



The freshman/sophomore UW campuses

Faculty and Instructional Academic Staff Handbook

August 2012

INTRODUCTION

This handbook is a summary of resource documents from the Board of Regents of the University of Wisconsin System, the University of Wisconsin System, and the policies and procedures of the University of Wisconsin Colleges. Its primary purpose is to acquaint faculty and instructional academic staff members with the basic policies and procedures that impact your daily work. Many of the documents referred to in this handbook are accessible via the Web and Public Folders. Please see Chapter VII for document summaries and complete citations. Where important resources are not available on the Web or in Public Folders, sources and locations are cited.

Please keep in mind that policies can change through Senate or administrative actions. Your campus executive officer/dean, academic department chair, the UW Colleges Director of Human Resources, and the Office of Academic Affairs will help you with questions and interpretations. I trust this will be a useful document for you.

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FACULTY AND INSTRUCTIONAL ACADEMIC STAFF HANDBOOK

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CHAPTER I

Creation of the University of Wisconsin System

The University of Wisconsin System was created on October 11, 1971 by state law (Chapter 100), which combined the state's two public university systems under a single Board of Regents. The 1971 legislature set July 1, 1973, as the final date for completion of the merger. However, the 1973 Assembly Bill 930, drafted with the help of a Merger Implementation Committee, did not pass in the assembly until the spring session of 1974 and failed for lack of senate action when the regular session ended. The bill passed both houses, as Senate Bill 2, in the May 1974 special session and became law on July 9, 1974. The bill combined the former Chapter 36 (University of Wisconsin) and Chapter 37 (Wisconsin State Universities) institutions to create a new University of Wisconsin System governed by Chapter 36 of the Wisconsin Statutes. The University of Wisconsin Colleges is one of the 15 institutions that comprise the University of Wisconsin System.

Structure of the University of Wisconsin System

The Board of Regents

The Board of Regents of the University of Wisconsin System consists of 18 members, 15 appointed by the governor and confirmed by the State Senate for seven-year staggered terms, and two students appointed by the governor to two-year terms. There are two ex-officio members: the state superintendent of Public Instruction and the president of the Wisconsin Technical College System.

The Board of Regents is responsible for establishing policies and rules for governing the University of Wisconsin System, planning to meet future state needs for postsecondary education, setting admission standards and policies, reviewing and approving university budgets, and establishing the regulatory framework within which the individual units operate. The Board of Regents is empowered to appoint the president and vice presidents of the University of Wisconsin System, the chancellors and vice chancellors of the doctoral and comprehensive institutions, and the chancellor of University of Wisconsin Colleges and University of Wisconsin-Extension.

The Board of Regents meets monthly and serves without compensation. The Board of Regents president, vice president and a full-time secretary are elected in June for one-year terms. The president appoints members of the Board of Regents committees (education, business and finance, and physical planning and development), as well as special committees and external bodies. The executive committee of the Board of Regents consists of the president, vice president, the chairs of the three standing committees, the immediate past president, and one other member appointed by the president.

UW System Administration

The president and chancellors of the University of Wisconsin System are charged with implementing Board of Regents policies and with administration of the institutions. Merging the central staffs of the two former systems formed the University of Wisconsin System administrative staff. It is responsible to the president of the University of Wisconsin System and assists the Board of Regents in establishing policies, reviewing the administration of such policies, and planning the programmatic, financial, and physical development of the System. The president and vice presidents of the University of Wisconsin System have offices in Van Hise Hall on the University of Wisconsin-Madison campus.

As executive heads of their respective faculties and institutions, the chancellors are responsible for the administration of their institutions and, in consultation with their faculties, for such matters as establishing curriculum; setting degree requirements; determining academic standards; establishing grading patterns; creating criteria for faculty appointments, evaluation, promotion and tenure; recommending merit increases; administering auxiliary services; and managing budgets.

Role of the Faculty

Chapter 36 of the Wisconsin State Statutes specifically provides that 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 institution, and shall actively participate in institutional policy development. As such, the faculty shall have the primary responsibility for the 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. Any rules adopted by the faculty under this subsection shall be in writing, made after posted notice and hearing, and are effective until suspended by the board.”

Faculty of the University of Wisconsin Colleges have the same general functions of faculty members at other institutions of the UW System. These functions, consistent with the select mission of the UW Colleges (see Chapter II), include:

Teaching. Teaching loads vary (see [Senate FPP 601](#), Faculty Workload Policy) but, in general, 12 contact hours a week is the norm. Faculty loads may be higher or lower than the norm depending on the academic department or discipline, type of instruction, or assignment of other duties.

Research and Scholarly Activity. Faculty members are expected to engage in research, scholarship, and creative endeavor that support UW Colleges programs. This can include research into the development of more effective teaching methods such as the scholarship of teaching and learning (SoTL), as well as the scholarly or creative activity more traditionally associated with each discipline. Collaboration with colleagues and students is encouraged, thereby promoting greater integration of scholarly activity into the instructional process.

Professional Community Service. Professional service to the citizens of Wisconsin has been and will continue to be one of the expectations of the faculty of the University of Wisconsin System. UW Colleges faculty members are in a particularly strategic position to render professional services of many types because of the close ties of each campus to its surrounding community. Cooperation with the campus Continuing Education Outreach Program Manager is an especially effective method for a new member of the faculty to develop the professional service aspect of the faculty role.

Other Responsibilities. Although teaching, research and other scholarly activity and professional community service are the formal duties of a UW Colleges faculty member, there are other responsibilities by virtue of faculty membership in an academic community. Student advising can be one of those responsibilities. Each campus has a particular student advising process. Faculty should be available to students and develop knowledge and skills that, in conjunction with the efforts of campus student services staff, allow them to advise students effectively on educational matters.

Another responsibility is participation in campus, academic department, and institutional shared governance. In the University of Wisconsin Colleges this occurs primarily through participation in campus collegium and academic department meetings, campus and academic department committees, and the University of Wisconsin Colleges Senate and its committees. Membership in these governance bodies and their committees is a principal means by which the faculty exercises their shared governance rights as specified in Chapter 36 of the Wisconsin State Statutes.

[University of Wisconsin Colleges Senate policies](#) are posted on the Senate Web page of the University of Wisconsin Colleges Web site as well as in University of Wisconsin Colleges Microsoft Office Outlook Public Folders.

The Role of the Academic Staff

The academic staff in the University of Wisconsin System are the professional and administrative support staffs, including student services, administrative services, information technology and university relations personnel, librarians and outreach program managers on each campus and in the University of Wisconsin

Colleges Online Program, as well as the instructional academic staff that includes associate lecturers, lecturers, and senior lecturers.

Chapter 36 of the Wisconsin State Statutes provides that the “academic staff members of each institution, subject to responsibilities and powers of the board, the president, and the chancellor and faculty of the institution, shall be active participants in the immediate governance of and policy development for the institution. The academic staff members have the primary responsibility for the formulation and review, and shall be represented in the development, of all policies and procedures concerning the 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.”

The Role of Students

Chapter 36 of the Wisconsin State Statutes provides that 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 and the policy development for such institutions. As such, students shall have primary responsibility for the formulation and review of policies concerning student life, services, and interest. 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 that 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. Any rules adopted by the students under this subsection shall be in writing, made after posted notice and hearing, and are effective until suspended by the board.”

Academic Freedom in the UW System

Academic freedom is more than a phrase for the faculty and instructional academic staff of the University of Wisconsin System. The university encourages “that continual and fearless sifting and winnowing” by which truth may be found. In the university, knowledge is pursued with all channels of information freely open to students and staff. The University of Wisconsin Colleges is hospitable to an infinite variety of skills and viewpoints. Its very spirit requires investigation, criticism, and presentation of ideas in an atmosphere of freedom and mutual confidence. To fulfill their functions as teachers and scholars, faculty and instructional academic staff are expected to analyze, test, criticize, and reassess existing institutions and beliefs. Their scholarly mission requires the study and examination of all ideas, popular and unpopular. So long as observations are scholarly and germane to the subject, freedom of expression in the classroom will not be curbed. The university student should be exposed to competing opinions and beliefs in every field so that the student may learn to weigh diverse ideas and gain maturity of judgment. In teaching as in research, faculty and instructional academic staff are limited only by the requirements of citizenship and of professional competence. Having met these standards, faculty and instructional academic staff are entitled to all the protection that the full resources of the university can provide.

Academic freedom also carries certain obligations for faculty and instructional academic staff. Historically, the word “university” is a guarantee of high standards. It implies endorsement, not of its members’ views, but of their capability and integrity. Every scholar has an obligation to maintain this reputation. Faculty and instructional academic staff cannot divorce themselves from the association with the institution, even as a private citizen. The public is bound to look at them as representatives of the university. Actions as individuals can bring great credit to the institution, and they can do great harm to the university and to university colleagues. Realizing these facts should act as a guide to faculty and instructional academic staff for outside activities and to public expression of personal opinions with respect to controversial subjects outside one’s field of competence.

CHAPTER II

A History of the University of Wisconsin Colleges

University of Wisconsin-Richland Professor Emeritus Jerry L. Bower wrote a history of the institution: *The University of Wisconsin Colleges, 1919 – 1997: The Wisconsin Idea at Work* (Friendship, Wisconsin: New Past Press, Inc.) published in 2002. This chapter begins with a brief summary of the creation and development of the University of Wisconsin Colleges based in large part on Professor Bower's work.

Few institutions of public higher education in the United States have held to the philosophy of the late 19th-century reform movement as tenaciously as the University of Wisconsin System. President Charles R. Van Hise, in a speech to the Wisconsin Press Association in 1904, said: "I shall never rest content until the beneficent influences of the University reach into every home in the Commonwealth, and the boundaries of our campus are co-extensive with the boundaries of the state." President Van Hise envisioned a democratic community in which students of differing interests would profit from close association with one another and take an active part in improving society and an educational milieu in which the liberal arts, applied sciences, and creative research would go forward together. The campus of the University of Wisconsin was to be, in truth, the entire state of Wisconsin.

Almost a hundred years later, the Van Hise charge to the university and the state, his "Wisconsin Idea," both as a phrase and a living philosophy, continues to be invoked in the legislature, meetings of the Board of Regents, and in public hearings across the state. The University of Wisconsin System is today one of the largest unified systems of public higher education in the United States, enrolling approximately 181,000 students on 26 campuses.

Following a three-month period of study that was initiated by UW System Administration President Kevin P. Reilly, on February 10, 2005, the Board of Regents approved the administrative integration of the University of Wisconsin Colleges and the University of Wisconsin-Extension, primarily by recruiting one chancellor who would oversee the senior-level administrative functions of both institutions, all of which would be integrated, with the exception of the two provost positions. Other integrated positions include the vice chancellor for administration and finance, director of university relations, director of human resources, chief information officer (Central Information Technology Services), director of Office of Inclusion, and director of government relations. The decision to integrate the senior administrative levels of the two institutions was based upon a study submitted to UW System Administration President Reilly in January 2005, "Opportunities for Consolidation of Administration Between the UW Colleges and UW-Extension," which made recommendations for efficiencies that could emerge by consolidating some administrative functions of the two institutions.

A July 2005 Report to the Higher Learning Commission submitted by UW Colleges requested and received approval for the change in administrative structure. The recruitment process for a new, shared chancellor was framed by a commitment to the common goals of the institutions—increasing access, increasing quality, and increasing efficiency. The search committee for the new chancellor discussed issues of institutional culture and values, institutional assets, organizational structures, reporting relationships, expectations of the new chancellor, and physical space resources. Administrative integration was also facilitated by the UW Colleges and UW-Extension Administrative Integration Steering Committee, which generated a "Subcommittee and Work Group Status report" in January 2006. The committee reported on the integration of several areas: Administrative Services, Equal Employment Opportunity and Diversity Programs, Human Resources, Information Technology, and Communications. The Administrative Integration Steering Committee also investigated ways in which the two institutions could work together on increasing baccalaureate degrees and could consolidate office operations

In 2002-2003, the institution was led by Chancellor William Messner, who served from 1997-2004. Provost and Vice Chancellor for Academic Affairs Margaret Cleek stepped into the position of UW Colleges chancellor on an interim basis when Chancellor Messner left to assume a new position outside of the University of Wisconsin System. Dr. David Wilson was appointed as the first chancellor to lead both UW

Colleges and UW-Extension in May, 2006, and served until July, 2010. Dr. Marv van Kekerix (formerly interim chancellor of UW Colleges/UW-Extension, prior to Dr. Wilson's appointment) again served as chancellor to both institutions on an interim basis until the Board of Regents appointed Dr. Raymond Cross in December, 2010.

The University of Wisconsin Colleges, with enrollments of more than 14,000 students, is a multi-campus institution that prepares students for success at the baccalaureate level of education, provides the first two years of a liberal arts general education that is accessible and affordable, and advances the Wisconsin Idea by bringing the resources of the University to the people of the state and the communities that provide and support its campuses. The physical facilities were built by the citizens of local communities and belong to them. The educational program is geared to the standards of the University of Wisconsin System, and the courses are transferable to colleges and universities through the state and country.

The Beginnings

The University of Wisconsin Colleges had its genesis within the philosophy and organization of the University of Wisconsin-Extension. A 1911 legislative act empowered Wisconsin's system of vocational education to contract for university instruction through Extension. In 1933, Extension put three or four university freshman courses together into a "single package" and arranged for professors from the university to teach them. The vocational schools provided the physical facilities and the funding. During the 1933-35 biennium, more than a thousand students were enrolled in these "packaged courses" in such diverse and widely separated communities as Antigo, Fond du Lac, Kenosha, Madison, Mayville, Racine, Rhinelander, Sheboygan, Wausau, and Wisconsin Rapids. From these beginnings, the University of Wisconsin Colleges (then known as the University of Wisconsin Centers) educational program became a substantial part of the state's higher education system. By 1937, there were 16 University of Wisconsin Centers, some enrolling as many as 450 freshmen who had just graduated from high school, and four times as many adults returning to school after a lapse of a few years.

The Post World War II Environment

At the end of World War II, the returning veterans seeking a college education placed a great deal of pressure on the University of Wisconsin campuses, and additional UW Centers were opened. However, by 1947, with the immediate pressures easing, the UW Centers were reorganized to serve a changed mission. Seventeen of the smaller Centers were closed. Sophomore studies were added at Fond du Lac, Green Bay, Kenosha, Manitowoc, Marinette, Menasha, Sheboygan, and Wausau. Resident directors were appointed at Green Bay, Wausau, and Marinette, where professional adult institutes were added to enrich undergraduate offerings. A UW-Madison School of Education report in 1947 documented the need for college opportunities within reach of every home in the state. Nevertheless, the number of centers was reduced further. Of the 14 operating in 1948, eight remained in 1952: Green Bay, Kenosha, Manitowoc, Marinette, Menasha, Racine, Sheboygan, and Wausau.

The curriculum at the remaining centers continued to expand. As they became something more than temporary sites for classes, they began to emerge as campuses with identities of their own. They developed as strong regional outposts of the university and began to reflect more closely the freshman-sophomore curricular offerings of the state's flagship campus, UW-Madison. As these university centers took on characteristics of small, integral collegiate units, a more broadly based curriculum and a range of extracurricular activities emerged.

Construction of Permanent Facilities

In 1958, the Wisconsin legislature authorized local units of government to issue bonds for construction of University of Wisconsin Centers buildings. Marathon County was quick to respond. Early in the spring of 1960, the first facility in the state designed entirely for freshman-sophomore use was built in Wausau.

An active citizen group in Kenosha County followed Marathon County's lead, but worked to have its facilities financed jointly by the city of Kenosha and the county. Kenosha secured the necessary legislation to allow municipalities, as well as counties, to allocate money for these university center facilities. Thus, the legal framework was laid for new freshman-sophomore UW-affiliated campuses to be constructed with financing by counties, cities, or by both. The educational program continued to be funded by general state

tax revenue. By the mid-1960s, new physical facilities had been constructed under this formula for all UW Center System campuses.

Institutionalization of the UW Center System

Administrative reorganization within the University of Wisconsin in 1964 separated the university centers from UW-Extension and established the UW Center System as a distinct administrative unit within the restructured University of Wisconsin. A central administration and faculty organization were created, and new arrangements were designed for the academic departments. Formal ties with UW-Madison and UW-Extension were severed, and the faculty from within each department chose department chairs.

Changes in the UW Center System

Between 1964 and 1968, five new UW Center System campuses were opened. The first was at Marshfield in 1964, created at the initiative of the Board of Regents. The Board of Regents, on the recommendation of the Coordinating Committee for Higher Education, authorized the others. Campuses were opened at Janesville (Rock County) and Waukesha in 1966, at West Bend (Washington County) and Baraboo (Sauk County) in 1968. In each case, the pattern of the early 1960s was repeated: the cities and/or counties built the physical facilities; the university provided the academic program.

In the late 1960s, the UW Center System lost six campuses with the creation of four-year campuses at UW-Parkside and UW-Green Bay. The University of Wisconsin Center System campuses at Racine and Kenosha became the base of the new UW-Parkside; the UW Center System campus in Green Bay became UW-Green Bay with the University of Wisconsin Center System campuses at Marinette, Menasha, and Manitowoc as satellite campuses.

During this time, four of the Wisconsin State Universities constructed two-year branch campuses, using the same formula established in the Center System: local communities provided the facilities; state tax revenue provided the academic program; and the parent campuses influenced the curriculum and organization of the branches. These branch campuses likewise were authorized on the recommendation of the Coordinating Committee for Higher Education. Thus, the Wisconsin State University (WSU) at Platteville opened the new campus at Richland Center (1967); WSU-Stout opened Barron County (1966); WSU-Oshkosh opened Fond du Lac (1968); and WSU-Stevens Point opened the Medford campus (1969).

Merger and its Effects

In October 1971, by legislative act, the University of Wisconsin and the Wisconsin State University System were merged into a single system of higher education, the University of Wisconsin System. As part of this action, all of the freshman-sophomore campuses were merged into a new institution, the University of Wisconsin Center System. The institution then included the seven campuses of the former UW Center System with their roots in UW-Madison and UW-Extension, the three satellite campuses of UW-Green Bay, and the four branch campuses of the former Wisconsin State University System.

In 1972, the Board of Regents approved a governance document, the *Charter of the UW Center System*, which established a Collegium form of governance with representatives of faculty, academic staff, students, and administration participating in the new governance structure. Under a new chancellor, the Charter was replaced with a new document, the *Constitution of the UW Center System*. The Board of Regents approved the Constitution in January 1976 and it became effective in September 1976.

The Medford campus was closed in 1981 by legislative action because of declining enrollments. In 1982, the institution's name was changed to the University of Wisconsin Centers. Thirteen campuses and the Madison-based administrative offices continue to comprise the institution, which was renamed in 1997 as the University of Wisconsin Colleges. The University of Wisconsin Colleges Online Program was accredited to offer a fully online University of Wisconsin Colleges Associate of Arts and Science degree in 2001. UW Colleges Online offers the same courses taught by the same instructors as are on the University of Wisconsin Colleges campuses. Courses are adapted to the online teaching and learning environment with the assistance of qualified instructional technologists.

The governing body of the University of Wisconsin System, the Board of Regents, establishes institutional missions. The University of Wisconsin Colleges shares in the UW System mission and also has a select mission, which articulates the goals of the institution.

The University of Wisconsin System Mission

Each institution of the University of Wisconsin System shares in the mission of the University of Wisconsin System. 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 value and purpose. Inherent in this mission are methods of instruction, research, outreach and public service designed to educate people and improve the human condition. Basic to every purpose of the University of Wisconsin System is the search for truth.

Select Mission of the University of Wisconsin Colleges

In addition to the University of Wisconsin System mission, the University of Wisconsin Colleges has the following [select mission](#):

The University of Wisconsin Colleges is a multi-campus institution that prepares students for success at the baccalaureate level of education, provides the first two years of a liberal arts general education that is accessible and affordable, and advances the Wisconsin Idea by bringing the resources of the University to the people of the state and the communities that provide and support the campuses.

To carry out its select mission, the University of Wisconsin Colleges commits itself to the following goals:

1. To excel at delivering a liberal arts general education associate degree that prepares students for transfer to baccalaureate-granting institutions and professional programs.
2. To emphasize teaching excellence including the development, use, and assessment of effective teaching methods.
3. To prepare students for lifelong learning, leadership, service, and responsible citizenship.
4. To foster scholarly activity that supports the mission of the University of Wisconsin Colleges.
5. To serve the people of Wisconsin by promoting continuing education and outreach in Wisconsin communities.
6. To participate in collaborative relationships with other University of Wisconsin System institutions, the Wisconsin Technical College System, private colleges, and K-12 public schools in order to maximize educational opportunities and resources for the people of Wisconsin.
7. To serve the needs of ethnically diverse students, students with disabilities, and nontraditional students.
8. To make available as a service to business, industry, and the general public, the unique professional expertise of the faculty and staff.
9. To provide opportunities for civic and cultural enrichment in the communities that support its campuses

Liberal Arts General Education

The University of Wisconsin Colleges excels in providing its students with a liberal arts general education, the foundation of the bachelor's degree. This includes a steadfast commitment to instruction in the natural sciences and mathematics, the social sciences, and the arts and humanities. It also involves an equally strong commitment to preparing students for lifelong learning, leadership, service and responsible citizenship.

As students pursue the University of Wisconsin Colleges Associate of Arts and Science degree, they learn how to think critically, communicate effectively, solve quantitative and mathematical problems, and reflect on works of creative expression. In this way, UW Colleges students gain a sound liberal arts general education that will serve them as they transfer and pursue baccalaureate degrees, and prepare for leadership in their chosen professions.

Basic Nature of a UW Colleges Campus

Ask a member of the public to describe a college, and the response would likely fall into three categories: a community college; a small, private liberal arts college; or a larger, state-supported public university. The UW Colleges campuses are all of these and none of these. The institution is at its best when it maximizes the positive aspects of each and minimizes any negatives.

UW Colleges campuses resemble community colleges in that the local community provides and maintains the physical plant; the institution offers an associate degree; and most students transfer to other institutions. Many faculty and staff live in and are integrated into the local communities. Course offerings, campus events, outreach efforts, and the campus cultures are often shaped to meet the needs of the community. There is strong support for the campuses in their respective communities, and faculty and staff generally identify with the communities that support the campus.

Like students at most community colleges, the majority of UW Colleges students live at home and commute to campus. Almost all of them have full-time or part-time jobs and many have families. Classes and campus activities must fit into these other important aspects of student lives. This makes more challenging the task of building a learning community in which student development occurs within and outside of the classroom.

A UW Colleges campus also resembles a small, private liberal arts college because of the smaller student body and smaller classes. The Associate of Arts and Science degree awarded by the UW Colleges is a liberal arts degree; our transfer students have a strong record of success in earning bachelor's degrees. The close-knit nature of a UW Colleges campus allows the faculty, staff, and students to engage across disciplinary, friendship, and occupational lines to form a learning community. Students and faculty can collaborate on research and artistic endeavors. Staff and faculty work together to advise students and create improved learning situations and other opportunities for student growth and development. Daily interactions among faculty, staff, and students often are focused on scholarly ideas and university concerns because of the intensity of the learning community. While this focus could lead to isolation from the community and their concerns, the unique orientation and community integration of UW Colleges' campuses generally prevents that isolation.

The UW Colleges also has characteristics of a large, state-supported public university because it is a part of the University of Wisconsin System. Many UW Colleges students transfer to other campuses within the UW System, and courses, departments, and the Associate of Arts and Science degree tend to follow the model of the larger public university to ease transfer. In addition, many faculty and staff are products of public state universities and bring that conceptual model of the college experience with them.

Because the University of Wisconsin Colleges has characteristics of each of these three types of institutions in higher education, it attracts a variety of student types. For example, students use a UW Colleges campus as the first step toward a degree at a University of Wisconsin System baccalaureate institution. Some enroll for a single course for a specific interest or career need. Others just want to "sample" college by taking a few courses or because they want a small college liberal arts experience. The UW Colleges Online Program similarly offers an array of opportunities for students wishing to supplement campus-based course work, participate in an online learning community, earn the Associate Arts and Science degree, and/or complete coursework in preparation for transfer to another institution of higher education.

CHAPTER III

Governance Structure and Processes of the UW Colleges

Representing the State of Wisconsin, the governor and other elected state officials oversee the general operation of the University of Wisconsin System through the legislative and budgetary processes. The legislature, through its taxing powers, provides basic funding for the UW System, and the Board of Regents has the primary responsibility for its governance. The president of the University of Wisconsin System, appointed by and responsible to the Board of Regents, is the UW System's chief executive officer who directs a centralized staff that establishes system-wide policies consistent with Chapter 36 of the Wisconsin State Statutes and the Wisconsin Administrative Code. The following brief descriptions of the governance responsibilities of the University of Wisconsin Colleges Senate, academic departments, and campus collegia assume the larger context of the UW Colleges within the UW System and state government.

The faculty of the UW Colleges, subject to the responsibilities and powers of the UW System Board of Regents, the UW System president, and the UW Colleges chancellor, have the responsibility for the immediate governance of the institution and thus actively participate in its policy development. The faculty has the primary responsibility for academic and educational activities and faculty personnel matters. Academic staff also are active participants in the institutional governance process. The University of Wisconsin Colleges Constitution defines the role of the chancellor, the campus executive officers/deans, the Senate, the collegia, and the academic departments in the governance of the institution. Each UW Colleges campus has its own constitution that must conform to the UW Colleges Constitution and that defines the local campus governance structure. Additional policies and procedures have been established by the chancellor and the Senate. Administrative and Senate policies are available in public folders and on the UW Colleges Web site.

UW Colleges Chancellor

The chancellor is the chief executive officer of the UW Colleges and administers UW System Board of Regents policies under the direction of the UW System president. In consultation with the faculty and staff, the chancellor is responsible for designing curricula and setting program degree requirements; determining academic standards and establishing grading systems; defining and administering institutional standards for faculty peer evaluation, and screening candidates for appointment, renewal, promotion, and tenure; recommending merit increases; administering associated auxiliary enterprises; and administering all funds. The chancellor has the authority to delegate some of these responsibilities to the provost/vice chancellor for academic affairs and the vice chancellor for administrative services.

UW Colleges Board of Visitors

The Board of Visitors represents the interests of the general public in the governance of the UW Colleges. Each campus has one board representative who has been recommended by the campus executive officer/dean, nominated by the chancellor, and appointed by the UW System Board of Regents. The UW Colleges Madison-based administrative staff serves as staff to the UW Colleges Board of Visitors.

The purposes and functions of the UW Colleges Board of Visitors include:

- Becoming informed about the UW Colleges mission, purposes, achievements and challenges, and exchanging information on matters of interest to UW Colleges campuses and local advisory boards;
- Advising and assisting the UW Colleges administration in communicating with faculty members, students, prospective students, parents, alumni, government officials, and the general public;
- Suggesting to the chancellor ways to improve the UW Colleges services to and relationships with the faculty, students, community, and the state; and
- At the request of the UW System Board of Regents, the UW System president, the UW Colleges chancellor, or on its own initiative, conduct inquiries into specific matters and make reports and recommendations to the Board of Regents, the president, and the chancellor.

The UW Colleges Senate

The UW Colleges Senate serves as the deliberative and legislative body of the UW Colleges. Its responsibility is to adopt policies pertaining to educational and academic matters such as admissions requirements, academic actions, curriculum, program requirements, and faculty and academic staff personnel rules. UW Senate policies are subject to the approval of the chancellor and, where appropriate, the president of the UW System and the UW System Board of Regents.

Senate membership includes representatives of the faculty, academic staff, and students. A campus executive officer/dean and an academic department chair serve as ex officio members. Membership is defined in the UW Colleges Constitution (Chapter 2.02).

All UW Colleges Senate actions that create or amend/revise a policy designed to be used on a continuing basis must follow a two-step process: a written proposal introduced at one Senate meeting and an adoption vote taken at a subsequent Senate meeting. Any substantive changes to the initial proposal must be circulated to the campuses for discussion prior to adoption of the policy. When the Senate adopts a policy, it goes to the chancellor for approval. The chancellor indicates approval by disseminating the policy to institutional constituents: campus executive officer/deans, academic department chairs, senators, campus steering committee chairs, and campus libraries.

The Senate, through its steering committee, may determine that a particular issue is of such importance that an advisory referendum would be the only appropriate manner to determine opinion. A petition to the chancellor also may initiate a referendum if it is signed by at least ten percent of the collegium members from at least half of the UW Colleges campuses. The chancellor may also initiate a referendum. The Senate Steering Committee will establish procedures to distribute and tally ballots. Refer to the UW Colleges Constitution, Chapter 2.08, for more information.

UW Colleges Senate Committees

Much of the work of the UW Colleges Senate is accomplished through committees. Committees typically request information from and submit recommendations to campus collegia and academic departments prior to making decisions or forwarding recommendations to the UW Colleges Senate.

The Senate elects from its membership its standing committees: Steering, Budget, Academic Policy and Professional Standards. The Senate elects some Senate bylaw committees and its steering committee appoints other bylaw committees; Senate bylaw committee members are selected from other faculty and academic staff. Elected Senate bylaw committees include Assessment, Online Program, Professional Development, Faculty Appeals and Grievances, Curriculum, Information and Instructional technology, Teaching Awards, Institutional Research Board, Correspondence Committee, Inclusive Excellence Committee, Academic Staff Appeals and Grievances, Academic Staff Nominations and Elections, and Academic Staff Personnel. The Senate Steering Committee appoints the members of the ad hoc committees and recommends faculty and staff nominees to administrative committees. Senate committees are detailed in the UW Colleges Constitution, (Chapter 2.03) and in the Senate Bylaws, both available in public folders and on the UW Colleges Web site.

UW Colleges Academic Departments

All faculty and instructional academic staff are members of one or more academic departments, depending on the terms of appointment and disciplines in which they teach. An academic department is defined as a group of faculty and instructional academic staff representing a common field of knowledge or having a common or closely related disciplinary interest. The UW Colleges has the following departments: Anthropology and Sociology; Art; Biological Sciences; Business and Economics; Chemistry; Communication and Theatre Arts; Computer Science, Engineering, Physics and Astronomy; English; Geography and Geology; History; Mathematics; Music; Philosophy; Physical Education; Political Science; Psychology; and World Languages. Women's Studies is an institution-wide program; American Indian Studies and Religious Studies are multi-disciplinary programs administered by the Political Science and Philosophy departments, respectively.

Academic departments are responsible for maintaining standards in the discipline. Each department determines and periodically reviews course titles and descriptions, course prerequisites, and number of course credits, and submits them to the Senate Curriculum Committee for review and action; those actions are sent to the provost and vice chancellor for academic affairs for review and approval.

The academic department judges individual faculty qualifications for teaching courses, screens faculty candidates, reviews probationary faculty, conducts post tenure reviews, and regularly evaluates all department members for merit. No appointment, renewal, or promotion may be recommended, and no one may teach a credit course, without academic departmental approval. The academic department also is responsible for encouraging the professional development of its members.

Academic departments usually hold meetings for all members at least once a semester and develop bylaws to specify policies and procedures. Bylaws are subject to the approval of the provost and vice chancellor for academic affairs. Chapter 4 of the UW Colleges Constitution provides the framework for academic departments.

Copies of academic departments bylaws approved by the provost and vice chancellor for academic affairs are available electronically in
Public Folders > All Public Folders > Academic Departments > Bylaws

Department Chair

Each academic department has a chair that is appointed by the chancellor, with the concurrence of the provost and vice chancellor for academic affairs, following an advisory ballot by department members. The chair is the spokesperson for the department, calls meetings, maintains department records, and presides at department and executive committee meetings.

Department Executive Committee

Each academic department has an executive committee consisting of a specified number of tenured department members. The executive committee has final responsibility for recommending personnel actions, including appointment, renewal, tenure, promotion, and salary merit increases.

Each academic department has as many committees and subcommittees as it deems necessary to provide recommendations to the department, the Senate, the campuses, campus executive officers/deans, the provost and vice chancellor for academic affairs, and the chancellor.

UW Colleges Campuses

Each UW Colleges campus collegium is the deliberative and legislative body of the campus. Through its actions and standing committees, the collegium recommends to the campus executive officer/dean on campus academic programs and curriculum and recommends to the Senate on matters of institution-wide concern. Each collegium creates its own constitution or charter in compliance with the University of Wisconsin Colleges Constitution. This document defines the specific governance structure for the campus.

The collegium consists of the faculty (professor, associate professor, assistant professor, and instructor), instructional academic staff, academic staff, and student representatives. If a faculty member has an appointment split between two campuses, the governance rights associated with the home campus will be included in the appointment letter. In any given semester, instructional academic staff with a half-time teaching appointment are members of the collegium at their home campus. The campus executive officer/dean or his/her designee shall be the presiding officer of the collegium.

Each campus has a steering committee and as many standing committees as it deems necessary to serve the campus in its advisory capacity to the campus executive officer/dean. Although faculty frequently serve on department and institution-wide committees, the regular participation on campus committees is the principle contribution an individual makes to the governance of the UW Colleges. A copy of the campus constitution and by-laws are available in public folders or from the chair of the campus steering committee or the campus executive officer/dean.

Campus Executive Officer and Dean

The campus executive officer/dean is the administrative and executive head of the campus and its faculty and staff. The campus executive officer/dean serves at the pleasure of the UW Colleges chancellor and is periodically reviewed by the chancellor, who consults with appropriate campus personnel. The campus executive officer/dean is responsible to the chancellor for the effective administration and implementation of the academic and fiscal program of the campus. The campus executive officer/dean makes recommendations to the chancellor concerning appointments, renewal, tenure, and promotion, after consulting with appropriate academic department and campus committees.

Unless the local campus constitution bylaws provide for a different arrangement, the campus executive officer/dean or designee serves as the presiding officer of the collegium. The campus executive officer/dean also serves as the UW Colleges liaison with county and/or city governments.

Open Meeting Law

The Wisconsin Statutes note that for citizens to be informed, meetings of governmental bodies must be as accessible as possible.

As noted on the [UW System Office of General Counsel's Web site](#), Wisconsin's Open Meetings Law (WOML) (Wis. Stats. §§ 19.81-19.98), like Wisconsin's Public Records Law, embodies the principle that the public is entitled to the greatest possible information about government affairs. WOML requires most government bodies to conduct official business in open meetings and to post in advance public notices of the meetings.”

Important statutory provisions are summarized below.

All meetings must be convened as open meetings. "Open session" is a meeting held in a place reasonably accessible to members of the public and open to all citizens at all times (Subchapter 19.82). Subchapter 19.84 states that "public notice" must be given as to the time, date, place, and subject matter of the meeting, including matters intended for consideration at any closed session. Public notice must be given at least 24 hours prior to the meeting.

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| Public notice applies to faculty and academic staff committees and subcommittees and to administrative boards, councils, and committees. |
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Academic departments and their subunits are exempt from these strict public notice requirements, but should provide timely meeting notice, which is reasonably likely to inform those interested citizens and news media representatives who have filed written requests to receive such notice. As noted on the [UW System Office of General Counsel's Web site](#), "Departments and their subunits need only 'provide meeting notice which is reasonably likely to apprise interested persons, and news media who have filed requests for such notice.' Wis. Stat. § 19.84 (5). Nonetheless, the Office of General Counsel recommends that departments and their subunits post a notice containing the information contained in paragraph 1 [below] on a departmental bulletin board to which students, faculty and staff routinely have access at least 24 hours before the meeting." In the UW Colleges, this is typically managed by posting the notice on the department's Web site and by sending a copy of the notice to the campus executive officer/deans executive assistants listserv, with a request for posting on the campus bulletin board. Further detail about recommended content for a notice follows:

Contents of notice. The notice of the meeting must give the time, date, and subject matter of the meeting, including any matter intended for consideration at any contemplated closed session. Wis. Stat. § 19.84 (2). Because WOML also requires the notice to inform the public of the meeting's agenda, the notice should state more than simply "regular business." Instead, the notice should mention the specific matters about which members of the campus body anticipate discussion, including any closed sessions and the reasons for going into closed session. In addition to listing

these specific matters, the notice should include an additional item called "miscellaneous business" to cover matters that members raise spontaneously at the meeting. [University of Wisconsin System Office of General Counsel, Open Meetings Law—Wisconsin]

Bodies considering the granting or denial of tenure, dismissal, demotion, or disciplining of a university faculty member are permitted to meet in closed session (Subchapter 19.85[1][b]). Such bodies are required to notify the person concerned of any evidentiary hearings and of meetings at which final action may be taken, and to give the person concerned the right to demand that such hearings and meetings be held in open session. If the person requests an open meeting, the body will meet in open session to (1) receive information relating to the tenure consideration; (2) deliberate concerning the granting or denial of tenure; and (3) decide whether tenure will be granted or denied. In other words, when a government body meets to consider a faculty member for any of the above actions, the faculty member is entitled to demand that the meeting be open for all purposes: receiving information, deliberating, and voting. The UW System Office of General Counsel “advises institutions to continue the system’s long-standing practice of holding open sessions for the entire departmental review process, including deliberations and the tenure vote, where the tenure candidate so requests” (UW System Office of General Counsel, Open Meetings Law—Wisconsin).

Bodies considering employment, renewal, promotion, merit salary increases, compensation, or performance data are permitted to meet in closed session, without giving the person concerned specific notification or the right to demand an open session. However, the open meeting law does not require that such meetings be closed (Subchapter 19.85[1][c]). Subchapter 19.85(1) specifies the procedures for a closed session. These may be found in summary form on the UW System of General Counsel’s Web site:

The following steps must precede a closed session:

1. The body must first convene in open session.
2. A member of the body must move that the body convene in closed session, stating the nature of the business to be considered in closed session.
3. The chairperson must reiterate the nature of the business to be considered in closed session and cite the relevant exemption under Wis. Stat. § 19.85 (1) that provides authority for the closed session.
4. The contents of the announcement must be recorded in the minutes of the meeting.
5. The motion must be passed by a majority vote of those present. The vote of each member on the motion to close the session must be ascertained and recorded in the meeting's minutes.

No business may be taken up during closed session except that which was announced.

According to Wisconsin’s Open Meeting Law, only election of officers may be by secret ballot. Without specific statutory authorization, no other election or decision may be made by secret ballot in any meeting. For example, in voting on personnel recommendations, academic department executive committees may vote either by show of hands or by signed paper ballots. Any member of a government body may ask for a roll call vote, which must be taken and recorded in the minutes. Motions and roll call votes are recorded, preserved, and open to public inspection to the extent provided in the state open records law.

A set of Frequently Asked Questions about Wisconsin’s Open Meeting Law has been prepared by the UW System of General Counsel and may be accessed via this link: <http://www.wisconsin.edu/gc-off/deskbook/womlfaq.htm>

CHAPTER IV

Faculty and Instructional Academic Staff Personnel Policies and Procedures

The faculty and instructional academic staff of the UW Colleges enjoy the same rights, privileges, and protections afforded the faculty and instructional academic staff of each institution of the UW System. Each institution develops rules and procedures, pursuant to the appropriate chapters of the Wisconsin State Statutes and the Wisconsin Administrative Code. Appointments, renewal, non-renewal, tenure, dismissal, layoff, termination for reasons of financial emergency, appeals, complaints and grievances, and reports of outside activities are defined in the UW Colleges Constitution, UW Colleges Senate policies, and the UW Colleges Administrative policies.

These documents are available electronically in two places: on the UW Colleges Web site and in UW Colleges Microsoft Office Public Folders (the latter is accessed via employee email accounts). Copies may also be obtained from the campus executive officer/dean office on each campus, the campus library, and from the Human Resources and Academic Affairs offices for the UW Colleges.

UW Colleges documents:

- [UW Colleges Constitution](#)
- [UW Colleges Senate Policies](#)
- [UW Colleges Administrative Policies](#)

Senate Personnel Policy by Type of Appointment: Faculty

Faculty are persons who hold the rank of professor, associate professor, assistant professor, or instructor in an academic department. Various other terms are used to define faculty; they include ranked faculty, legal faculty, and tenured or tenure-track faculty.

Each faculty member of the UW Colleges should be familiar with several UW Colleges Senate policies that outline specific procedures, expectations, and timelines relative to their appointment and service as a new or continuing employee of the institution. These Senate policies are:

- [301](#) Activity Report
- [301.01](#) Administering the Student Survey of Instruction
- [301.01](#) Faculty and Academic Staff Outside Activities
- [301.01](#) Leave from Instructional Duties
- [501](#) Criteria and General Procedures for Appointment, Retention, Tenure Progress, Tenure, and Promotions
- [501.01](#) Promotion, Tenure, and Third-Year Tenure Progress and Retention Review Dossier Format
- [501.01](#) Probationary Faculty Retention Review Dossiers
- [503](#) Faculty Merit Policy and Procedures
- [503.01](#) Guidelines for Faculty Discipline-Related Public Service to the Community
- [506](#) Tenured Faculty Review and Development
- [507](#) Emeritus Status Policy
- [508](#) Ineffective or Inactive Performance
- [510](#) Institutional Need and Tenure Positions
- [601](#) Faculty Workload Policy
- [602](#) Seniority Policy for UW Colleges Faculty
- [603](#) Voluntary Transfers Between Campuses
- [604](#) Standardized Grievance Procedures

Dismissal of Tenured Faculty

Two companion documents are necessary to understand this personnel action: UW System Chapter 4 of the Wisconsin Administrative Code and the UW Colleges Constitution, Chapter 6.

Appeals and Grievances - Faculty

See UW Colleges Constitution, Chapter 6, as well as:

- [UWCAP 5](#) – Unlawful Discrimination, Sexual Harassment, Protected Status Harassment, and Retaliation
- [UWCAP 6](#) – Procedures Related to Concerns and Complaints of Unlawful Discrimination, Sexual Harassment, Protected Status Harassment, & Retaliation

Inter-Campus Reassignment

The need for inter-campus reassignment may be identified by an academic department, a campus, or UW Colleges administration and occurs only after consultation by all parties involved. Inter-campus reassignment can be permanent or temporary, as well as full or partial. Refer to Senate Faculty Personnel Policy 603 for detailed information about the reassignment process.

Senate Personnel Policy by Type of Appointment: Instructional Academic Staff

The need for flexibility to meet changing enrollment patterns requires a category of non-permanent teaching staff. The instructional academic staff are appointed as associate lecturers, lecturers, or senior lecturers, depending on their academic degree and instructional experience. Retired faculty may also be hired as instructional academic staff and the title used is emeritus plus the faculty rank at the time of retirement. Instructional academic staff receive fixed-term contracts, either by semester or by academic year. Various other terminologies are used for this group of teaching staff, including instructional academic staff, lecturers, ad hoc staff, or teaching staff.

Each instructional academic staff member in the UW Colleges should become familiar with several UW Colleges Senate policies that outline specific procedures, expectations, and timelines relative to appointment and service as a new or continuing employee of the institution. These Senate policies and their location are:

- [301](#) Activity Report
- [301.01](#) Administering the Student Survey of Instruction
- [301.02](#) Faculty and Academic Staff Outside Activities
- [301.03](#) Leave from Instructional Duties
- [320](#) Policy on Evaluation – Instructional Academic Staff (Category B), including Returning Retired Faculty
- [321](#) Hiring and Evaluation of Instructional Academic Staff for Ad Hoc and Tenure Track Positions
- [323](#) Instructional Academic Staff
- [707](#) Criteria for Instructional Academic Staff Hires and Promotion

Appeals and Grievances – Instructional Academic Staff

See UW Colleges Constitution, Chapter 9, as well as:

- [UWCAP 5](#) – Unlawful Discrimination, Sexual Harassment, Protected Status Harassment, and Retaliation
- [UWCAP 6](#) – Procedures Related to Concerns and Complaints of Unlawful Discrimination, Sexual Harassment, Protected Status Harassment, & Retaliation

Employment Periods for Faculty and Instructional Academic Staff

Academic Year

It is understood that faculty have an ongoing appointment, with their normal teaching workload occurring during the nine-month academic year period. The academic year ordinarily begins during the last week of August and ends about the third week of May, covering nine months (39 contiguous weeks) that include not fewer than 34 weeks of organized services for students. The 34 weeks of organized service for students include classroom instruction, registration, advising, examining, and grading. Faculty members are expected to be available during periods prescribed for registration and examination, even though classes may not be meeting. Time not on the organized calendar should be used by faculty members for scholarly and professional pursuits, and for curriculum/instructional development.

Summer Session

Summer staffing and summer session dates are determined annually. Campuses have different processes to develop summer session schedules and the times for summer sessions vary. Summer session appointments are contingent upon curricular need, enrollment, budget, and individual preparation for available assignments. Because of these constraints, no faculty member can be guaranteed a summer assignment. Summer session teaching falls outside of a faculty member's normal academic year workload.

Winterim Session

Some UW Colleges campuses offer a Winterim session: one three-week session that begins after January 1st and concludes by the first day of spring semester. Like summer session, winter session courses operate on a cost-recovery basis, and like the summer session, no faculty member can be guaranteed a Winterim assignment. Teaching during the Winterim session generally fall outside of a faculty member's normal academic year workload. Campuses have different processes to develop the Winterim session schedule.

Holidays

Faculty members and instructional academic staff who are employed on an academic year basis or by semester do not accrue paid vacation days, but are entitled to the paid holidays designated by Wisconsin Statutes. Those days are:

- January 1, New Year's Day
- Third Monday in January, Martin Luther King, Jr. Holiday
- Last Monday in May, Memorial Day
- July 4, Independence Day
- First Monday in September, Labor Day
- Fourth Thursday in November, Thanksgiving
- December 24, Christmas Eve
- December 25, Christmas,
- December 31, New Year's Eve

Senate Policies that Govern Curriculum and Teaching Load Expectations

The recommended teaching load for full-time faculty is generally 12 contact hours per week with no more than six separate course preparations during the academic year. Senate Faculty Personnel Policy 601, Section III provides detailed information about workload expectations.

Curricular Guidelines

All courses taught in the UW Colleges must be listed in the UW Colleges Catalog, which also includes course descriptions and prerequisites. The academic department, the Senate Curriculum Committee, and the Senate BAAS (Bachelor of Applied Arts and Sciences) Curriculum Committee, make recommendations for approval to the provost and vice chancellor for academic affairs regarding approval of new courses and revised descriptions, prerequisites, numbers and degree designations of an existing course, or other

curricular changes, before any catalog change is made. Senate policies define specific procedures and requirements for the curriculum, such as the following:

- [101](#) Associate of Arts and Science Degree
- [101.02](#) Curriculum Guidelines (includes course descriptions, curriculum planning, curricular change, adding new courses or changing existing courses)
- [101.03](#) Writing Emphasis and Speaking Emphasis Courses
- [101.05](#) Associate of Arts and Science Degree with Emphasis
- [103](#) Certificate Program
- [104](#) Course and Instructional Policies (such as class attendance, course syllabi)
- [105.01](#) Associate of Arts and Science Degree Credit for Portfolio-Based Prior Experiential Learning
- [106](#) Atypical Course Policy (such as non-degree credit courses, special topics, independent reading, internships, and interdisciplinary studies courses)
- [106.01](#) LEC 100 First-Year Seminar Policy
- [141](#) Bachelor of Applied Arts and Sciences Degree

Copyright and Ownership of Instructional Material

UW System Guidelines (please see, in particular, [G27](#)) provide that certain materials may be copyrighted in the name of the UW System Board of Regents. The UW System Administration Web site contains full information; please see <http://www.uwsa.edu/fadmin/owner.htm>. Faculty members and instructional academic staff should read this document and direct specific questions to the UW Colleges Copyright Advisory Committee, which maintains a Web site containing useful guidance on copyright questions: please see <http://www.uwc.edu/administration/copyright/>. Resolution of the interests of the university and of the individual must be on a case-by-case basis, applying the principles and considerations in this Board of Regents guideline.

Course Syllabus Policy

The Senate's Institutional Policy 104, Section B, guides the content of course syllabi. All UW Colleges faculty and instructional academic staff are required to provide written syllabi at the beginning of the term for students enrolled in their courses. The syllabus is not a binding agreement and is subject to change. Students should be notified if changes are made to the syllabus. Every course syllabus must contain the following information:

1. The course title, number, section (if applicable), number of credits for the course, semester, and year.
2. Information about the instructor (e.g., the instructor's name, office number, office hours, office telephone number, and e-mail address).
3. Course description and/or course overview.
4. A statement about grading procedures including +/- grades if used.
5. A statement about activities outside regularly scheduled class time (field trips, exams, etc.) if they are a required component of the course.
6. A statement about course attendance requirements.
7. A list of learning resources (e.g., required texts, recommended readings).
8. A description of major course components (e.g., topics, objectives, course proficiencies, activities and/or assignments).
9. A tentative schedule including the number of exams or evaluations.
10. A statement of Colleges-wide and/or department-specific assessment goals and procedures for courses that are part of assessment for the semester.

At the start of each semester, syllabi will be submitted to the instructor's campus executive officer/dean and filed in an accessible location to be determined by the campus executive officer/dean.

Textbooks

Faculty members and instructional academic staff may select the texts for courses. On campuses that have textbook rentals, those selections do not occur each semester. On other campuses, faculty and instructional

academic staff are responsible for timely notification of the selected text to the bookstore or appropriate administrator each term. New faculty members are encouraged to consult with academic department chairs and must comply with local policies and procedures for requisition or rental of textbooks. Examination or desk copies usually can be obtained directly from publishers by using a complimentary form available at each campus.

Class Attendance Policy

Institutional Curricular Policy 104.A guides expectations for students' class attendance. Instructors may establish reasonable class attendance policies that make allowances for legitimate absences and which comply with legal mandates such as Chapter UWS 22 of the Wisconsin Administrative Code, Accommodation of Religious Beliefs and the Americans with Disabilities Act (ADA). If an instructor determines that a specific number of absences will affect the student's grade, the attendance policy should state that this refers to unexcused absences. In these cases, the instructor should identify a mechanism to verify excused absences. Any class attendance policy must be announced in the syllabus.

Students are responsible for completing all work missed because of any absences from class as determined by the instructor. If students will be absent from class because of a field trip or any extracurricular activity sponsored by the UW Colleges, the instructor or other staff member in charge of the activity shall confirm this for any instructors whose classes students will miss.

Assessment of Student Learning

The mission of the University of Wisconsin Colleges includes preparing students for success at the baccalaureate level by providing the first two years of a liberal arts general education. An important element of fulfilling this mission is meaningful institution-wide assessment of student learning. The goal of the UW Colleges' Assessment Program is to enhance the quality and effectiveness of the curriculum, programs, and services of the institution. This program includes measuring curricular and co-curricular experiences and activities that nurture students' intellectual development. The Office of Academic Affairs and the Senate Assessment Committee, along with committees at each campus and in every department, involve faculty, instructional and professional academic staff, students, and administrators in the development and implementation of assessment measures. The UW Colleges Assessment Program is guided by the UW Colleges Institutional Assessment coordinator.

As described in Senate Institutional Policy 101, the UW Colleges has identified the following areas of proficiency to be of primary importance in the education of our students: Analytical Skills, Quantitative Skills, Communication Skills, and Aesthetic skills. To assess student learning in these four areas, instructors measure student proficiency using common standards applied across the academic disciplines. This activity is guided by a [Department Assessment Coordinator](#) (DAC) and/or an Assessment Committee in each academic department. The accumulated results are then used as the basis for implementing changes in teaching and curriculum.

In addition to the assessment of institution-wide proficiencies, each academic department within the UW Colleges assesses discipline-specific proficiencies. When assessing student mastery of these discipline-specific proficiencies, instructors use common standards developed within each academic department. The results from these assessment activities are used to improve student learning and teaching within the department. Faculty and instructional academic staff should contact their academic department chair for more information concerning the assessment of student learning. Additional information may be found on the [Assessment Program pages](#) of the UW Colleges Web site.

Grading Policy

Academic regulations and procedures, including grade reporting procedures and grades used, are determined by the UW Colleges Senate and are found in Institutional Policy Regarding Students [202](#). A complete explanation of the grading system is also included in the UW Colleges Catalog.

Grading Scale Used

Semester grades are reported by letter only and each letter grade carries a specified number of grade points per credit. A 4.0 grading scale is used, A through F, with pluses and minuses included.

Incomplete Grades

An incomplete grade may be reported for a student who has carried a subject with a passing grade until near the end of the semester and then, because of substantiated cause beyond the student's control, has been unable to take the final examination or to complete a limited amount of term work. The instructor also will submit a grade to be recorded as the permanent grade for the course in case the incomplete is not removed. The instructor will record the tentative grade, along with the incomplete.

It is the responsibility of the student to consult with the instructor to reach an understanding regarding the work to be completed. The instructor will then file a detailed report of the work which must be completed in order for the student to finish the course. The format of that report and the place of filing will be determined by the individual UW Colleges campus. A student must remove an incomplete before the end of the next semester. Exceptions to this time limit may be made by mutual agreement of the instructor concerned and the student, with written notification by the instructor to the Office of Student Services. If the incomplete has not been removed within the time limit, it will be replaced by the tentative grade reported by the instructor. The student may elect to remove the incomplete by repeating the course, in which case the regulations for repeating courses will apply.

Midterm and Final Grades

Instructors shall submit grades reflecting students' progress in each course through such a portion of the semester that students can be formally notified by the end of the ninth week of the regular semester or at least three working days before the withdrawal deadline published in the course schedule for courses not offered in the traditional 16-week format. The specific mechanisms for collecting and distributing midterm grades should be determined at each UW Colleges campus. Faculty members are expected to have mid-term grades available when the grade sheets are distributed and to comply with the deadline for final grades to avoid delay in student grade processing (delays can affect student transfer, financial aid eligibility, and insurance eligibility). Final grades, regardless of the delivery method, must be reported by the instructor within four working days after the final examination.

Electronic Grade Submission

All final course grades will be submitted electronically to the UW Colleges Web-based database PRISM by instructors (log-in information for PRISM can be accessed on the UW Colleges Web site via the Instructor/Advisor link at <http://www.uwc.edu/prism/>). Campus executive officers/deans may choose to make exceptions for special cases. The UW Colleges' Central Information Technology security system is in place and will protect the transmission of grades across the network.

Posting of Grades

University of Wisconsin System policy forbids the public posting of any grades, including test grades, using a student identification number (International Standards Organization, ISO numbers) Social Security number or portions of Social Security numbers. Faculty or instructional academic staff members who post grades publicly have two options:

1. Assign each student a code name known only to the instructor and the student and publicly post grades using the code name. In this option, the grades may not be posted alphabetically.
2. Permit students to provide a self-addressed, stamped postcard and mail the grade. By providing the card the student is deemed to have given consent to have grades mailed in this fashion.

Grade Changes

Grade changes to remove an incomplete or correct an error may be made only by the instructor who gave the grade or the academic department chair acting for a lecturer or department member who is unavailable for an extended period of time. Grade changes must be reported on the appropriate form and signed by both the instructor or academic department chair and the campus executive officer/dean.

Grade Appeal Process

The UW Colleges grade appeal policy is based upon the following principles: (1) the faculty has responsibility for assignment of grades; (2) students should be free from prejudicial or capricious grading and (3) no grade may be assigned or changed without departmental faculty authorization. Faculty and instructional academic staff involved in a grade appeal initiated by a UW Colleges student should refer to the Senate's Institutional Policy Regarding Students 204 (UW Colleges Grade Appeal Policy) found on the UW Colleges Web site, in Public Folders, Catalog, and through campus Student Services offices. The UW Colleges Catalog also contains this information.

Final Exam Policy

The Senate's Institutional Curricular Policy 104.IV requires that final exam schedules for courses of two or more credits be published in each UW Colleges campus course schedule and that those final exams be given as scheduled during finals week, except when the campus executive officer/dean gives special permission. The final exam may not exceed two hours unless a take-home final is given (further limits to take-home final exams are described in the policy). Special arrangements may be made for students with schedule conflicts, more than two finals in one day, special needs (e.g., related to a disability), or other concerns. Students have the right to review the final exam up to one semester after the final is given if the instructor does not return the exam to the student.

In addition to Senate policy, each academic department is required to have a department final exam policy. This policy indicates the courses for which final exams are mandatory, permissible methods of testing, coverage, and any other guidelines that will assist faculty and instructional academic staff in conforming to department expectations about final exam practices. The policy contains procedures by which a faculty or instructional academic staff member can request an exemption.

Special Course Fees Policy

Special course fees are charges paid by students in certain courses in addition to the regular course tuition and fees. UW System Administration Policy [G29](#), Special Course Fees, offers a set of criteria and examples for determining whether a special course fee is warranted. Special course fees may be charged at the discretion of UW Colleges' campuses or academic departments upon formal agreement by the academic department and campus(es), and the approval of the vice chancellor for administrative and financial services. Special course fees must be used solely for the declared purpose and in support of the course(s) for which a fee is assessed and collected. Refer to UW Colleges Administrative Policy [17](#), Special Course Fees Policy, for additional details.

Credit by Examination Policy

Degree-seeking freshman or sophomore students may earn advanced standing credit for specific UW Colleges courses. The UW Colleges has a long-standing policy of granting credit for prior learning based on nationally standardized exams per UW Colleges Senate Institutional Curricular Policy 105, Credit by Examination Policy. Four current options are: Advanced Placement (AP), College Level Exam Program (CLEP), International Baccalaureate (IB), and Defense Activity for Non-traditional Education Support

(DANTES) Subject Standardized Tests and military transcripts. A fifth option is UW Colleges academic department policies that govern credit by exam or retroactive credits after successful completion of a UW Colleges course. In these cases, documentation is provided to the UW Colleges Registrar's Office where it is reviewed by trained personnel following relevant guidelines and policies. Advanced standing credits will be recorded on the student's transcript as such and grades will not be assigned to those courses. Additional information on earning advanced standing credits is available in the campus Student Services office.

Credit for Prior Experiential Learning

The Senate's Institutional Policy Regarding Students 105.01, Associate of Arts and Science Degree Credit for Portfolio-Based Prior Experiential Learning, governs the process by which UW Colleges Associate of Arts and Science degree-seeking students may present a portfolio of university-level knowledge of a subject acquired outside a traditional classroom to UW Colleges faculty for evaluation for credit. The portfolio is a written description of the learning achieved and documentation to support the student's claim of experiential learning equivalent to that of a particular UW Colleges Associate of Arts and Science degree course. Evaluation for credit is based on the learning derived from the experience rather than the experience itself. Up to six credits may be granted toward the Associate of Arts and Science degree for experiential learning equivalent to university-level learning. The UW Colleges also has a separate policy for granting credit for prior learning within the Bachelor of Applied Arts and Sciences (BAAS) degree completion program, found in UW Colleges Senate Institutional Curricular Policy 141.02, Bachelor of Applied Arts and Sciences Degree Professional Experience: Credit for Prior Experiential Learning.

Student Academic Misconduct: Disciplinary Procedures

The University of Wisconsin Colleges, as part of the University of Wisconsin System, believes that academic honesty and integrity are fundamental to its mission. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors and achievements. Students who violate these standards must be confronted and must accept the consequences of their actions.

Chapter UWS 14 of the Wisconsin Administrative Code prescribes procedures for bringing forward, investigating, and resolving such allegations. It also describes the role of the instructor, students, and other university personnel, as well as the rights and obligations of all parties. Section 14.03 defines the types of misconduct subject to disciplinary action and includes examples of offenses. Section 14.04 provides a list of possible sanctions from least severe to most severe. The instructor may impose those that are least severe, while the investigating officer can only impose the most severe. The procedures for investigations, hearings, and imposition of sanctions are contained in UW Colleges Senate Institutional Policy Regarding Students 206 (UWS 14 Academic Misconduct Institutional Procedures), which is the implementing instrument for Chapter UWS 14 of the Wisconsin Administrative Code.

Faculty and instructional academic staff are urged to become familiar with UW Colleges policy on this important educational matter, and to seek appropriate counsel from the Office of Academic Affairs and the associate vice chancellor for student services and enrollment management when questions arise related to academic misconduct.

Institutional Policies Regarding Research

Faculty and instructional academic staff who engage in scholarly research shall follow the UW Colleges procedures and policies found in:

- [UWCAP 2](#) Humane Care and Use of Laboratory Animals
- [UWCAP 15](#) Guidelines for Actions by the Institutional Review Board
- [Senate Bylaws](#) Section 7.03 Institutional Review Board

Research is defined in UWCAP 15 as:

[A] systematic investigation designed to develop or contribute to generalizable knowledge." It is the *intent* to develop generalizable knowledge that makes the activity "research." More specifically, the UW Colleges Institutional Review Board (hereafter, IRB) defines research as data

collection with the intent to disseminate the results in some scientific or otherwise public manner—convention presentations; publication in books, journals, newspapers or newsletters; community talks; etc. (Data utilized solely within the classroom, for pedagogical purposes only, is exempt from this definition of research.)

The UW Colleges Institutional Review Board is a Senate Bylaws committee with representation consisting of two faculty members from Psychology and Education Department, one from Anthropology and Sociology Department, one from the Humanities division and one from the Biological Sciences Department, one community member and one student. The UW Colleges IRB Coordinator is a non-voting, ex-officio member and represents the UW Colleges Office of Academic Affairs. Membership of the Institutional Review Board conforms to the Code of Federal Regulations in the Department of Health and Human Services that governs the composition of institutional review boards. The UW Colleges IRB maintains a Web site with detailed information about submitting proposals and helpful guidelines; please see <http://www.uwc.edu/administration/academic-affairs/irb/>

Scientific Misconduct

In UW Colleges policies and procedures, “misconduct in science” or “misconduct” means fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. Misconduct in science is prohibited at the UW Colleges and may be cause for discipline or dismissal. Refer to Senate Institutional Policy [306](#), Policies and Procedures on Scientific Misconduct, for further information.

CHAPTER V

General Policies and Procedures

Several general policies and procedures apply to all UW Colleges faculty and instructional academic staff as they do to other employees of the institution. These documents are available electronically in two places: on the UW Colleges Web site ([UW Colleges Constitution](#), [UW Colleges Senate Policies](#), [UW Colleges Administrative Policies](#)) and in UW Colleges Microsoft Office Public Folders (the latter is accessed via employee email accounts). Copies may also be obtained from the campus executive officer/dean office on each campus, the campus library, and from the Human Resources and Academic Affairs offices for the UW Colleges.

Equal Opportunity/Affirmative Action, Unlawful Discrimination, Sexual Harassment, Protected Status Harassment, and Retaliation

Pursuant to the authority of the UW System Board of Regents Policy, Section 14, and state and federal civil rights and employment laws, UW Colleges prohibits members of the university community from engaging in any form of unlawful discrimination or harassment in employment, education, or participation in programs or activities on the basis of age (40+); race, ancestry, color, national origin, cultural background or ethnicity (specifically involving harassment by employees); creed/religion; disability; sex (*this includes sex discrimination, including sexual harassment and sexual violence under Title IX of the Education Amendments of 1972, as amended, as well as student discrimination under Wisconsin Statutes, Chapter 36.1*), sexual orientation, gender identity, and gender expression; marital status; pregnancy (including childbirth or related conditions); genetic testing; honesty testing; military obligations (including membership in the national guard; state defense force or any other reserve component of the military forces of the United States or the state of Wisconsin); Vietnam-era veterans, special disabled veterans, and veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized; arrest or conviction record; use or nonuse of lawful products off the employer's premises during nonworking hours. UW Colleges also prohibits any form of retaliation for engaging in a protected activity such as making a complaint of discrimination or harassment, taking part in an investigation related to unlawful activities or behavior, or performing mandatory reporting duties. Furthermore, UW Colleges will include provisions in all contracts that the contractor or subcontractor will comply with the non-discrimination provisions of University policies and federal and state laws as a condition of doing business with the University.

Ensuring equal employment opportunity is a legal, social, and economic responsibility of the UW Colleges and is provided in accordance with applicable federal and state laws and University of Wisconsin System policy. The UW Colleges policy and practice at all levels assure the active and positive implementation of federal and state equal employment opportunity/affirmative action laws, executive orders, rules and regulations and University of Wisconsin System equal employment opportunity/affirmative action policies and procedures.

The Office of Human Resources has the full text of this policy statement and its implementation. For additional policies and procedures relative to prohibiting discrimination in the UW Colleges, refer to the following UW Colleges Administrative Policies:

- [UWCAP 4](#) Accommodation of Religious Beliefs
- [UWCAP 5](#) Unlawful Discrimination, Sexual Harassment, Protected Status Harassment, and Retaliation
- [UWCAP 6](#) Procedures Related to Concerns and Complaints of Unlawful Discrimination, Sexual Harassment, Protected Status Harassment, & Retaliation
- [UWCAP 10](#) Reasonable Accommodations Policy
- [UWCAP 32](#) AIDS Policy
- [UWCAP 37](#) Student Discrimination
- [UWCAP 38](#) Web Accessibility

Professional Conduct

There are several policies that address the conduct of all faculty and instructional academic staff in the UW Colleges. Each is referenced below.

Code of Conduct

The UW Colleges Senate Institutional Personnel Policy Affecting Faculty and Academic Staff 305, [Code of Conduct](#), states:

Respect for human dignity is essential to the university environment. The UW Colleges affirms its commitment to promoting the ideal that faculty, staff, students, and guests are free to engage in academic expression and debate, and to pursue their social and private lives in our communities, unthreatened by discrimination or harassment. All who come to the UW Colleges to work and to study will be accepted and judged as individuals; discrimination, disruption, or harassment on the basis of race, sex, religion, color, creed, disability, sexual orientation, national origin, ancestry, or age will not be tolerated.

The UW Colleges accepts the responsibility of representing these values to our students, faculty, staff, and the communities we serve.

The success of a policy which seeks to prevent harassment in all of its forms and to protect the educational environment of the university community depends on the willingness of faculty, staff, and students to make known when they encounter behavior and conduct which are defined as unacceptable in this policy.

Sexual Harassment Policy

The Board of Regents policy and UW Colleges policy against sexual harassment define this behavior to mean 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 with an employee's work performance or to create an intimidating, hostile or offensive work environment. Refer also to [UWCAP 5](#), Policy on Sexual Harassment, and [UWCAP 6](#), Sexual Harassment and Discrimination Complaint Procedures

Consensual Relations Statement

The University of Wisconsin Colleges consider an amorous, romantic, or sexual consensual relationship, in which both parties appear to have consented but where there is a definite power differential between parties (such as between instructor and student, or supervisor and employee) not only fits the category of 'conflict of interest,' but also has the potential for additional serious consequences.

In the case of instructor and student, the respect and trust accorded the instructor in assigning grades, performing evaluations, and recommending the student for further study or future employment may diminish the student's ability to avoid a consensual amorous or sexual relationship. One of the things that can happen is a transition from a consensual relationship to a case of sexual harassment based on the power differential between the instructor and student.

The UW Colleges is committed to fostering the development of an environment based on professionally ethical behavior and free of discriminatory attitudes. Therefore, consenting amorous or sexual relationships between instructor and student or supervisor and employee are unacceptable.

The UW Colleges Consensual Relations Statement is guided by Board of Regents policy 14-8, “Consensual Relationship Policy,” described on the UW System Administration Web site: <http://www.wisconsin.edu/bor/policies/rpd/rpd14-8.htm>

Wisconsin Executive Order 54

UW Colleges complies with Executive Order 54: “All University of Wisconsin System (UWS) professors, administrators, coaches, and other UWS employees shall report child abuse or neglect immediately if the employee, in the course of employment, observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur.” The UW System Administration Office of General Counsel provides a Frequently Asked Questions page on its Web site: http://www.uwsa.edu/gc-off/docs/Child-Abuse-and-Neglect_Executive-Order-FAQ.pdf

Policies and Procedures Concerning Faculty and Instructional Academic Staff Outside Activities

The Wisconsin Administrative Code (Chapter UWS 8) requires that faculty members, at the time of appointment, make a personal commitment to the professional honesty and integrity that meets the demanding standards of the state and national academic communities. Faculty members may not disregard the interests of the University of Wisconsin System in order, through use of their positions or through official conduct, to seek financial gain for themselves, their immediate families, or businesses with which they are associated.

Faculty members have various skills and professional knowledge that enable them to serve the community outside of their official university duties. Such service may enhance the image of the university and provide opportunities for faculty to develop professional skills and experience to add to the effectiveness of teaching, research, and professional community service. However, the university expects a basic devotion to the recognized university responsibilities of teaching, research and scholarly activity, and university and community service.

The most common concern of the legislature, and thus the Board of Regents, is the extent to which outside activities infringe upon the ability of the faculty to perform their university-assigned duties. The Board of Regents has articulated a policy that requires an annual report on outside activities from each faculty member. Each employee receives a form each spring in order to comply with this policy.

Generally, if an academic department chair or campus executive officer/dean believes an outside activity interferes with the ability of the faculty member to perform university-assigned activities, the parties must attempt to reconcile the matter with the faculty member. If resolution is not possible, the dispute is then forwarded to the chancellor and to the UW Colleges Professional Standards Committee (which serves as the faculty ethics committee). The committee advises the chancellor as to the appropriateness of an activity. The faculty member following the normal process defined in Senate policy may make appeals of any decision. Refer to Senate Institutional Personnel Policy Affecting Faculty and Academic Staff 301.02.

Political Activities

The UW Colleges and UW-Extension Government Relations office serves as a resource to employees so that they have access to the information, guidance, and training they need to effectively engage with elected officials and their staff. We want to encourage all of our colleagues to educate officials about the work they do and the difference it makes to the people of Wisconsin. Please see: <http://uwex.uwc.edu/government/>

The Government Relations Web site features a variety of resources, such as the Government Relations FAQ, which includes answers to common questions such as how to contact a legislator, under which circumstances employees can use state time and resources to make contact, and the difference between education and advocacy. Additionally, there is a Political Campaign FAQ designed to answer questions about the rules regarding political activities. More information about political campaigns can be found on the UW System [political activity policy](http://www.wisconsin.edu/govrel/camprule.htm). Please see <http://www.wisconsin.edu/govrel/camprule.htm>

Government Relations [staff](http://uwex.uwc.edu/government/staff/) may be contacted with any questions. Please see: <http://uwex.uwc.edu/government/staff/>

Personnel Files

Personnel files are maintained in the Office of Human Resources, at the UW Colleges campus where the faculty member and instructional academic staff member is located, and by the academic department. Faculty and instructional academic staff must furnish official transcripts and notice of degrees earned for the personnel file. These records and documents relating to periodic evaluations conducted by the campus or department are maintained in the file and may be used for retention, promotion, tenure and other personnel decisions. Necessary changes and additions should be made promptly. A faculty member or instructional academic staff member may see the contents of his or her own personnel file. Faculty or instructional academic staff who wish to review files should make arrangements with the campus executive officer/dean, academic department chair, or the vice chancellor for academic affairs office.

Computing Policies

UW Colleges/UW-Extension Central Information Technology Services (CITS) provides support and security that ensures the integrity of UWCX servers and data located in Madison. Campuses likewise provide support and security for campus-based personnel. Alerts, as well as helpful training information, can be found on the CITS Web page: <http://cits.uwex.uwc.edu/>

Policies and guidelines are published and updated on the Central Information Technology Services (CITS) Web site. All faculty, staff and students using the UWCX network and computing resources must adhere to the policies. They are available at: <http://www.cits.uwex.uwc.edu/policies> In addition, the following UW Colleges Administrative Policies (UWCAP) guide computer use by employees in the UW Colleges.

Secure Computing

According to UWCAP 49 (Faculty/Staff Secure Computing Best Practices), all faculty and staff shall follow specific steps for secure institutional computer use. It is important to note that the disclosure of a UW Colleges password to anyone but the authorized user for any reason is prohibited per UW System Board of Regents policy.

Computer Software Use

UWCAP 20 (Software Policy) establishes standards of conduct with respect to software acquisition, copying, transfer and use; informs each UW Colleges faculty, staff, and student user of the seriousness of software misuse; and sets forth disciplinary procedures for such misuse.

Campus Mail Use Policy

Per UW Colleges Administrative Policy 22, mailings distributed through the campus mail service must be related to the official university mission and must carry the identity of the university unit, academic department, organization, or individual responsible for its distribution. The specific content of the mailing must be in conformity with university and state regulations regarding the use of university facilities. Campus or institutional stationery must only be used for official university business.

CHAPTER VI

Privileges, Benefits and Services

Professional Development and Grants

The UW Colleges professional development coordinator works with the Senate Professional Development Committee and the vice chancellor for academic affairs in promulgating rules and deadlines for internal and external professional development opportunities. Campus executive officers/deans, academic department chairs, faculty, and staff receive notices of deadlines and application requirements.

The UW Colleges [Grants Web site](#) provides an overview of the major UW System and UW Colleges professional development opportunities for faculty and instructional academic staff. Additional opportunities are announced in *Occasional Professional Development Notes* distributed by the Colleges professional development coordinator. Examples of professional development opportunities include the following:

Sabbaticals

Sabbatical leaves are granted to selected faculty members annually. The program enables faculty to engage in special studies in order to become more effective teachers and scholars and to enhance their service to the UW Colleges. Applicants are considered on the merit of their past academic contributions and are eligible for sabbatical leave if they have completed six or more years of full-time service or equivalent. A faculty member may apply for one semester at full compensation or for both semesters at up to 65 percent of full compensation. The number of awards will be based on budgeted funding for course replacements, modified by salary savings on full year sabbaticals. The faculty member taking a sabbatical leave shall return to the institution for at least one year following the sabbatical. Specific questions about guidelines and deadlines should be directed to the UW Colleges professional development coordinator.

UW System Wisconsin Teaching Fellows and Scholars Programs

The UW System Wisconsin Teaching Fellows Program is intended for untenured faculty and instructional academic staff in their second to sixth year of full-time teaching experience at the college level, with at least one year of teaching at their current institution. Nominees must be interested in studying teaching and learning issues in depth, using the principles of the scholarship of teaching and learning to structure their work, and in examining career and classroom-related issues of particular concern to teachers new to the profession.

In contrast, the Wisconsin Teaching Scholars Program is for full-time middle and late career tenured faculty and teaching academic staff. Nominees must be exceptional teachers who already serve as resources and role models, and who contribute their expertise and leadership publicly. They should also be interested, informed, and experienced in examining teaching and learning issues within the context of the scholarship of teaching and learning. Contact the UW Colleges professional development coordinator for more information about these programs, including the stipend and reassigned time granted for participation. Information can also be found on the UW System Office of Professional and Instructional Development Web site:
<http://www.wisconsin.edu/opid/wtfs/>

UW Colleges Chancellor's Teaching Fellows and Scholars Programs

The UW Colleges Chancellor's Teaching Fellows program is an internal program designed for junior faculty and instructional academic staff who have demonstrated promise of exceptional teaching. The Fellows program provides individuals with opportunities to further develop their teaching, to explore pedagogical practices that promote student learning, and, ultimately, to become resources to their colleagues throughout the UW Colleges. Teaching Fellows activities include a year-long scholarly teaching project, making a formal presentation at a UW Colleges Colloquium, and demonstrating their learning and development through an appropriate

culminating experience, such as publication, an external conference presentation, or a campus/department workshop.

The UW Colleges Chancellor's Teaching Scholars Program is designed for senior faculty and instructional academic staff who have over ten years of teaching experience. Focusing on the scholarship of teaching and learning, it gives participants the opportunity at mid-career to contemplate the nature of their own teaching and their students' learning. Throughout the year-long program, the Scholars undertake a scholarship of teaching and learning project, culminating in a public presentation at the UW Colleges Colloquium. Contact the UW Colleges professional development coordinator for more information about these programs, including the stipend awarded for participation.

Leave of Absence

A leave of absence without pay may be granted. Application for personal or professional leave must be made to the Office of Academic Affairs. The application must include a written statement of support from the campus executive officer/dean and the academic department chair. Leaves are normally granted for one year and are considered on a case-by-case basis. Renewals beyond one year are granted only in special circumstances upon written application.

Faculty on professional leave will be evaluated for merit increases. Leave without pay for political office holders are determined by UW System Administration policy, as noted in Chapter Four, above.

Benefits

Campus administrative personnel will initiate the fringe benefits enrollment process when a new employee who is benefit-eligible is hired. Every new faculty member and instructional academic staff member must also contact the UW Colleges Office of Human Resources benefits specialists by telephone (608-890-4596 and 608-262-6169) or email hrstaff@uwc.edu within 30 days of employment regarding all phases of the benefits program. Such contact will ensure that you do not miss any enrollment opportunities. Any change in family or employment status should be reported to the staff benefits office within 30 days of the change. The most current information about employee benefits can be found at the University of Wisconsin Employee Benefits web site: www.uwsa.edu/hr/benefits.

Earnings Statements and Paydays

Faculty and instructional academic staff members normally receive earnings the first workday of the month from October through June. Earnings are based on 30 or 31-day cycles that begin with the first day of the annual contract program. For example, the October 1 paycheck might cover the period from August 26 to September 25, if the academic year began on August 26. Initial pay may be delayed, depending on receipt of all necessary information. The earnings statement reflects the gross pay, deductions, and net pay and is available electronically on the "My UW System" portal. This is accessed using your employee email and password on an [authentication](#) page. If there are questions or problems, please send a message to the Staff Payroll Mailbox: uwcpayroll@uwc.edu

Direct Deposit of Earnings

Earnings must be sent directly to a bank, savings and loan, or credit union in Wisconsin by completing a direct deposit authorization form. All new employees receive this form with their initial contracts; forms are also available through the Office of Human Resources. All faculty and staff are required to use this service.

Social Security

All university employees, except those specifically exempt, pay Social Security taxes. A Social Security Number is required in order to process payroll information.

Wisconsin Retirement System (WRS)

Coverage is immediate and mandatory for those employed at least two-thirds time for at least one year. Two-thirds time is equivalent to 56% academic year and 42% 12-month appointments. Benefits are based on years of service and highest three years of earnings, not to exceed 65% of final average earnings. Faculty at age 57 with 30 years of service receive full benefits; reduced benefits can begin at age 55.

State Health Insurance

All employees who are covered by the Wisconsin Retirement System (WRS) are eligible. Application must be made within 30 days of initial WRS eligibility or prior to the effective date of employer contributions. First day coverage is provided. If this deadline is missed, employees may only enroll if s/he has a qualifying life event (marriage, divorce, child, loss of other coverage, etc.) or at the annual “It’s Your Choice” change period for coverage 01-01-20xx.

Dental Insurance

A specific dental care provider must be selected from those associated with the plan. Stand-alone dental and vision coverage is also available. Single and family coverage is available. Application must be made within 30 days of initial Wisconsin Retirement System (WRS) eligibility or prior to the effective date of employer contribution for State Health insurance.

Sick Leave Policy

Instructors must notify the campus executive officer/dean of illness as soon as possible and suggest a method of handling the absence—e.g., cancel the class or name a colleague who is qualified and willing to teach the class(es) in question, subject to the campus executive officer/dean’s approval. Absence due to personal illness, injury, disability, or pregnancy, the condition of a family member which requires the faculty member’s care, or the death of an immediate family member, are subject to the sick leave policy.

Board of Regents policy requires that a faculty member declare a standard workweek. When a faculty member or instructional academic staff member is absent because of illness or injury as described above, one of the following three options may be invoked:

- Accrued sick leave may be charged except when colleague coverage is appropriately claimed.
- Leave without pay may be granted.

All faculty and instructional academic staff shall provide to their campus executive officer/dean written certification from their health care provider of the medical necessity for use of sick leave for absences of more than five consecutive working days.

Parental Leave/Family Medical Leave Act

Both Wisconsin law and federal law provide options for parental leave. The Wisconsin law provides that a faculty member may use up to 30 days of accrued sick leave in any 12 month period for parental leave as follows:

- For the birth of a natural child, if the leave begins within 16 weeks of birth; or
- For the placement of a child with an employee for adoption or as a precondition to adoption (but not both) if the leave begins within 16 weeks of the child’s placement.

Family Medical Leave, under federal law, provides that a faculty member can take up to 12 weeks of leave (using accrued sick leave or leave without pay) without job detriment, for the following purposes:

- Birth/adoption or pre-adoptive foster care,
- Foster placement,

- Employee's own serious health condition, or
- Care for family member's serious health condition.

State Life Insurance

Employees are initially eligible for coverage after completion of six months of Wisconsin Retirement System (WRS) participation. Application must be made no later than the end of the month after the WRS six-month anniversary. This is term insurance with an option of up to five times the faculty member's annual salary. After the initial enrollment period, employees must provide evidence of insurability satisfactory to the insurance company

University Insurance Association Group Term Life Insurance

Coverage is mandatory, by action of the Board of Regents, for all employees with base salary of at least \$2,484.00 per month. The employee pays the entire \$24 annual premium. Coverage is on a decreasing basis determined by age. Eligible employees pay the annual premium through payroll deduction from the November 1 paycheck.

Individual and Family Term Life Insurance

Coverage is available on an individual, as well as family, basis. Eligible employees can choose from two levels of initial coverage for spouse and eligible dependent children. Additional life insurance for the employee and spouse can be added each year up to certain maximums. Eligible employees must enroll within 30 days of being hired. After the initial enrollment period, employees must provide evidence of insurability satisfactory to the insurance company.

University of Wisconsin Employees, Inc. Group Life Insurance

This life insurance provides group term life insurance for all employees covered by the Wisconsin Retirement System without evidence of insurability if application is made during the open enrollment period. This plan also provides an accidental death and dismemberment benefit. After the initial enrollment period, employees must provide evidence of insurability satisfactory to the insurance company.

Accidental Death and Dismemberment Insurance

This plan includes accidental death and dismemberment coverage, permanent and total disability protection, and the loss of use protection. (Coverage for spouse/domestic partner and eligible dependents is at a lower rate than the employee.) If you purchase family coverage and suffer an accidental loss of life, an education and training benefit is provided for eligible survivors.

Income Continuation Insurance (ICI)

All employees covered by the Wisconsin Retirement System (WRS) are initially eligible for coverage after completion of six months of WRS participation. Application must be made no later than 30 days after the WRS six-month anniversary. Income Continuation Insurance (ICI) coverage is designed to protect income during short or long periods of disability and is coordinated with university sick leave policies. Eligible employees choose a waiting period; premiums depend on the waiting period chosen and the income level of the faculty member. If you become eligible for ICI benefits, such benefits will begin after the waiting period or after accumulated sick leave is used, whichever is a longer period of time.

Tax Shelter Programs

Various programs are available for supplemental retirement savings. These options allow a portion of compensation, in a salary reduction agreement, to be placed in IRS-approved investment plans on a pre-tax or post-tax basis as a supplemental retirement savings program. Contact UW Colleges Office of Human Resources benefits specialists by telephone (608-890-4596 and 608-262-6169) or email hrstaff@uw.edu for program information and enrollment forms.

EdVest Wisconsin

This program was established as a flexible new way for families to prepare for future higher education expenses. Parents, grandparents, and certain other relatives can purchase tuition units on behalf of a child beneficiary and apply them in the future toward undergraduate tuition at educational institutions nationwide. Call toll free (1-888-338-3789) or e-mail (edvest@mail.state.wi.us).

Liability and Legal Indemnity

Wisconsin State Statute 895.46 protects employees of the state who are defendants in civil suits because of acts committed while carrying out their official duties. If the employee is found to be “acting within the scope of employment,” any damages and costs will be paid by the state in excess of any insurance applicable to the employee. The state will also provide legal representation or pay attorney costs, if not covered by any applicable insurance.

State of Wisconsin Travel Regulations (as of June 2012)

Currently, the University of Wisconsin System (UWSA) is working on a new travel policy to reflect the new flexibilities regarding “travel” allowed in the legislation. The new policies will not be in effect until July 1, 2013. Until then, we must follow the existing State Travel Regulations set forth by the Department of Administration (DOA).

Travel Card

UW Colleges employees will use the US Bank Travel Card for the following costs for which the employee will be seeking reimbursement from the university:

- Airline tickets
- Car rental costs
- Hotel room costs
- Travel agency service fees

Use of the card for meals while traveling is optional. Miscellaneous travel costs may also be paid for with this card but it must be for a “business purpose” only.

The US Bank Travel Card is personally held by the employee. The employee will file a Travel Expense Report (TER) with the campus business office and receive a check for reimbursement. The employee will receive a monthly statement from US Bank and pay the balance in full each month.

Effective October 17, 2005, travel expenses listed above which are paid with personal credit cards or cash may not be reimbursed. *Exceptions:* UW Colleges employees do not need to use the US Bank Travel Card for:

- Business travel in which the employee is to be reimbursed only a portion of the cost of their trip; examples may include professional development travel, conferences, etc. The employee will complete a TER for this travel and be reimbursed for the previously authorized amount
- Student travel when not chaperoned by a faculty/staff advisor
- Non-employees, such as job candidates
- Entertainers hired under a performance contract. This travel must be included in the performance fee for tax reasons

Air Travel

The UW has a partnership with our contract travel agency, Fox World Travel, for all Internet based airfare bookings. Visit our Corporate Travel Center at the following link, <http://portals.foxworldtravel.com/University/>, for booking airfare over the Internet using the Fox World Travel Corporate Travel Center’s Cliqbook system.

If a lower cost airfare is found, including any agent fees, through a *non-contract internet booking site, the ticket may be purchased. A printout of the Cliqbook quote, which substantiates using the same airfare itinerary search criteria resulting in a higher cost, must accompany any reimbursement or payment request as documentation for not booking the ticket via Cliqbook.

***Note:** Effective December 2005, Orbitz was added to the disallowed vendor list for non-compliance with the State of Wisconsin's sales tax collection requirements. The University shall not do business with Orbitz or Orbitz for Business.

Employees who prefer to book airfare with a travel agency by telephone, fax, or walk-in may use any travel agency of their choosing. Please refer to [Contract Travel Agencies](#) for information and requirements for employees who use the Internet for booking of airfare.

Rental Cars

Travelers should always check for the availability of a university-owned vehicle first. The state's Fleet Driver and Management Policies and Procedures apply to all vehicles driven for official UW business including rental cars. Please see www.doa.state.wi.us/docs_view2.asp?docid=3962

There are three vendors that can be used for in-state or out-of-state rentals:

- **Enterprise** – In-state rental option; please see www.enterprise.com
- **National** – In-state rental option; please see www.nationalcar.com
- **Hertz** – In-state rental option; please see www.hertz.com

No personal use of the rental car contract rate is allowed.

There is a National Big Ten Contract available for any rental that does not fit the State contract guidelines, including an accompanying non-employee (spouse, family, etc.) who is not traveling on University of Wisconsin business. Click on this UW System Administration link for a copy of the National Big Ten Contract: <http://www.wisconsin.edu/fadmin/fppp/fppp36e.htm>

Out-of-State Hotels

There is no contract for out-of-state hotels at this time. Out-of-state rate maximums apply:

- \$70 for most cities
- Higher for high-cost cities; please see www.uwsa.edu/fadmin/fppp/fppp36d.htm

Exception: Out-of-state conference site hotels are exempt from maximums

Hotels in Wisconsin

Any hotel in the State of Wisconsin can be used if it offers the state rate. See the following UW System Web site for detailed information, including the State of Wisconsin Sales Tax Exemption/Contract Rate Letter: <http://www.uwsa.edu/fadmin/fppp/fppp36e.htm>

State lodging rate maximums must be observed (\$70 statewide; \$80 for Milwaukee, Waukesha, and Racine counties).

Exceptions

Conference site hotel rules vary depending upon whether the conference is sponsored by a University of Wisconsin System institution.

- If sponsored by a University of Wisconsin System institution, employees may stay at the conference site as long as the rate does not exceed the state maximums

- If not sponsored by a University of Wisconsin System institution, employees may stay at the conference site at the conference lodging rate being offered by the hotel

Any other exceptions given pre-approval must be documented on the Travel Expense Report filed with the campus business office.

Vehicle Transportation

When using university-owned fleet vehicles, passengers must be limited to UW/State employees or students engaged in UW/State activities. Fleet vehicles should be utilized for university travel when possible. When using private owned vehicles, reimbursement is limited to business related travel at the mileage rates listed below. Explanations are required for mileage in excess of normal map mileage.

Mileage Rates by Type of Vehicle

- Car/Van/Truck: 48.5 cents per miles when a UW/State vehicle is not available or mileage does not exceed institution’s breakeven point; 35.2 cents per mile when a UW/State vehicle is available and mileage exceeds institution’s breakeven point
- Specialty Equipped Vans for Persons with Disabilities: 66 cents per miles when a UW/State van is not available; 61 cents per mile when UW/State van is available
- Motorcycles: 28.5 cents per mile
- Private Airplanes: 48.5 cents per mile regardless of size of plane or number of passengers

Meals

Meal claims must be actual, reasonable and necessary and represent the amount actually spent. For a claim to be reimbursed in excess of the maximum, a receipt or charge card credit slip must be provided, and there must be documentation showing that the cost was incurred outside of the employee’s control. This generally means that the employee had no choice in selection of the restaurant or the menu items therein. The maximums, which include tax and tip, should not be used as per diems. To be allowed breakfast, departure must be before 6:00 AM; lunch, departure must be done before 10:30 AM, and return after 2:30 PM; dinner, the employee must return after 7:00 PM or depart his/her headquarters for overnight travel before 6:00 PM.

| Maximums Allowed for Meals: | Breakfast | Lunch | Dinner | Total |
|-----------------------------|-----------|---------|---------|---------|
| In-State | \$8.00 | \$9.00 | \$17.00 | \$34.00 |
| Out-of-State | \$10.00 | \$10.00 | \$20.00 | \$40.00 |

When an employee is entitled to two or more consecutive meals in a day (this includes meals included in a registration fee, in a lodging rate or served aboard a plane), he/she may exceed the maximum on one or more meal claims as desired, as long as the total allowable for the consecutive meals per day is not exceeded. Each day is considered separately for application of this policy. If meal maximums are not reached on one day, the savings do not accrue and cannot be applied to expenses claimed on another day or for other costs such as lodging.

Travel Receipts

The following shows all claims requiring receipts and the conditions that pertain:

- Airfare – Domestic: Air passenger coupon; International: Passenger coupon and invoice or copy of cancelled check showing amount paid
- Taxi-Limo – if one-way exceeds \$25; see <http://www.wisconsin.edu/fadmin/fppp/fppp366.htm> for details
- Vehicle Rentals – final invoice/billing plus gasoline receipts
- Meals – if claims exceed the maximum for meals purchased for other than the employee
- Lodging – original itemized receipt

- Registration Fee – if cost exceeds \$25
- Laundry/Cleaning – from \$0 on up; see <http://www.wisconsin.edu/fadmin/fppp/fppp3613.htm> for details
- Porterage/Tips – if cost exceeds allowed amount of \$1.00 per piece of luggage
- Train/Bus – for intercity travel only
- Telephone/Fax/WiFi/Internet – if claim exceeds \$5.00
- Parking – if claim exceeds \$25.00
- Miscellaneous – any claims in excess of \$25.00
- ATM Charges – from \$0 on up

Expenses Not Reimbursable

The following expenses are not reimbursable:

- Expenses which are not UW-business related
- Alcoholic beverages except as provided under Section XIV.F.2 of the UWSTR
- Spouse or family member's travel costs (chancellor's and president's spouse and host may be allowable.)
- Non-business-related telephone calls. Exceptions: Section XIII.B of the UWSTR: "When in travel status, necessary business-related telecommunication charges (local, long distance, internet access fees, and fax) may be reimbursed. A receipt is required for individual charges in excess of \$5.00."
- Lost/stolen cash or personal property
- Personal items and services, e.g. toiletries, luggage, clothes, haircuts, shoeshine, etc.
- Laundry, cleaning, pressing costs for trip of three days or less
- Avoidable expenses for non-business-related activities, e.g. sightseeing tours, etc.
- Traffic citations, parking tickets, and other fines
- Additional charges incurred for personal reasons involving vehicle rentals
- Locksmith charges on fleet, rental or personal vehicle, except when fleet or rental vehicles experience mechanical problems
- Excess costs of circuitous or side trips for personal reasons
- Parking costs at the assigned workplace
- Repairs, towing service, lubrication, etc. for personal vehicles
- Meals included in the cost of airfare, registration fees, lodging, etc.
- Pay for view movies in hotel/motel rooms
- GPS for vehicle
- Personal entertainment
- Extra costs for additional person(s) in room
- Charges for late checkout or uncancelled guaranteed reservations (unless justified)
- Lodging at unlicensed facilities unless there is a substantial cost benefit to the UW.
- Lodging within 50 miles of the headquarters city (unless properly justified and approved)
- Flight insurance
- Trip insurance (exceptions may occasionally be granted for foreign travel when cleared in advance through the Institution Controller). See also reimbursable medical insurance coverage for foreign travel in Section XVIII, (UWSTR).
- Extra baggage charges for personal items, such a golf clubs, skis, etc.
- Childcare costs
- Kennel fees
- Late payment penalties and interest on corporate card

UW Colleges Travel Reimbursement: Split Appointment Faculty and Staff

Under certain conditions, the UW Colleges will pay mileage for faculty and instructional academic staff (unclassified staff) who are asked to accept an appointment at more than one campus as a condition of the appointment. In general, the UW Colleges will not pay mileage for other lecturers. The UW Colleges generally does not approve payment of travel from home to a campus, even with a multiple split appointment. Refer to UW Colleges Administrative Policy 46 (Travel Reimbursement: Split Appointment Faculty and Staff), for specific procedures and exception processes that may involve the campus(es), department, and academic affairs office. All reimbursement will be within the state and UW System guidelines and covers only mileage – not meals and lodging.

Employee Assistance Program

The University of Wisconsin Colleges provide confidential, voluntary employee assistance services to employees, their immediate family members, and/or significant others to help with personal, work-related, behavioral, or health problems and to promote the use of these services at all organizational levels and locations. Employee assistance services include problem consultation/assessment with individuals and groups, information about community resources, educational programs, and appropriate referrals, as needed. (Nothing in this statement of policy is to be interpreted as constituting a waiver of the UW Colleges' right to take corrective/disciplinary measures or an employee's right to grieve such action through union contract, faculty, or academic staff policies or procedures.) It is the responsibility of campus executive officers/deans, academic department chairs, and directors to implement this policy and inform other managers and supervisors of established procedures. Questions regarding the services should be directed to the UW Colleges Employee Assistance Program; phone (800) 385 – 8511 or (608) 265 – 5127.

Miscellaneous Services

Each campus provides a variety of services to new and continuing faculty members. These services are usually explained to new faculty members during a fall orientation session or in campus publications. They can include identification cards, offices, keys, phones, grade books, parking privileges, photocopying privileges, word processing, instructional supplies, student help, public information, printing, library services, and other technology-based services. Office telephones are not to be used for personal calls. Off-campus printing must be approved through the campus Office of University Relations.

Specific questions about the use of physical facilities, special types of assistance, and routine procedures should be directed to the campus administrative staff before any commitments are made.

CHAPTER VII

Pertinent Documents

This annotated list of UW System and UW Colleges policies is not all-inclusive. It is a guide to some basic sources of information, policies, and procedures within the university. Access to all of these documents is possible through UW Colleges or UW System Web sites, the campus executive officer/dean's office and the campus library.

UW System Documents

Chapter 36, Wisconsin State Statutes. This statute governs the operation of the University of Wisconsin System. Principal sections of concern to faculty include the powers and duties of the Board of Regents, faculty probationary and tenure appointments, rights and responsibilities of faculty members, and sick leave provisions. This is available at: <http://www.uwsa.edu/spp.htm>

Wisconsin Administrative Code: Rules of the Board of Regents. The administrative code includes the basic rules covering such faculty issues as appointments, procedures for dismissal, complaints and grievances, outside activities, code of ethics, sick leave, student academic misconduct, and student disciplinary procedures. This is available at: <http://www.uwsa.edu/spp.htm>

UW System Fact Book. Published annually by the UW System Office of University Relations, this publication contains a current directory of the UW System Board of Regents, UW System administrators, chancellors, and UW Colleges campus executive officers/deans. The Fact Book has comprehensive sections on the history and patterns of student enrollment, degrees conferred, majors offered, financial aid, and student costs. It includes detailed tables on university faculty and staff budgeted positions, and ranks by institution with breakdowns by race and gender, budget allocations, and land, building and equipment values. It also includes a useful map and Chapter 36, Wisconsin State Statutes. This is available at: <http://www.wisconsin.edu/cert/publicat/archive/>

Financial and Administrative Policy Papers. This series of policy papers is primarily oriented to directing the administrative functions of the university. The policies are available on the UW System Financial Administration Web site at: <http://www.wisconsin.edu/fadmin/fap.htm>. Two types of policies may be found here, financial (formerly referred to as Financial Policy and Procedure Papers, or FPPPs) and general (formerly referred to as General Administrative Personnel Policies, or GAPPs). Policies of interest include G10 (Computer Software Ownership, regarding ownership of computer software developed by University of Wisconsin System faculty members) and G25 (Educational Assistance for Faculty and Staff, regarding tuition and fee reimbursement for coursework or training).

Academic Planning Statements. The ACPS series has a varied set of topics including UW System academic program planning principles, faculty development, sabbatical programs, and the academic-year definition. Please see: <http://www.uwsa.edu/acadaff/acps>

Unclassified Personnel Guidelines. The UPGs describe possible types of appointments and other employment considerations, such as salary adjustments, inter-institutional recruiting, professional development, sick leave, vacations, and holidays. Please see: <http://www.uwsa.edu/hr/upgs/upg.ht>

UW System Budget. Commonly referred to as the "Red Book," this four-volume publication is issued annually and contains budgets for each institution in the UW System, as well as salaries for faculty and staff. Please see: <http://www.uwsa.edu/budplan/redbook/index.html> (Note: this site can be accessed from UW Colleges or campus-based computers only.)

UW System Administrative Directory. This is the principal directory of UW System administrative personnel. It is divided into sections for each campus and organized by functional areas. E-mail addresses are included in most postings. Please see:
<http://www.wisconsin.edu/direct/>

UW Colleges Institutional Documents

UW Colleges Constitution. The Constitution defines the roles of administration, faculty, academic staff, and students, in the governance of the institution. The senate, department, and campus collegia roles are also explained. There are significant chapters in the Constitution that relate to faculty members. [The Constitution can be found on the UW Colleges Web site:](http://www.uwc.edu/administration/senate/constitution/)
<http://www.uwc.edu/administration/senate/constitution/>

Senate Policy Book. This comprehensive set of Senate policies provides further information about the governance of the UW Colleges and policies and procedures for a wide variety of subjects and areas. It can be found on the UW Colleges Web site:
<http://www.uwc.edu/administration/senate/policies/>

Faculty-Staff Directory. The principal telephone and address directory of all personnel in the UW Colleges. In addition to lists of personnel by department and by alphabetical order, the directory also lists personnel by office and function. The Marketing and University Relations office distributes the directory electronically at <http://www.uwc.edu/directory>

Academic Staff (Non-instructional) Handbook. This publication contains the policies and procedures that apply to non-instructional academic staff. Not currently available electronically. Copies can be reviewed in the campus executive officer/dean's office and the campus library.

UW Colleges Administrative Policy Book. Also known as UWCAPs, these are administrative policies and implementation rules. A copy is available in the campus executive officer/dean's office and the campus library, as well as on the UW Colleges Web site:
<http://www.uwc.edu/administration/senate/administrative-policies/>

UW Colleges Catalog. The catalog contains course descriptions, associate degree requirements, policies affecting students, descriptions of campuses, and lists of faculty members. It is published on a two-year cycle and is available at <http://www.uwc.edu/catalog/>

UW Colleges Academic Department Documents

Department Bylaws. Academic department bylaws include policies on appointment, retention, tenure, and promotion of faculty, as well as committee structures. Policies on courses, other academic matters, and department criteria for retention, tenure, and promotion are important for faculty to understand. Available in Public Folders > All Public Folders > Documents & Policies (Colleges-wide) > Academic Departments > Bylaws.

Departments may also have other documents that can be very helpful, especially to new faculty, including examples of syllabi, course guides, and copies of self-study reports. Contact the department chair for copies of such documents.

UW Colleges Campus Documents

Campus Constitution. The campus governance structure, including standing collegium committees, is described in this document. Each campus constitution available in Public Folders > All Public Folders > Documents & Policies (Colleges-wide) > Constitutions (Campus)

Local Collegium Actions. Each campus collegium maintains a compilation of campus policies and procedures.

Campus Course Schedule. The course schedule lists courses, times, places and instructors for all offerings each semester, winterim session, and summer sessions. It also often includes information about associate degree requirements, the academic calendar, and policies and procedures that are important to faculty and students. Please see the UW Colleges Web site: <http://www.uwc.edu/academics/schedule/> or the campus Web site.

| Useful Telephone Numbers | |
|--|----------------|
| Office of the Chancellor | (608) 262-3786 |
| Office of the Provost and Vice Chancellor for Academic Affairs | (608) 263-1794 |
| Office of the Associate Vice Chancellor for Academic Affairs | (608) 263-7217 |
| Office of the Associate Vice Chancellor for Student Services and Enrollment Management | (608) 890-2076 |
| Office of the Vice Chancellor for Administrative and Financial Services | (608) 263-3040 |
| Office of the Assistant Vice Chancellor for Budget and Planning | (608) 265-9807 |
| Office of the Chief Information Officer | (608) 263-6012 |
| Office of Marketing and Human Resources | (608) 265-5771 |
| Office of the Registrar | (608) 262-9048 |
| Office of Professional Development | (608) 263-7217 |
| Office of Grants Administration | (608) 263-7217 |
| Office of Institutional Research | (608) 263-5991 |
| Office of Distance Education | (608) 265-0659 |
| Office of International Education | (608) 263-9676 |
| Office of Accessibility Services | (608) 262-2001 |
| Office of Financial Aid | (608) 263-7727 |
| Office of Staff Benefits | (608) 890-4596 |