

UW-W ACADEMIC STAFF BY-LAWS

Chapter I: The Academic Staff Assembly

Article I - Name

This organization of academic staff shall be known as the Academic Staff Assembly of the University of Wisconsin-Whitewater.

Article II- Purpose

The Academic Staff Assembly shall represent and be responsible to the general academic staff in governance matters and serve as the campus forum for the articulation of academic staff views concerning university, administrative, fiscal, and academic staff matters. The Academic Staff Assembly, comprised of instructional and non-instructional staff, shall represent the academic staff of the University of Wisconsin-Whitewater to the Board of Regents, the University of Wisconsin System administration, the University of Wisconsin-Whitewater administration, the Faculty Senate, and the Student Association of the University of Wisconsin-Whitewater.

Article III - Membership

Section 1 - Academic Staff Assembly Members

The Academic Staff Assembly shall have a total of thirteen (13) elected members. One of the members is elected as chair of the Assembly. Of the twelve remaining members, six (6) will be instructional academic staff and six (6) will be non-instructional academic staff. There can be no more than seven (7) members from either the instructional academic staff or the non-instructional academic staff.

Section 2 - Limit Upon Number of Academic Staff Assembly Members

There shall be no more than two (2) representatives to the Academic Staff Assembly from any one (1) operational unit.

Section 3 - Term of Office

Each member of the Academic Staff Assembly shall be elected to a two-year (2) term of office.

Section 4 - Consecutive Terms

An academic staff member may serve an unlimited number of consecutive terms. A term is defined as twenty-four (24) months beginning with the first Academic Staff Assembly meeting in the fall semester. A person/appointed to fill a vacant term may be a candidate in the next scheduled election.

Section 5 - Academic Staff with Split Appointments

An academic staff member holding an appointment in two or more designated areas may only be a candidate for election in the area of the higher percentage. If the academic staff member holds a fifty (50) percent appointment in two areas, the Elections and Balloting Committee, in consultation with the candidate, shall authorize the specific area for elected representation. Once an individual academic staff member with a split appointment has been designated to a specific area by the Elections Committee, that designation may not be changed unless the appointment of the individual is revised.

Article IV - Elections

To be a candidate for election to the Academic Staff Assembly, an eligible academic staff member must indicate candidacy to the Elections and Balloting Committee.

Section 1 - Eligibility for Election to the Academic Staff Assembly

To be eligible for election to the Academic Staff Assembly an academic staff member must hold at least a half-time academic staff appointment for the entire academic year. An individual academic staff member may be a candidate for election to one seat only in any given election.

Section 2 - Time of Elections

Elections for all open seats of the Academic Staff Assembly shall be held according to the procedures and guidelines set forth by the Election and Balloting Committee.

Section 3 - Election Questions or Disputes

The Academic Staff Assembly is empowered to determine the methods by which election questions or disputes shall be resolved, in accordance with other provisions in the Constitution and By-laws.

Article V - Voting

Section 1 - Eligibility to Vote in Elections and/or Referendums

In order to vote in an Academic Staff Assembly election or referendum during the academic year, an individual must hold an academic staff appointment at the time of the election or referendum. Academic staff members employed during the spring semester and holding a continuing appointment during the fall semester are eligible to vote in elections or referendums held during the summer session even if the staff member does not hold a summer session appointment. A member of the academic staff appointed to only the summer session is ineligible to vote in elections or referendums during the summer session unless that staff member holds a continuing appointment during the following fall semester.

Section 2 - Voting Process

All academic staff members eligible to vote may vote for all candidates appearing on the ballot.

Section 3 - Filling of Vacancies

If a portion of an elected term of an elected member remains to be served prior to the next regular election for the Academic Staff Assembly, the seat will be filled by an appointment by the Academic Staff Assembly, subject to a majority vote of the Assembly. This appointment will be made from a list of additional candidates who have indicated a willingness to serve.

1. The appointee will serve until the next regularly scheduled election, subject to other provisions of the Constitution and By-laws.
2. When filling a vacancy, after first using the criteria above, and in accordance with other provisions in the Constitution and By-laws, the Assembly will give primary consideration to candidates who have had broad representation and service on academic staff committees.

Article VI - Officers

The officers of the Academic Staff Assembly shall consist of a Chair and a Vice-Chair. In consideration for serving as Chair, the individual will be compensated in one of two ways:

- A. Fifty (50) percent release time from his/her department during his/her tenure as Chair. For all customary purposes (including, but not limited to, compensation, retention and promotion), the Chair shall be considered to hold the fifty (50) percent release as an addition to his/her remaining appointment percentage. For example, should an individual hold a fifty (50) percent release for service as Chair of the Academic Staff Assembly, for all customary purposes (including, but not limited to, compensation, retention and promotion), he/she shall be considered to hold a one-hundred percent appointment;
- B. Be given a flat stipend. The amount of the stipend shall be determined by the Office of the Chancellor.

Section 1 - Election of Officers

The officers (Chair and Vice-Chair) of the Assembly will be elected in the spring by the members of the Assembly as constituted and elected for the upcoming year. The Chair shall be elected in April for a one-year (1) term which will begin on July 1 of the same year.

Section 2 - Terms and Duties of the Chair

The Chair may serve an unlimited number of one-year (1) terms. The Chair shall preside at meetings of the Academic Staff Assembly, shall serve as a member of the Chancellor's Cabinet, shall serve as the UW-Whitewater representative at the University of Wisconsin System Academic Staff Representatives meetings, shall serve on other committees as appointed. The Chair shall perform other duties as prescribed within the by-laws.

Section 3 - Terms and Duties of the Vice-Chair

The Vice-Chair may serve an unlimited number of one-year (1) terms. The Vice-Chair shall serve in the absence of the Chair, serve as the Chair of the Organization Committee, and shall perform other duties as prescribed within the by-laws.

Section 4 - Removal from Office

The Chair and Vice-Chair may be removed from office upon a two-thirds (2/3) vote of the Academic Staff Assembly. This removal action must be placed on the agenda at least five (5) working days prior to the next regularly scheduled Academic Staff meeting.

Article VII - Duties of Assembly Members

Section 1 - General Duties

Members of the Academic Staff Assembly have the following duties:

- A. Represent their constituency and serve as a liaison between the Assembly and their constituency.
- B. Attend meetings of the Academic Staff Assembly.
- C. Serve on appropriate standing or ad hoc committees of the Academic Staff Assembly.
- D. Serve as a liaison between the committees they represent and the Academic Staff Assembly.
- E. Serve as representatives on University-wide committees including, but not limited to the following: Strategic Planning and Budget Committee, University Center Board, Sexual Assault Response Team, Memorial Committee, Planning Committee for 2008, and other special committees appointed by the Office of the Chancellor.

Section 2 - Absences

An Assembly member is expected to attend all meetings unless excused by advance notification to the Chair. Failure to provide advance notification to the Chair from two (2) consecutive Assembly meetings or four absences (excused or unexcused) within an academic year will constitute cause for removal from the Academic Staff Assembly by action of a majority vote of the Assembly.

Section 3 - Recall of an Assembly Member

An Assembly member may be recalled from office by a petition to the Academic Staff Assembly signed by two-thirds (2/3) of the academic staff members holding voting privileges.

Article VIII - Meetings

Section 1 - Regular Meetings

The Academic Staff Assembly meets on designated Wednesdays of each month, September through May, at 12:00 noon, when school is in session. Additional meetings may be called by any of the methods described in Article VIII, Section 2.

Section 2 - Special Meetings

A special meeting of the Academic Staff Assembly may be called at any time by one of three methods:

- A. By the Chair of the Assembly; or,
- B. By a petition of two-thirds (2/3) of the Academic Staff Assembly; or,
- C. By a petition containing signatures of twenty (20) percent of the total membership of the academic staff eligible for voting privileges. This petition shall be submitted to the Academic Staff Assembly Chair.

The date of the meeting shall be set within five (5) working days of the Chair's receipt of a valid petition as described in Article VIII, Section 2C. The special meeting shall be held within ten (10) working days of receipt of the petition.

Section 3 - Open Meetings

All meetings of the Assembly shall be open. All meetings will be announced in advance.

Section 4 - Agenda/Minutes

The agenda for Academic Staff Assembly meetings shall be established by the Chair and shall be distributed at least two working days prior to the meeting. Any member of the academic staff may submit an item to the Chair for inclusion on the agenda. Minutes of each meeting of the Assembly shall be recorded and distributed two (2) days prior to the next meeting.

Article IX - Operational Procedures

The following operational procedures are adopted for the Assembly:

- A. A quorum of the Assembly is defined as at least fifty-one (51) percent of the voting Academic Staff Assembly.
- B. The Assembly shall utilize Roberts' Rules of Order - Revised as its definitive source regarding parliamentary procedure.
- C. All members of the Assembly may vote, including the Chair.

Chapter II: Governance Structure

Article I - Standing Committees

There shall be eleven (11) standing committees of the Academic Staff Assembly. Those committees shall be:

- A. Awards
- B. Economic Issues
- C. Elections and Balloting
- D. Government Relations
- E. Organization
- F. Professional Development
- G. Promotions
- H. Rewards and Recognition
- I. Review
- J. Title Appeals
- K. Titling

The Academic Staff Assembly shall be empowered to appoint all standing committee members and to confirm, on an annual basis, all appointments to other University-wide committees on which academic staff have representation. All standing committee terms expire on June 30.

All binding and final changes and decisions of academic staff committees, standing and ad hoc, and recommendations forwarded to the Assembly, must be approved by a quorum of the committee's membership.

Article II - Function, Membership and Term of Standing Committees

Unless otherwise defined within the by-laws, function and membership of the standing committees of the Academic Staff shall be as described below. Each standing committee shall have, as its liaison, a member of the Academic Staff Assembly.

All standing committee appointments and two-year (2) staggered terms with a maximum of three (3) consecutive terms. Committee members are ineligible to take part in any selection/election process for an award or position for which they are nominated.

A. Awards Committee

1. Function - The Awards Committee shall solicit nominations of academic staff members for recognition in both the instructional and non-instructional areas.
2. Membership - The Awards Committee shall be comprised of four (4) academic staff members: two (2) instructional and two (2) non-instructional members.

B. Economic Issues

1. Function - The Economic Issues Committee provides recommendations to the Academic Staff Assembly relating to academic staff economic issues, job security, and participates in the development of the UW-Whitewater budget policies and strategic plan issues that affect academic staff.
2. Membership - The Economic Issues Committee shall be comprised of six (6) academic staff members: three (3) instructional and three (3) non-instructional.

C. Elections and Balloting

1. Function - The Elections and Balloting Committee solicits candidates for election to the Academic Staff Assembly, conducts the elections, and reports the results of elections to all academic staff and appropriate campus and off-campus persons.

The committee conducts the voting process for the general membership of the academic staff.

2. Membership - The Elections and Balloting Committee shall be comprised of three (3) members. Appointments to the committee are made from a list of volunteers established by the Assembly Organization Committee.

D. Government Relations

1. Function - The Government Relations Committee advises the Assembly and academic staff membership to governmental (local, state, or national) actions that may affect academic staff. When appropriate, the committee coordinates action with academic staff in the UW System. The committee drafts proposals related to academic staff issues for action by governmental bodies. The committee will work in conjunction with the university's legislative liaison, and with the university's representative on the UW System academic staff government relations network. Arranging regular gatherings with government officials is also a responsibility of this committee.
2. Membership - The Government Relations Committee shall be comprised of four academic staff members: two (2) instructional and two (2) non-instructional members.

E. Organization

1. Function - The Organization Committee solicits and organizes the staffing of all academic staff standing and ad hoc committees, and secures academic staff members to serve on University committees with the approval of the Academic Staff Assembly.
2. Membership - The Organization Committee is comprised of one instructional and one non-instructional member. The committee is chaired by the Vice-Chair of the Assembly.

F. Professional Development Committee

1. Function - The Professional Development Committee solicits proposals by academic staff members for funding of professional development activities; establishes the criteria by which proposals are evaluated; conducts the evaluations of proposals; and makes recommendations to the Academic Staff Assembly for transmittal to the Chancellor and Provost.
2. Membership - The Professional Development Committee is comprised of five members-no less than two (2) instructional and two (2) non-instructional members. A chair is elected from the committee membership. Committee members are ineligible to apply for professional development grants while serving on the committee. The Academic Staff Assembly liaison to this committee is separate from the committee and is responsible for convening the initial meeting of the committee and for reporting back to the Assembly on committee activity.

G. Promotions

1. Function - The Promotions Committee structures and administers the promotions process for academic staff. The committee receives and reviews candidates' applications for promotion. Its rankings and recommendations are forwarded to the Academic Staff Assembly which then forwards the final recommendations for promotion to the Chancellor. The announcement regarding granting of promotions is made by the Office of the Chancellor.

2. Membership - The Promotions Committee is comprised of seven (7) members with instructional academic staff status. Six (6) members function as evaluators, and one member tabulates their evaluations. A person serving on the Promotions Committee is ineligible to apply for promotion or to write a letter of reference for anyone applying for promotion.

H. Rewards and Recognition

1. Function - The Rewards and Recognition Committee determines the criteria for meritorious reward, the allocation/ administration of funds, accountability of funds and timeline.
2. Membership - The Rewards and Recognition Committee is comprised of five (5) members with non-instructional staff status.

I. Review

1. Function - The Review Committee makes recommendations under Section VI-A, of the UW-Whitewater Academic Staff Personnel Policies and Procedures.
2. Membership - The Review Committee is comprised of three (3) instructional and three (3) non-instructional staff members. In addition, the Chancellor appoints two (2) members each from the instructional and non-instructional areas.

J. Title Appeals

1. Function - The Title Appeals Committee hears appeals from members of all three (3) categories of academic staff who believe the academic staff title assigned to their respective position by the Academic Staff Titling Committee is incorrect.
2. Membership - The Title Appeals Committee is comprised of five (5) members appointed by the Chair of the Academic Staff Assembly with the approval of the Assembly. At least one (1), but no more than three (3) members shall be from Category B Academic Staff. No two (2) members may be from the same division (Category A) or same college (Category B).

K. Titling

1. Function - The Titling Committee assigns titles and pay grades to all academic staff.
2. Membership - Two (2) academic staff members - one (1) instructional and one (1) non-instructional academic staff member. There are three (3) other members of the committee who are ex-officio: the Provost, a representative from the Office of Budget, Planning and Analysis, and a representative from Human Resource Services.

Article III - Ad Hoc Committees

The Academic Staff Assembly is empowered to appoint ad hoc committees deemed appropriate to the interests of the academic staff. The function, length of term, and membership of the committee will be determined based on the charge of the committee.

Article IV - Committee Reports

All committees of the Academic Staff Assembly, standing and ad hoc, are required to submit a written report to the current Assembly chair by June 1 of each year. The chairperson of each standing committee shall submit the report. The chairperson of an ad hoc committee shall submit

a written report to the current Assembly chairperson within one (1) month of the completion of its assignment, or by June 1 if the assignment is on-going or carries over into the next fiscal year.

The report shall include, but need not be limited to, the following:

- A. Name of the committee.
- B. Membership of the committee, including names of the chairperson and Assembly liaison.
- C. Years of service of all committee members.
- D. Names of participants, other than committee members, where appropriate.
- E. Timetable of committee activities to include important dates relative to that committee's activity (i.e., ballot mailing and collection dates for elections, the steps in the promotion or professional development process, when title appeals were heard, etc.).
- F. A brief summary of the committee's activities, which may be combined with#5 above.

Committee reports, as public documents, are expected to respect the confidentiality and privacy rights of academic staff members as they pertain to promotion, review and other similar issues.

The current Assembly chairperson shall compile the committee reports and present them to UW-Whitewater's Chancellor and Provost, the Executive Vice President of the UW System, current and newly-elected Assembly members, and other appropriate parties by August 1.

Chapter III: Review and Amendments of Bylaws

The by-laws of the Academic Staff Assembly shall be reviewed annually and amended, if necessary, by a majority vote of the Academic Staff Assembly. Amendments may be initiated by one of two (2) methods:

- 1. Upon the recommendation of the Academic Staff Assembly;
- 2. Upon a petition submitted to the Academic Staff Assembly by twenty (20) percent of the total membership of the academic staff eligible for voting privileges or by a two-thirds (2/3) vote of returned ballots from a general mailing. This petition shall be submitted to the Academic Staff Assembly.