July 26, 2019

To: Chancellors  
Provosts  
Chief Business Officers  
Senior Student Affairs Officers

From: Karen Schmitt  
Interim Vice President for Academic and Student Affairs

Robert G. Cramer  
Vice President for Administration

Sean Nelson  
Vice President for Finance

Re: Fiscal Year 2020 UW System Administrative Policy Priorities

The purpose of this memorandum is to provide an accounting of the policy work done in fiscal year 2019 and notice to institutions of the University of Wisconsin System Administrative (SYS) policies and procedures that are scheduled for revision or development during fiscal year 2020.

In fiscal year 2019, 26 SYS policies and 3 SYS procedures were approved or revised. One SYS procedure was rescinded. In addition, UW System Administration took under multiple initiatives to improve policy compliance and interpretation across the UW System. This work included:

- standardizing policy-related communications to campuses,
- publishing guidance on the policy page, and
- creating an about page describing the policy development process.

Below is a list of SYS policy priorities for fiscal year 2020. They have been identified as being of high priority due to the policy’s content, the last revision date, or whether the policy needs updating due to other emergent factors (e.g. the recommendations of a systemwide work group). This year, institutions were asked to provide input on SYS policy priorities that should be undertaken by UW System Administration. Our thanks to you for the input that you and your staff provided. This list is not exhaustive as other issues may arise as the fiscal year progresses, leading to other policy matters taking precedence.

When able, the quarter that the policy work is expected to begin is indicated. Not all offices were able to project workloads and/or timelines of policy development. Consultation with stakeholder groups will occur as part of the policy development process.

In addition to the policy priorities listed below, the shared financial and human resources preplanning project is likely to lead to additional policy work as opportunities for improvement are identified and policy changes necessitated.
To receive notification of when draft SYS policies are available for comment or when a SYS policy or procedure has been approved, please go to https://www.wisconsin.edu/uw-policies/subscribing-to-the-rss-feed/ to learn how to subscribe to the RSS newsfeed.

**Fiscal Year 2020 Policy Priorities (by area)**

**Operational (000 Series)**
- SYS 2, Development, Revision, and Approval of Academic and Student Affairs Policies (Update)

**Academic and Student Affairs (100 Series)**
- SYS 102, University of Wisconsin System Array Management: Program Planning, Delivery, Review and Reporting (Update)
- SYS 125, Supplementary Administrative Guidelines for UW System Implementation of Regent Policies on Integration of the Extension Function (Update)
- SYS 126, Statewide Planning, Communication and Coordination of Extension Programs in the UW System (Update)
- SYS 127, Identification of the Extension Function in the University of Wisconsin System (Update)
- SYS 130, Programming for the Non-Traditional Market in the UW System (Update)
- SYS 135, UW System Undergraduate Transfer Policy (Update)
- SYS 147, Admission and Delivery of Services to International Students and for the Employment and Delivery of Services to International Faculty and Academic Staff at UW Institutions (Update)
- SYS 191, Copyrightable Instructions Materials Ownership, Use and Control (Update)

**Human Resources (200 Series)**
- SYS 220, Affirmative Action Data Collection (Update, Q1)
- SYS 235, Personal Services Payments (Update, Q2)

**Financial Administration (300 Series)**
- SYS 314, Financial Management of Auxiliary Operations
- SYS 316, Auxiliary Enterprises Support Services Chargebacks
- SYS 326, Collections and Write-Offs

**Tuition and Fees (800 Series)**
- SYS 805, Tuition and Fee Policies for Credit Instruction
- SYS 822, Student Services Funding

**Capital Planning and Budget (900 Series)**
- SYS XXXX, Policy on UW System Solely Managed Projects (New, Q3)
Information Security (1000 Series)

- SYS 1030, Information Security: Authentication (policy & procedure [standard]) (Update, Q1)
- SYS 1031, Information Security: Data Classification and Protection (policy & two procedures [standards]) (Update, Q1)
- SYS 1033, Information Security: Incident Response (Update, Q1)
- SYS 1035, Asset Management (policy & procedure [standard]) (New, Q1)
- SYS 1040, Data Privacy (policy & procedure [standard]) (New, Q2)
- SYS XXXX, Security and Risk Management (policy & procedure [standard]) (New, Q2)
- SYS XXXX, Vendor Management [policy & procedure [standard]] (New, Q4)

Information Technology (1100 Series)

- SYS 1105, Laboratory and Classroom Modernization and General Computer/Network Access (Rescind, Q1)
- SYS 1110, Information Technology Acquisitions Approval (Update, Q2/Q3)
- SYS 1125, Advertising, Sponsorship, and Links on the Internet (Review)

University Personnel System Operational Policies (1200 Series)

As of July 15, 2019, the University Personnel System Operational Policies were integrated into the SYS policy set. After this date, all policy revisions for these policies will go through the UW System Office of Administration. They apply to all institutions except UW-Madison.

- SYS 1201, Affirmative Action Data (Update, Q1)
- SYS 1250, Job Security (Update, Q3)
- SYS 1275, Recruitment Policies (Update, Q4)
- SYS 1276, Title Definitions (Update, Q4)
- SYS 1277, Compensation (Update, Q4)
- SYS 1278, UW System Pay Plan Distribution Guidelines for University Workforce (Update, Q4)

Please distribute this memorandum to other individuals at your institution who work with these policies. Any thoughts or suggestions should be directed to Stefan Fletcher, Director of Administrative Policies and Special Projects (sfletcher@uwsa.edu).

cc: Ray Cross, President
    Cabinet
    Academic Staff Representatives
    Faculty Representatives
    University Staff Representatives
    Student Representatives