit head and the Human Resources Office. The statement shall specify the identity of the grievant, the facts and allegations relevant to the grievance and the relief sought. A grievance must be initiated no later than 20 working days from the time the academic staff member knew or could reasonably be expected to have known of the circumstances giving rise to the grievance. Initiation of the informal procedure described in 7.01 within the 20 working-day period will extend the deadline for initiating the grievance to 40 working days from the time the academic staff member knew or could reasonably be expected to have known of the circumstances giving rise to the grievance.

      A grievance filed by an employee who has changed operational areas or has left UW-Superior employment shall be referred, in writing with a copy to the employee, to the Academic Staff Appeals Committee to decide if the grievance shall be processed. The Committee shall submit its findings in writing to the employee, the former employing department and its division officer, and the Human Resources Office.

      (2) *Initial Response.* Following receipt of the written statement of grievance, there shall be a period of 15 working days, unless modified by mutual agreement, during which attempts shall be made to resolve the matter. At the request of either party, a conference shall be held during this period. Following these initial resolution efforts, a written response to the grievance must be made by the division officer or designee within 25 working days of receipt of written grievance. This response to the academic staff member must also notify the employee of his or her right of appeal under 7.02.1.b.

   b. Step 2 *Appeal to the Academic Staff Appeals Committee.* If the division officer's decision is not accepted by the employee, he or she shall have 15 working days from receipt of the division officer’s decision to file an appeal with the Human Resources Office, which will forward the files to the Academic Staff Appeals Committee within five working days. The Academic Staff Appeals Committee shall conduct a review or hearing in accordance to ASPP 9.

2. Access to the Evidence. An academic staff member who appeals a grievance to the Academic Staff Appeals Committee shall have the right to review all evidence the employer used to make the decision. All additional information the employer uses or plans to use to support the decision shall also be provided to the appellant in a reasonable time prior to a review or hearing. Likewise, the employer shall have the right to review all materials to be presented by the appellant. The exchange shall take place within a reasonable time prior to a review or hearing.
3. **Burden.**

   a. **Grievances Other Than Those Involving Discipline Resulting in a Loss of Pay.** The employee has the burden to show by a preponderance of the evidence that the action being grieved is arbitrary, capricious, and for reasons prohibited by law, or in violation of ASPP.

   b. **Grievances of Disciplinary Actions Resulting in the Loss of Pay.** The burden is on the employer to show the existence of just cause.

4. **Notification and Disposition.** The Academic Staff Appeals Committee shall forward its findings of fact with a recommendation to the Chancellor or designee and shall send a copy to the Human Resources Office, the appropriate division officer, department chair or unit head, and the grievant. Within 30 working days of receipt of the Committee’s recommendation, the Chancellor or designee shall implement the recommendation or give the grievant and the Committee written reasons for any decision to modify the recommendation. The employee, department chair or unit head, division officer, Human Resources Office, and the Committee shall be notified of the decision of the Chancellor or designee, which is final. If the decision of the Chancellor or designee has not been issued within 30 working days, the recommendation of the Academic Staff Appeals Committee becomes final. The use of this grievance procedure shall not prevent the grievant from seeking redress through another administrative or legal process.

5. **Time Limits.** Steps in the grievance procedure must be initiated and completed within the designated time periods except when modified by mutual consent. If the employee fails to initiate the next step in the grievance procedure within the designated time period, the grievance will be considered resolved by the decision at the last completed step. If there is no response to a grievance within the designated time period at any step, the employee can proceed to the next step in the grievance process within 15 working days of the expiration of the designated period. In cases of an appeal of dismissal for cause under ASPP 6, grievances filed by the appellant may be held in abeyance pending the resolution of the appeal.

6. **Representation.** In the interest of fairness, both parties shall be given reasonable advance notice if any additional persons will be present at any grievance conference. The parameters for participation of any additional persons must be mutually agreed upon prior to any meeting. If, during the course of the conference, either party wishes to seek professional assistance, he or she may request a postponement without abrogating grievance rights at that stage. Such postponement may be for no longer than five working days, unless extended by mutual agreement.
CHAPTER 8
COMPLAINTS AGAINST ACADEMIC STAFF MEMBERS

A complaint is an allegation of misbehavior made by persons other than the academic staff member’s supervisors, including administrators, students, other academic staff, faculty, classified staff, or members of the public concerning conduct by an academic staff member which violates university rules or policies, or which adversely affects the academic staff member’s performance or obligation to the university but which allegations are not serious enough to warrant dismissal proceedings under ASPP 6.

8.01 Right to be informed of Complaint

Academic staff members have the right to be informed of formal complaints against them alleging facts which, if true, may constitute adequate cause for discipline or dismissal (ASPP 6), non-retention (ASPP 4), or nonrenewal (ASPP 3). The identity of a complainant may be kept in confidence until a decision is made to take action against the academic staff member, unless it is determined that the anonymity of the complainant will substantially impede the investigation.

8.02 Right to be notified of Investigation and Right to Respond

As soon as is reasonable, the academic staff member named in the complaint shall, except in a criminal investigation, be notified of the investigation. Before the investigation is concluded or a report prepared, the employee shall be given a written summary of the complaint and be offered an opportunity to respond to all allegations.

8.03 Investigation and Notification

The investigation shall be completed within a reasonable period of time. Upon completion of the investigation, the academic staff member shall be notified in writing of its outcome. If a decision is made to take action against the academic staff member, the staff member shall be notified in writing of his or her right of appeal under 8.04 and be given a copy of the ASPP chapter(s) pertaining to the action being taken.

8.04 Right of Appeal

The academic staff member may appeal the decision using the grievance procedure outlined in ASPP 7.02, except for discipline or dismissal (ASPP 6), non-retention (ASPP 4), or non-renewal (ASPP 3).
CHAPTER 9
ACADEMIC STAFF APPEALS COMMITTEE

9.01 Purpose

The Academic Staff Appeals Committee shall review or hear all appeals of non-renewals (ASPP 3), non-retentions of probationary employees (ASPP 4), layoffs (ASPP 5), discipline and dismissals (ASPP 6), and grievances (ASPP 7) not resolved at a lower level and shall forward its findings of fact with a recommendation to the Chancellor or designee. This committee is a University committee reporting directly to the Chancellor or designee rather than a committee reporting to the Academic Staff Senate.

9.02 Composition and Procedures

The Academic Staff Appeals Committee consists of five members of the academic staff. The Committee is appointed by the chancellor or designee upon the recommendations made by the Academic Staff Senate. Members will serve three-year terms, with one-third of the Committee appointed annually; members may be reappointed. The Committee shall elect its chair annually from among its members.

Vacancies will be filled by appointment by the Chancellor with recommendations made by the Academic Staff Senate. The appointed committee member will serve the unexpired portion of that term.

The Committee's procedures for reviews and hearings are subject to the provisions of ASPP 3, 4, 5, 6, and 7. Modifications shall be subject to the approval of the Academic Staff Senate.

9.03 Conduct of Reviews

The Academic Staff Appeals Committee shall conduct reviews for non-renewals (ASPP 3), non-retentions of probationary employees (ASPP 4), layoff of fixed term and probationary employees (ASPP 5) and grievances other than those involving discipline resulting in a loss of pay (ASPP 7) not resolved at a lower level. The Committee shall apply the required burden as described in ASPP 3, 4, and 7 and provide the procedural guarantees described in 9.05. The reviews shall be fair, impartial, and timely. The Committee shall review the written record and afford both the employee and employer an opportunity to submit additional written materials and to make a presentation to the Committee. The Committee shall seek any additional information it needs to reach a decision.

9.04 Conduct of Hearings

The Academic Staff Appeals Committee shall conduct hearings for appeals of layoffs of indefinite employees (ASPP 5), dismissals for cause (ASPP 6) and grievances involving discipline resulting in a loss of pay (ASPP 7). The hearings shall be fair, impartial, and timely. The Committee shall apply the required burden as described in ASPP 5, 6, and 7 and provide the procedural guarantees described in 9.05. 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. The Committee shall seek any additional information it needs to reach a decision.

As a preliminary step, the Committee shall review all documentation provided by the parties and determine its relevance to the appeal. When the Committee determines that everything the employee alleges, even if true, is irrelevant to the disciplinary action or termination, the Committee shall render a decision without considering the matter further.

9.05 Procedural Guarantees

1. A fair and impartial review or hearing shall provide the appellant the following rights:
• the right to be heard;
• the right to counsel or other representation at the employee's expense; and
• the right to the Committee's written findings of fact and recommendation based on the record.

2. A fair and impartial hearing shall provide the appellant the following additional rights:

• within a reasonable time prior to the hearing, the right to the names of witnesses and access to any document that form the basis of an action to impose discipline (ASPP 6.02.1) or terminate employment;
• the right to offer witnesses;
• the right to confront and question adverse witnesses; and
• the right to a verbatim record of the hearing, such as a sound recording, provided at no cost.

3. In situations where the committee needs to determine if just cause was applied to a disciplinary or dismissal decision, the committee may contemplate, among other things, the following questions:

• Are employees made aware of the university’s rules and orders and the consequences of violating such rules and orders?
• Are the rules and orders reasonably related to the efficient and safe operation of the workplace?
• Before disciplinary action was taken, was there an investigation to determine whether the employee violated or disobeyed a rule or order of the university?
• Was the investigation conducted fairly and objectively?
• Were the findings of the investigation based solely on the evidence?
• Did the university apply its rules, orders and penalties evenhandedly?
• Was the level of discipline reasonably related to the degree of seriousness of the proven offense and the record of the employee in his/her service to the University?

4. Any member of the Academic Staff Appeals Committee who participated in the decision or action being appealed shall not sit as a member of the Committee for that case.

5. The hearing shall be closed unless the academic staff member requests an open hearing.

6. When a valid claim of material surprise is made, adjournments shall be granted to enable either party to investigate evidence.

7. Upon request, the Chancellor or designee shall provide legal counsel to the Academic Staff Appeals Committee. The legal counsel shall advise and consult with the Committee on legal matters.

8. Upon request of the Committee, the Chancellor or designee shall make available any other staff assistance necessary to conduct a fair and impartial hearing.
CHAPTER 10
PERFORMANCE REVIEWS

Job effectiveness and accountability as well as career development can be improved through increased communication between academic staff and their supervisors. One component of this communication is performance review, whether accomplished through department, team, or group meetings, individual performance reviews or other one-on-one meetings. The diversity of programs at the University of Wisconsin-Superior has created an environment in which many methods of performance reviews have been developed to meet specialized needs of different units. Units are encouraged to develop, implement and maintain review procedures that best meet their needs.

10.01 Review

Academic staff shall be reviewed annually in a manner appropriate to their work setting and responsibilities.

10.02 Purpose of the Performance Review

The performance review is intended to serve various purposes, including but not limited to the following:

1. To provide an opportunity for academic staff to present an organized overview of their activities and accomplishments.

2. To identify ways to enhance academic staff job satisfaction and performance.

3. To enable academic staff to identify career opportunities and to integrate these with the goals of the work unit.

4. To encourage individual initiative and creativity in the work place.

5. To foster communication between supervisors and staff and among staff.

6. To provide a regular opportunity to build a record of performance for use in merit recommendations, indefinite appointment review, promotion, and other personnel actions.

10.03 Methods of Performance Review

1. All units use a structured process of periodic performance review. Methods of performance review include peer review, committee review and/or individual consultation. Academic Staff Evaluation/Salary Adjustment/Retention Forms A & B will be used to document the results, unless other documentation has been approved. Absent a review document in an employee's personnel file, it shall be assumed that the employee's performance has been at least satisfactory.

2. Some units use an ongoing performance review process in which academic staff meet frequently with supervisors to develop goals, review alternatives, discuss problems, evaluate progress toward achieving a desired outcome, and review performance on a continuing basis. While this process need not result in written documentation, supervisors are encouraged to acknowledge exceptional performance in writing and place a copy in the staff member's personnel file.

3. Academic staff may at any time document their professional and other work-related activities by preparing an activities and accomplishments report, updated curriculum vitae, position description, or other form of self-reporting. Upon request, these documents shall be placed in the staff member's personnel file.

4. Whenever a review process results in a document being placed in the staff member's personnel file, the staff member shall be given a copy. The staff member may respond in writing to any review document placed in the personnel file. This response shall be also placed in the personnel file.
10.04 Establishing or Changing the Method of Review

Academic staff shall participate in establishing the criteria and defining the methods of academic staff performance review to be used in the unit. An academic staff member who disagrees with the criteria or methods of performance review may file a statement of objection with the unit head and the dean or director. The academic staff member may request that a copy of this statement be placed in the personnel file.

Staff members of a unit may request the criteria or methods of performance review be changed. Academic staff of the unit shall participate in developing and implementing the changes.

10.05 Written Review of a Staff Member

Once each year a staff member will receive a written performance review from the supervisor regardless of the method of review used by the work unit as a whole. The staff member should provide pertinent documents, such as an activities report, updated position description, or other documents to be considered by the supervisor when conducting the review. The supervisor shall prepare a written review and provide a copy of the review to the staff member and place a copy in the employee's personnel file. A meeting shall be scheduled to discuss the review. The staff member may prepare a written response to the review and place it in the personnel file.

10.06 Notification of New Employees

New staff members shall be notified of the unit's procedures for performance review at the time of appointment.

10.07 Relationship to Annual Merit

Salary considerations are not the principal purpose of performance review, but the assignment of an academic staff member's annual merit increment shall take cognizance of the results of performance reviews.
CHAPTER 11
THE PERSONNEL FILE

A personnel file for each academic staff employee shall be maintained by Human Resources Office. It shall contain only that information relevant to the employee's status and performance as an employee and to the commitments made to and by that employee, i.e., only that information which the University is required to know for the performance of valid and necessary University functions. The employee shall have the right to append signed personal statements to any material in this file concerning its accuracy, relevance, or applicability. Other information may be included (see 11.01.3 below). Note that some personnel records may exist that are not considered part of the personnel file (see 11.01.2 below).

The personnel file is not necessarily a single physical entity and may include electronic records. Collectively, these documents constitute the personnel file. Academic staff members are encouraged to review their personnel files periodically.

11.01 Contents

1. The following items, if they exist, shall be included in the personnel file:

- Letter of application and supporting documents
- Letters of reference; however, note that letters of reference provided under assurances of confidentiality shall be placed in a sealed envelope and are not available to the employee
- Letters of offer, negotiation, and appointment
- Letters of acceptance
- All position description information, including such other documents as the position
- Position Questionnaires, job evaluations, and pay equity descriptions
- Performance reviews and responses
- Letters of reappointment, promotion, and change in appointment status
- Notification of base rate and/or title change
- Indefinite appointment dossiers
- Documents relating to nonrenewal, layoff, or dismissal for cause
- Documents relating to resignation, retirement, and emeritus status
- Requests for leave of absence and responses
- Letters of discipline (see ASPP 6.02.2.c) and supporting documents
- Documents relating to pending grievances
- A summary of the results of final resolutions on grievances
- Notices of work-related awards and grants
• Employee interchange agreements, such as Inter-Institutional Agreements
• Required campus reports, such as outside activities and expert witness reports
• Personal statements that the employee has asked to have included in the personnel file concerning any of the above items

2. Some personnel records are excluded from the personnel file by law, regulation, or policy. Among these are the following:

• Employment Eligibility Verification form (1-9), which must be on file for each staff member, usually located in a separate, secure 1-9 file; however, storage with personnel file records is permissible if these documents are placed in a sealed envelope
• Documents relating to employment-related visa applications; however, storage with personnel file records is permissible if these documents are placed in a sealed envelope
• A supervisor's personal notes
• Confidential medical records from any source, such as the employee, treating specialists, or the Division of Vocational Rehabilitation
• Staff disability accommodation requests and supporting documents, except for a description of the accommodations granted
• Occupational Accident and Illness Reports (DOA-6058) and any subsequent materials relating to Worker's Compensation claim
• Publications and communications not relevant to the accomplishment of valid and necessary University functions, e.g., materials relating to an employee's associations, political activities, and personal life

3. The following items may be included in a personnel file:

• Professional publications
• Newspaper clippings
• Letters of congratulation
• Notices of awards not related to the employee's position
• Current resume
• Other miscellaneous items relative to employment
• Other records may exist for an employee, such as payroll and benefit information, family and medical leave, and sick leave and vacation balances. An academic staff employee is advised to seek these records, if needed, from the appropriate office since they are not included in the Personnel File.

11.02 Access

Wisconsin Open Records Law contains an express "presumption of complete public access, consistent with the conduct of governmental business" (Wis. Stats. 19.31). The law further provides that access may be denied only in an exceptional case or when required by law. See also 11.04.
1. The Employee. Whenever a document is added to an academic staff employee's personnel file, copies of the document shall be given or electronically transmitted directly to the Human Resources Office. The employee has the right to see all documents in the personnel file upon request. Exceptions to access are covered by provisions of Wis. Stats. 103.13(6) governing records open to the employee. A request for access may be oral or written and may be directed to the Human Resources Office or other custodian of these records. It is the policy on this campus that access shall be provided as soon as possible, but in no case later than the seven working days required by Wis. Stats. 103.13(2). The supervisor shall be required to provide access to all records that are considered part of the personnel file, as described in 11.01.

2. The Supervisors. Access to an employee's personnel file by the supervisor, the department chair or unit head, the administrative officer, or the Chancellor, or their respective designees, shall be on a "need to know" basis, with access limited to circumstances in which the information sought is essential to a legitimate University purpose.

3. Other State Employees and Members of the Public. The chancellor designates a Custodian of Public Records for the University. Whenever any UW-Superior employee receives a request from anyone not identified in 11.02.2 for access to an academic staff employee's personnel file, this Custodian shall be consulted for advice and authorization prior to any release of records, both to make sure that open records policies are followed and to protect the employee's privacy rights. The employee and the employee's supervisor shall be informed of the request, as well as the response to the request. Information published in the campus directory may be released outside the University without consulting the Custodian of Public Records.

11.03 Modification of the Personnel File

A document may be modified or removed from a personnel file by mutual agreement of the employee and supervisor, subject to the provisions of Wis. Stats. 103.13(4). However, if an employee considers any document in the file to be inaccurate, irrelevant, or inapplicable, and wishes it to be modified or removed without such mutual agreement, the employee may file a grievance (ASPP 7). If such a grievance is upheld, the document shall be modified or removed.

11.04 Confidentiality and Security

Persons collecting, maintaining, or obtaining personnel data are responsible for respecting the confidentiality of and maintaining the physical security of this information. Special security procedures may be necessary for electronic records. The only exceptions made to this policy shall be in response to a request submitted under open records laws.

11.05 Retention

The personnel file will be retained in the Human Resources Office for permanent preservation.
CHAPTER 12
OUTSIDE ACTIVITIES AND CONFLICTS OF INTEREST

12.01 General

Members of the academic staff are free to engage in outside activities, whether or not such activities are remunerative or related to staff members’ fields of academic interest or specialization. However, no member of the academic staff may engage in an outside activity if it conflicts with his or her public responsibilities to the University of Wisconsin system or the University of Wisconsin-Superior at which the academic staff member is employed.

Academic staff may not use their public position for personal gain in a manner contrary to the interests of the University of Wisconsin System. (“Personal gain” includes money, gifts in kind, equity, or anything of value to the recipient.) In addition, employees may not, in a manner contrary to the public interests of the UW System, use or attempt to use their public position or state property, including property leased by the state, to gain or attempt to gain anything of substantial value for private benefit, their immediate families, or any organization with which the staff members are associated (UWS 8.03).

The University of Wisconsin Board of Regents addresses conflicts of interest in Chapter UWS 8 of the Wisconsin Administrative Code: Rules of the Board of Regents of the University of Wisconsin System, sections of which are excerpted here. Academic staff members seeking more detailed information should consult the complete chapter, which is available at www.uwsa.edu/bor/rules.htm.

No member of the academic staff may engage in activities that are not consistent with the provisions of UWS 8.03. Each member of the academic staff will comply with the actions that are specified in UWS 8.04 to avoid conflict.

Regent policy prohibits only those activities that will result in a conflict between the personal interests of an academic staff member and that staff member’s public responsibilities to the University of Wisconsin system.

A conflict of interest may exist when an individual has significant financial interest that could lead an independent observer reasonably to question whether the staff member's public responsibility might be influenced by the possibility of personal gain by the individual or his/her immediate family. Additionally, academic staff engaged in research should consult www.rsp.wisc.edu/coi/ for additional details on conflict of interest as it affects the design, conduct, or reporting of research.

A conflict of interest may also exist when an academic staff member is engaged in an outside activity that is of such magnitude that the obligation to the university is suffering. No member of the academic staff shall be absent from his/her regular duties except by permission of the supervisor.

Individuals who may be affected by these policies shall consult their supervisor before making commitments to outside activities. Further consultation with the appropriate unit head or administrative officer director and/or the UW-Superior committee assigned to advice on outside activities may be necessary before approving an unusual arrangement.

12.02 Reporting

Each academic staff member with a half-time appointment or more shall annually, on or before April 30, file a report of outside activities with his or her supervisor, whether or not there are any reportable outside activities. If, during the year, significant changes in an academic staff member’s reportable outside activities occur, the staff member shall immediately inform, in writing, his or her supervisor.
12.03 Action to Avoid Conflict of Interest

When it appears that a material conflict may arise between the personal interests of a staff member and his or her public responsibilities to the university, the staff member shall notify his or her supervisor by submitting a written statement describing the nature of the possible conflict. See detailed information in UWS 8.04.

12.04 Service to Granting Agencies or as an Expert Witness

Any academic staff member who is asked to serve as adviser or consultant, or any other capacity, with a public or private agency that grants money or decides policy for grants shall ascertain if his or her participation will adversely affect the university’s eligibility for funds from the agency involved and, if so, shall report this information to the Chancellor through the supervisor.

Any academic staff member who intends to serve as an expert witness in any civil or criminal case shall promptly report the nature of the case to his or her supervisor, who shall transmit the information to the administrative officer, who in turn shall inform the chancellor.

12.05 Use of University Facilities, Services and Staff

Academic staff members shall not use University facilities, equipment, supplies, services or staff for purposes other than carrying out their institutional responsibilities, except for incidental personal use as permitted by departmental or other campus policies.
Appendix F:
BY-LAWS OF THE ACADEMIC STAFF SENATE
University of Wisconsin - Superior

Preamble: Academic staff at the University of Wisconsin - Superior share a commitment to the mission of the University, contribute to the learning environment of the University through their diverse responsibilities, and work to provide for maximum efficiency in the institution. In recognition of the roles played by academic staff in the functioning and effectiveness of the University, we hereby establish the following bylaws:

Article I. Name
The name of the Senate shall be the Academic Staff Senate of the University of Wisconsin - Superior, hereinafter referred to as the Senate.

Article II: Constituency
The constituency of the Senate shall be all employees of the University who have a 50% or more fixed, probationary or indefinite academic staff appointment. Employees who have a 50% or more limited appointment with academic staff backup are also considered part of the constituency. Employees with a split appointment, such as 50% academic staff/ 50% faculty, must indicate either faculty or academic staff governance preference within 90 days after appointment.

Article III: The Senate
Section 1. Membership:
There shall be nine members of the Senate, in accordance with UW- Superior 9.02.

Section 2. Elections:
The election of the Academic Staff Senate members shall be on a rotation basis. The term will be three (3) years.

- Those persons who hold at least 50% probationary, indefinite, or fixed-term Academic Staff appointments, and those who hold limited appointments only who have been in the employ of the University throughout the academic year in which University Senate elections shall be conducted, shall be eligible to vote in the Academic Staff constituency and shall be eligible for election to the Senate by the Academic Staff constituency.

- Elections for Academic Staff Senators shall be held during the first two weeks in April. Voting shall be by secret ballot. Nominating and voting for Academic Staff senators shall be by the eligible Academic Staff. The chief academic officer of the University shall determine the eligibility of Academic Staff electors and candidates, subject to the provisions of this Charter, and shall furnish certified lists of the same to

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the Secretary of the Senate.

Section 3. Duties:
The Senate shall: - monitor adherence to the policies and procedures of academic staff as provided for in Chapter 4. Governance. Section 4.2 of the Handbook.
- develop policies, practices and recommendations which are in the best interest of the academic staff and consistent with the goals and mission of the University.
- encourage professionalism among academic staff members and promote involvement of the academic staff in the activities of the University.
- survey needs on such issues as compensation/career advancement, identify goals of academic staff, and take appropriate action.
- receive and review concerns from academic staff following grievance procedures as defined in the Handbook, Chapter 7, Personnel Policies for Faculty and Academic Staff, Section 7.2
- call general and special meetings of all academic staff.
- serve as a channel for official communication from the Chancellor or Vice Chancellor in regard to issues affecting academic staff, consider any matters which may be referred to the Senate by the Chancellor or Vice Chancellor and meet regularly with them on academic staff issues.
- initiate communication with the Chancellor or Vice Chancellor, other officers of the institution and other employee groups when appropriate.
- establish and assign responsibilities to receive resignations from and recommend replacements for committees and task forces of the Senate.
- propose names of academic staff to serve on University system-wide committees.
- rank the requests for professional development grants to be submitted to the Vice Chancellor and work in consultation with the Vice Chancellor regarding their submission to UW-System.

Section 4. Quorum:
Five members shall constitute a quorum of the Senate for the transaction of business.

Section 5. Vacancies:
A special election of eligible academic staff will be held within one month of a vacancy.

Section 6. Annual Report:
The Senate will report on its activities for the year, including professional development grants, at a general meeting of academic staff.

Section 7. Meetings:
The Senate shall meet at least once a month during the calendar year at a time designated by the Senate.

Article IV: Officers
Section 1. Officers:
The officers of the Senate shall be a chairperson, a secretary, and a official representative to the UW System.
Section 2. Term of Office:
The term for each office shall be for one year beginning May 1 and ending April 30 of the following year, with the exception of the UW System representative whose term will be two years. Reorganization shall follow elections of at-large members and shall be completed no later than May 15 of each year. There is no limit to the number of terms an officer might hold.

Section 3. Selection:
The selection of officers shall be made to provide leadership and continuity for the conduct of business. The officers shall be elected by a simple majority of the Senate present. The vote shall be by written ballot at a meeting of the Senate following the spring election and no later than May 15.

Section 4. Vacancies:
Whenever a vacancy shall occur in the offices, the Senate shall elect another member of the Senate to serve the un-expired term, after which time the office will be reopened and filled in accordance with election procedures.

Section 5. Removal:
An officer may be removed from office by a simple majority of the whole Senate.

Section 6. Duties of Chairperson:
The chairperson shall:
- prepare agendas, call meetings and preside at the meetings of the Senate and of the general academic staff and in anticipation of her/his absence from a meeting appoint either the representative or the secretary to conduct the meeting
- serve as official representative of the academic staff and the Senate internally and in this capacity receive communications from officers of the University and members of the campus community relating to academic staff matters.
- develop, in consultation with the Senate, correspondence, statements, policies, and recommendations of staff matters.
- function as liaison internally on staff matters.
- notify the committee or task force nominees of their appointment as determined by the Senate

Section 7. Duties of the secretary:
The secretary shall:
- prepare and maintain an official list of academic staff persons eligible to vote in consultation with the Vice Chancellor.
- record in the minutes the business of all meetings of the Senate and the academic staff.
- distribute minutes of Senate meetings.
- serve as custodian of records and papers, and be responsible for maintaining the historical files on academic staff governance.
- prepare all correspondence, internally and externally, for the Senate, as directed by the Senate.
- notify academic staff of all general and special meetings.
  (Note: For special meetings, notice should be given as soon as possible after receipt of requests from the Senate but not less than 7 days prior to such a meeting. Exceptions to 7 days advance notice may be made in special circumstances.)

Section 8. Duties of the Representative:
The representative shall:
- serve as official representative of the academic staff and the Senate externally and in this capacity receive all external communications regarding academic staff.
- share with the Senate issues of concern to academic staff.
- be elected from one of the nine elected Academic Staff Senate members.
- hold other offices on the Senate if elected.
- report to the Senate regarding meetings external to the University.

Article V: General Academic Staff Meetings
Section 1. General Meetings:
There shall be at least three general meetings for all eligible members of the academic staff each year. (See Article 11: Constituency for eligibility.)

Section 2. Special Meetings:
Special meetings of academic staff may be called at the discretion of the Senate. The academic staff at large may initiate a special meeting by presenting to the Senate a written petition signed by twenty percent of the academic staff. The meeting shall be held within four weeks of the receipt of the petition.

Section 3. Presiding Officer:
The chairperson of the Academic Staff Senate presides over all meetings of academic staff.

Section 4. Quorum:
Twenty percent of the eligible academic staff shall constitute a quorum for the transaction of business.

Section 5. Notification of Meetings:
The secretary shall notify all academic staff of the time, location and agenda for all general and special meetings at least 7 days in advance.

Section 6. Agenda:
The agenda shall be set by the Senate. Matters recommended for inclusion in the agenda should be submitted in writing to the Secretary of the Senate two weeks in advance of the meeting. There shall be time allotted for new business at each meeting. Items suggested at this time shall be discussion items, unless two-thirds of the staff present vote to consider it as an action item at that meeting.
Article VI Academic Staff Personnel/Compensation Committee

Section 1. Composition:
The Academic Staff Personnel/Compensation Committee, hereinafter referred to as the Personnel/Compensation Committee, shall consist of four academic staff (AS) members and the Director of Human Resources.

Section 2: Chairperson:
The chairperson of the Personnel/Compensation Committee shall be selected by members of the Personnel/Compensation Committee.

Section 3: Election of Members:
The Personnel/Compensation Committee shall have five (5) members: two AS members shall be duly elected from the AS Senate, two AS members shall be nominated and elected from the AS constituency, and Director of Human Resources. Election of members will be completed no later than May 15th.

Section 4: Election Procedures:
Election of committee members will be as follows. Call for nominations to the committee will be immediately following the results of the Academic Staff Senate election. In the event there are insufficient interested candidates from either the Academic Staff Senate or the academic staff constituency to meet the composition requirements, individuals may be elected from the academic staff constituency at large, including the Academic Staff Senate.

In the event of a vacancy on the committee a special election will be held for all vacancies to the Personnel/Compensation Committee.

Section 5: Term of Office:
The term of office for the Personnel/Compensation Committee shall be for 2 years elected on a staggered rotation.

Section 6: Duties:
The Personnel/Compensation Committee shall review all requests and policies for promotion, title changes, and/or career progression using UW-Superior Unclassified Personnel Guideline 1, Revised January 11 1994. If necessary, background information will be found in UW-Superior Unclassified Title Definitions Book, 199 1, AS Title and Salary Structure final report Hayes/IEII 1986 and supplement by President Shaw, 1987, the AS title structure: Background Guidelines and Definitions for use by the AS title Assignment Review Team, 1988.
- Review AS compensation issues and policies.
- Make recommendations to the Vice Chancellor based on the review completed by the Personnel/Compensation Committee.
- Inform AS in regard to current AS Personnel/Compensation issues.
Article VII Academic Staff Senate Legislative Committee

Section 1. Composition:
The Academic Staff Senate Legislative Committee, hereinafter referred to as the Legislative Committee, shall consist of at least three academic staff members.

Section 2. Election:
Election of committee members, 3 academic staff, will be as follows: Call for nominations to the committee will be made to the Academic Staff constituency, and elections will be held shortly after September 15.

In the event of a vacancy on the committee a special election will be held for all vacancies to the Legislative Committee.

Section 3. Members:
Additional members, if appropriate, of the Legislative Committee shall be nominated and elected by the Senate.

Section 4. Chairperson:
The chairperson of the Legislative Committee shall be elected by the members.

Section 5. Term of Office:
The term of office shall be for one year with appointments made prior to September 15.

Section 6. Duties:
The Legislative Committee shall:
- keep abreast of legislative issues and trends which may affect academic staff.
- inform the Senate of bills or legislative trends which may need action.

Article VIII: Committees and Task Forces

Section 1. Appointment:
Motions accepted by the Senate for the creation of a task force of committee shall designate the manner in which appointments shall be made, the responsibilities of the group and that body's tenure.

Section 2. Membership:
Committees and task forces may include in their membership persons other than academic staff, provided that at least two-thirds of the appointees shall have academic staff appointments. Each committee or task force will be chaired by a member of the Senate.

Section 3. Duties:
Committees and task forces shall perform such duties and have such powers as shall be designated in the resolution calling for their creation.
- hold other offices on the Senate if elected.
- report to the Senate regarding meetings external to the University
Section 4. Quorum:
A simple majority of the membership of a committee or task force shall constitute a quorum for the transaction of business.

Article IX: Amendments to Bylaws
The Senate or an appointed committee shall prepare and report to the Annual Meeting in May such changes and additions to the bylaws as may be deemed advisable. The Senate maintains the formal supervision of all changes in bylaws recommended by committees or individuals. A petition signed by at least twenty-five percent of those holding University of Wisconsin - Superior academic staff appointments shall be sufficient to place a proposed change in the bylaws before the Senate. Such a petition must be reported by the Senate to the academic staff at the next regular meeting or a special meeting, provided that the Senate shall have had at least two weeks in which to consider the proposed change.

An individual academic staff person may, at any general or special meeting, move that the Senate consider a proposed change in the bylaws. Such a motion must receive an affirmative vote of two-thirds of the members present in order to pass.

The Senate shall not take final action on recommending the addition to, amendment of, or repeal of the bylaws during the meeting at which such proposals are first made, unless written notice thereof shall have been posted at least two weeks prior to the meeting. The bylaws may be added to, amended, or repealed only by a two-thirds vote of the members present at a general meeting, provided written notice shall have been sent to all academic staff persons as prescribed above.

All proposed changes in the bylaws shall be accompanied by a statement concerning their purpose and the important changes which they would make in the existing bylaws.

All modifications of existing bylaws and all newly enacted bylaws shall become effective immediately upon adoption, unless another effective date is accepted by majority vote of the academic staff present.

Article X: Parliamentary Authority
The rules contained in Roberts Rules of Order Revised shall govern meetings of the Senate in all cases in which they are applicable and in which they are not inconsistent with these bylaws. The parliamentary rules may be suspended by an affirmative vote of two-thirds of the members present.

Article XI: Ratification of By-Laws
These by-laws shall become effective immediately upon ratification by a two-thirds majority of eligible academic staff who cast mail or email ballots and upon approval by the Chancellor or Vice Chancellor and Board of Regents as per Wisconsin Administrative Code, Chapter 9, Section 9:02. Section 4.