



Policy Status Updates

Website: <http://www.uww.edu/adminaffairs/compliance/policy-news-and-updates>

This report serves to update the UW-Whitewater campus community on recent UW System policy changes within the last six (6) months as well as UW-Whitewater Practice Directive and Procedure progress.

The UW System Vice President for Administration released a notice on July 12, 2018 which details their Fiscal Year 2019 UW System Administrative Policy Priorities. This message includes a list of administrative policies and procedures that are scheduled for revision or development during Fiscal Year 2019.

As a result of these incremental changes, there may be instances where certain links in this document become inactive or broken. In order to keep this document as current as possible, it will be updated on a monthly basis to capture all updates from the UW System regarding such policies.

If you would like to be kept informed of the policy process - including receiving notifications of when draft administrative policies are available for comment, or when an administrative policy or procedure has been approved - you can subscribe to the [RSS newsfeed](#) for policy updates.

UW SYSTEM

New Policies and Procedures Approved by UW System

- [UW System Administrative Policy 1040: Information Security: Privacy Policy](#)
Original Issuance Date: October 28, 2020
Effective Date: November 1, 2021
Overview: This policy has been developed to establish expectations for the handling and protection of UW System community member's personal data, set the tone and foundation for a system wide Privacy Program, and address core privacy ideologies and expectations of our students and staff. This policy has also been developed to ensure UW's compliance with current and future privacy legislation.
- [UW System Administrative Procedure 1040.A: Information Security: Privacy Procedure](#)
Original Issuance Date: October 28, 2020
Effective Date: November 1, 2021
Overview: To establish standards for the handling, protection, and privacy of a Data Subject's Personal Data throughout the University of Wisconsin (UW) System
- [UW System Administrative Procedure 1039.A: Information Security: Risk Management Procedure](#)
Original Issuance Date: October 15, 2020

Effective Date: April 1, 2021

Overview: This Information Security Risk Management (ISRM) procedure establishes the process for the management of information security risks faced by the institutions of the University of Wisconsin (UW) System.

- [UW System Administrative Procedure 1039.B: Information Security: Notification of Risk Acceptance](#)
Original Issuance Date: October 13, 2020
Effective Date: April 1, 2021
Overview: This procedure defines the specific methods for documenting, tracking, and notifying information security risk acceptance and the application of equivalent information security controls, throughout the UW System.
- [UW System Administrative Policy 1039: Information Security: Risk Management](#)
Original Issuance Date: October 13, 2020
Effective Date: April 1, 2021
Overview: The purpose of this policy is to provide a formal structure for the management of information security (IS) risks occurring within the University of Wisconsin (UW) System. IS risk management protecting the confidentiality, integrity, and availability of UW IT assets, in compliance with applicable UW System policies, state and federal regulations, and industry procedures.
- [UW System Administrative Policy 1000: Information Security: General Terms and Definitions](#)
Original Issuance Date: October 13, 2020
Overview: The purpose of this policy is to provide a list of general terms and definitions that are used in the 1000 series of the UW System Administrative policy set.
- [Regent Policy Document 32-8: Application Fees and Waiver](#)
Effective Date: August 20, 2020
Overview: The purpose of this policy is to identify the Board of Regent's authority to set application fees for UW System Institutions and to delegate authority to the UW System President to waive application fees via UW System policy.
- [UW System Administrative Policy 1035: Information Security: IT Asset Management](#)
Original Issuance Date: August 19, 2020
Effective Date: September 1, 2021
Overview: This policy establishes the minimum requirements and responsibilities for the inventory and management of University of Wisconsin (UW) System Information Technology (IT) assets.
- [UW System Administrative Procedure 1035.A: Information Security: IT Asset Management Standard](#)
Original Issuance Date: August 19, 2020
Effective Date: September 1, 2021
Overview: The purpose of this standard is to establish the required data elements to be recorded and tracked during inventory of information technology (IT) assets and when these data elements are to be updated. To establish annual reporting requirements of IT asset inventories.

- [UW System Administrative Policy 100-Interim 05: Interim: Veteran Access, Choice, and Accountability Act Domicile Requirement Waiver](#)
Original Issuance Date: August 13, 2020
Expiration Date: January 1, 2021
Overview: This interim policy action amends how UW institutions administer the [Veterans Access, Choice, and Accountability Act of 2014 \(Choice Act\)](#). Under this law, nonresident U.S. veterans and other eligible nonresident benefit recipients are charged the same tuition as Wisconsin residents pursuing the same course or program. Due to circumstances presented by Novel Coronavirus (COVID-19), veterans (and other eligible students) may choose to reside outside the state during the pandemic but still seek to enroll in UW programs. Until circumstances allow for a safe return to the state of Wisconsin, this interim policy action temporarily amends the domicile requirement in [SYS 805, Tuition and Fee Policies for Credit Instruction, section 6.B.2](#) for eligible students attending UW institutions.
- [UW System Administrative Policy 300-Interim 03.A: Interim: Institutional Use of Deferred Tax Liability Under CARES Act](#)
Original Issuance Date: August 6, 2020
Expiration Date: December 31, 2022
Overview: The purpose of this procedure is to establish standards for University of Wisconsin System institutions and University of Wisconsin central administration consisting of UWSA, UWSS and UWEX to use their respective share of funds from the deferred payroll tax liability under the [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#) to maximize liquidity.
- [UW System Administrative Policy 200-02- Interim 02: Interim: Salary Advances for Furloughed Employees](#)
Original Issuance Date: July 27, 2020
Expiration Date: June 30, 2021
Overview: Many employees who have been furloughed pursuant to [System Administrative Policy 1200- Interim 04, Furlough](#), have experienced a significant delay in receiving unemployment compensation benefits. To help these employees pay their living expenses while awaiting their unemployment compensation, the UW System is empowering local institutions to temporarily expand the use of our existing Salary Advance policy to cover those employees serving qualifying consecutive day furloughs.
- [Interim Regent Policy Document Waiver #05: UW System Freshman Admissions Policy ACT/SAT Requirements Waiver for UW-Madison](#)
Original Issuance Date: July 27, 2020
Expiration Date: December 31, 2020
Overview: This policy addresses immediate needs arising from COVID-19 because ACT and SAT testing has not been available for many applicants. This interim policy action temporarily suspends Sections I.C. and II.B. of [Regent Policy Document \(RPD\) 7-3, University of Wisconsin System Freshman Admissions Policy](#), that require applicants who seek to be entering freshman at UW institutions to submit ACT or SAT scores to the UW institutions. The suspension of this requirement applies to all freshman applications to UW-Madison, through December 31, 2020. (UW-Madison intends to seek Board of Regent approval for a formal waiver of [RPD 7-3](#) beyond December 31, 2020.) The interim policy permits UW-Madison to process freshman applications and to make admissions decisions without requiring these previously required test scores.

- [Interim Regent Policy Document Waiver #01: COVID-19 Grants and Contracts Waivers](#)
Original Issuance Date: April 21, 2020
Expiration Date: December 31, 2020 (Extended since original issuance)
Overview: This interim policy action waives certain requirements of Regent Policy Document 13-1, General Contract Approval: Signature Authority and Approval, to allow the Executive Director and Corporate Secretary of the Office of the Board of Regents and the President of the UW System to execute grants from and contracts with private, profit-making organizations with a value of more than \$1,000,000 that would otherwise require formal approval of the Board of Regents prior to execution. This interim policy action only applies to grants and contracts that are necessary to respond to immediate resource needs resulting from the COVID-19 pandemic.
- [Interim Regent Policy Document Waiver #02: COVID-19 Leasing of Real Property Waiver](#)
Original Issuance Date: April 14, 2020
Effective Date: March 30, 2020
Expiration Date: December 31, 2020 (Extended since original issuance)
Overview: This interim policy action waives the requirements of Section 4 of Regent Policy Document (RPD) 13-2, Real Property Contracts: Signature Authority and Approval, to allow the UW System President and the Executive Director and Corporate Secretary of the Office of the Board of Regents to enter into leases of real property that would otherwise require Board of Regents approval. Signature authority under this interim policy action may only be authorized when the lease of real property addresses immediate resource needs resulting from the COVID-19 pandemic.
- [Interim Regent Policy Document Waiver #04: COVID-19 Financial Management of Auxiliary Operations-Transfers from Auxiliary Enterprises Waiver](#)
Original Issuance Date: May 5, 2020
Expiration Date: December 31, 2020 (Extended since original issuance)
Overview: The purpose of the interim policy is to provide campuses with greater flexibility in transferring fund balances between auxiliary operations and from auxiliary operations to other funding sources, to address financial needs resulting from the COVID-19 pandemic. Specifically, this interim policy waives the following policies or stated sections thereof which require auxiliary transfer requests be considered at the time of the Board of Regents' annual budget deliberations and provide UW institutions with some flexibility to transfer surplus funding from one auxiliary activity to another.
- [UWSA Policy 100 Interim 01: Study Abroad Emergency Reserve/Contingency Fund Requirement Waiver](#)
Original Issuance Date: April 9, 2020
Expiration Date: TBD by UW System President
Overview: This interim policy action temporarily waives the requirement for institutions to maintain a minimum emergency reserve/contingency fund for students studying abroad. Given the need to assist students abroad during the Coronavirus (COVID-19) pandemic, UW System administration is suspending the requirement of the emergency reserve/contingency fund until the end of the pandemic.
- [UWSA Policy 100 Interim 04: Lawton Undergraduate Minority Retention Grant Program Requirements Waiver](#)

Original Issuance Date: April 6, 2020

Expiration Date: August 31, 2021 (Extended since original issuance)

Overview: The purpose of this policy action is to accommodate circumstances presented by Novel Coronavirus (COVID-19) while maintaining the intent of UW System Administrative Policy 170, Lawton Undergraduate Minority Retention Grant Program.

- [UWSA Policy 200 Interim 01: Temporary Deferment of Full Criminal Background Check](#)

Original Issuance Date: May 4, 2020

Expiration Date: December 31, 2020 (Extended since original issuance)

Overview: Widespread public office closures and service reductions due to the COVID-19 public health emergency have impeded the ability of criminal background check vendors to deliver complete background checks within the timeframe normally required for our hiring process. Regent Policy Document 20-19, University of Wisconsin System Criminal Background Check Policy requires every institution to adopt a criminal background check policy consistent with the requirements of the Regent Policy, with the UW System Office of Human Resources assigned responsibility for reviewing and approving the local policies and ensuring consistency of practice. This policy establishes a uniform practice for what steps an institution may take when the completion of a full background check is delayed.

- [UWSA Policy 300 Interim 02: Capital Equipment Physical Inventory Review Extension](#)

Original Issuance Date: April 1, 2020

Expiration Date: December 31, 2020 (Extended since original issuance)

Overview: This interim policy provides an extension for the current cycle of biennial physical inventory review of capital inventory. UW System Administration (UWSA) understands that during the COVID-19 pandemic, resources are being diverted to activities other than employees' routine activities. As such, this interim policy provides institutions additional time to complete their inventory review.

- [UWSA Policy 1200 Interim 02: COVID-19 Leave Policy](#)

Original Issuance Date: March 17, 2020

Revision Date: April 21, 2020

Expiration Date: December 31, 2020 (Extended since original issuance)

Overview: This is an emergency policy implementing leave provisions and workplace flexibility options during the COVID-19 pandemic prioritizing the health and safety of the UW System community. This emergency policy is intended to meet and exceed the UW System's obligations under the federal and should be read as consistent with that law. This policy establishes standards for the continued pay and leave usage for UW System employees during the COVID-19 pandemic. To minimize the spread of the virus, many employees have been directed not to report to the workplace to facilitate social distancing. Many employees are able to perform their assigned duties remotely where possible and appropriate. Core operations must continue in this situation. Some employees will be required to perform their assigned duties on-site to maintain operations. Some employees cannot perform their assigned duties remotely; if these employees cannot perform their assigned duties, they may be directed to stay home. Employees may be reassigned to other duties as necessary based on operational need and capacity. The overarching goal is to keep our communities and institutions safe and healthy, while enabling as much of our mission-related activities to continue as possible.

- [UWSA Policy 1200 Interim 03: FMLA Expansion](#)
Original Issuance Date: March 31, 2020
Expiration Date: December 31, 2020
Overview: The purpose of this policy is to temporarily amend UW System Administrative Policy 1213, Wisconsin and Federal Family and Medical Leave Act in compliance with the provisions of the Families First Coronavirus Response Act of 2020. It provides additional paid family and medical leave for a qualifying need related to a public health emergency. It also expands the eligibility criteria for this specific type of Emergency Family and Medical Leave.
- [UWSA Policy 1200 Interim 04: Furlough](#)
Original Issuance Date: April 17, 2020
Revision Date: May 21, 2020
Expiration Date: June 30, 2022
Overview: The University of Wisconsin (UW) System is facing increased fiscal challenges as a result of the COVID-19 crisis. As a result, the University of Wisconsin System Board of Regents, under the authority granted to it in [Wis. Stat. s. 36.115](#), has authorized the UW System to implement a variety of workforce reduction and cost saving measures, beyond existing layoff policies, to address these financial challenges in a way that minimizes layoffs and maximizes the UW System's ability to continue to perform its critical educational and outreach mission. The furlough process is not a substitute for layoff, non-renewal, or termination processes as outlined in the Wisconsin Administrative code, systemwide policies, and institutional policies.
- [UWSA Policy 1200 Interim 05: Vacation, Compensatory Time and Personal Holiday Carryover](#)
Original Issuance Date: April 27, 2020
Expiration Date: June 30, 2021
Overview: The COVID-19 crisis has had a disruptive effect on employee schedules, including the ability to take planned time off. Some employees have vacation or personal holidays that must be used by June 30, 2020 or they risk forfeiting those paid time off entitlements. This interim policy temporarily amends sections of three UW System Administrative policies related to the carryover of these paid leave entitlements to allow employees the option of carrying over these leave balances for an additional year.
- [UW System Administrative Policy SYS 1000-01: Interim: Information Security: Awareness Training Extension](#)
Original Issuance Date: March 25, 2020
Expiration Date: Determined by UW System President
Overview: This interim policy provides an extension on the required information security awareness training for UW System students and employees who access University of Wisconsin (UW) System information technology assets. UW System Administration (UWSA) understands that during the COVID-19 pandemic, resources are being diverted to activities other than employees' routine activities. As such, this interim policy provides students and employees who have a training deadline during the pandemic additional time to complete their information security awareness training.

Recent Policy and Procedure Changes Approved by UW System

- [Revised: UW System Administrative Policy 540: Non-Competitive Procurements](#)
Original Issuance Date: October 15, 2019
Revision Date: October 26, 2020
Overview: To establish policy and procedure when awarding a non-competitive contract to a supplier for goods or services.
- [Revised: UW System Administrative Policy 820: Segregated University Fees](#)
Original Issuance Date: Unknown
Revision Date: October 20, 2020
Overview: Technical revisions made.
- [Revised: UW System Administrative Policy 805: Tuition and Fee Policies for Credit Instruction](#)
Original Issuance Date: February 1, 1993
Revision Date: August 24, 2020
Overview: This policy outlines statutory, Board of Regents, and administrative policy provisions with respect to the payment and refund of fees and a variety of specialized fee assessment issues.
- [Revised: UW System Administrative Policy 300- Interim 02: Interim: Capital Equipment and Maintenance Repair and Operations Physical Inventory Review Extension](#)
Original Issuance Date: April 1, 2020
Revision Date: June 18, 2020
Expiration Date: December 31, 2020
Overview: This interim policy provides an extension for the current cycle of biennial physical inventory review of capital inventory and the annual physical inventory requirement of maintenance repair and operations (MRO) inventory. UW System Administration (UWSA) understands that during the COVID-19 pandemic, resources are being diverted to activities other than employees' routine activities and staff who conduct the inventory may be working remotely. As such, this interim policy provides institutions additional time to complete their inventory review.
- [Revised: UW System Administrative Policy 1224: Summer Prepay Deductions and Summer Session Benefits Eligibility](#)
Original Issuance Date: July 1, 2015
Revision Date: July 17, 2020
Overview: The purpose of this policy is to set forth the guidelines for the following:
 - Maintaining employee benefit coverage over the summer months for faculty, academic staff, limited appointees, student assistants and employees-in-training that are on an academic year contract or on an annual contract that does not include work for one or more summer months.
 - Benefit eligibility for employees whose first appointment is a summer service or summer session appointment.
 - Administration of benefit changes that occur during a short work break.
- [Revised: UW System Administrative Policy 425: Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation](#)
Original Issuance Date: October 5, 2015
Revision Date: June 9, 2020

Effective Date: July 1, 2020

Overview: The objectives of this policy are as follows: Prescribe the mileage reimbursement rate. Prescribe requirements for using contract vehicle rental vendors. Communicate driver authorization requirements. Define responsibility for determining the most appropriate mode of transportation. Define vehicle expenses that can be paid with University funds. Define business mileage and calculation of miles for reimbursement. Define responsibilities for institutions that operate a fleet.

- [Revised: UW System Administrative Policy 420: Travel & Expense - Meal and Incidental Expense \(M&IE\) Per Diem Allowance Reimbursements](#)

Original Issuance Date: October 5, 2015

Revision Date: June 9, 2020

Effective Date: July 1, 2020

Overview: This policy has been issued under the authority of the Board of Regents as it relates to the governance of university travel and expense policies created under [Wis. Stat. s. 36.11\(56\)](#).

- [Revised: UW System Administrative Policy 415: Purchase & Payment of Lodging](#)

Original Issuance Date: October 5, 2015

Revision Date: June 9, 2020

Effective Date: July 1, 2020

Overview: The objectives of this policy are as follows: Consolidate travel dollars spent for lodging and hotel based meeting & events needs with select UW System contracted or partnership lodging properties located in top travel destinations for the purposes of obtaining optimal rates with greater availability, enhanced services, favorable terms, and included amenities for top travel destinations. Designate Concur or use contracted travel agencies as the preferred methods for making individual lodging reservations to achieve benefits. Define options for payment. Clarify allowable lodging expenses. Prescribe maximum rates for lodging. Define receipt and expense reporting requirements in accordance with applicable tax laws. To provide an exception process for the procurement and payment of lodging when traveling to locations that lack lodging availability within policy constraints.

- [Revised: UW System Administrative Policy 405: Travel and Expense- General Travel & Expense Policy](#)

Original Issuance Date: March 9, 2015

Revision Date: June 9, 2020

Effective Date: July 1, 2020

Overview: The purpose of this policy is to establish the general parameters for conducting university-sponsored travel and accounting for expenses.

- [Revised: Interim Regent Policy Document Waiver #01: COVID-19 Grants and Contracts Waiver](#)

Original Issuance Date: April 21, 2020

Revision Date: June 8, 2020

Expiration Date: December 31, 2020

Overview: This interim policy action waives certain requirements of [Regent Policy Document 13-1, General Contract Approval: Signature Authority and Approval](#), to allow the Executive Director and Corporate Secretary of the Office of the Board of Regents and the President of the UW System to execute grants from and contracts with private, profit-making

organizations with a value of more than \$1,000,000 that would otherwise require formal approval of the Board of Regents prior to execution. This interim policy action only applies to grants and contracts that are necessary to respond to immediate resource needs resulting from the COVID-19 pandemic.

- [Revised: Interim Regent Policy Document Waiver #02: COVID-19 Leasing of Real Property Waiver](#)
Original Issuance Date: April 14, 2020
Revision Date: June 8, 2020
Expiration Date: December 31, 2020
Overview: This interim policy action waives the requirements of Section 4 of [Regent Policy Document \(RPD\) 13-2, Real Property Contracts: Signature Authority and Approval](#), to allow the UW System President and the Executive Director and Corporate Secretary of the Office of the Board of Regents to enter into leases of real property that would otherwise require Board of Regents approval. Signature authority under this interim policy action may only be authorized when the lease of real property addresses immediate resource needs resulting from the COVID-19 pandemic.
- [Revised: Interim Regent Policy Document Waiver #04: COVID-19 Financial Management of Auxiliary Operations-Transfers from Auxiliary Enterprises Waiver](#)
Original Issuance Date: May 5, 2020
Revision Date: June 8, 2020
Expiration Date: December 31, 2020
Overview: The purpose of the interim policy is to provide campuses with greater flexibility in transferring fund balances between auxiliary operations and from auxiliary operations to other funding sources, to address financial needs resulting from the COVID-19 pandemic. Specifically, this interim policy waives the following policies or stated sections thereof which require auxiliary transfer requests be considered at the time of the Board of Regents' annual budget deliberations and provide UW institutions with some flexibility to transfer surplus funding from one auxiliary activity to another.

Proposed Changes to UW System Administrative Policies & Procedures

- [Proposed Policy: UW System Administrative Policy 110: Criteria and Approval of Wisconsin Technical College System Liberal Arts and Pre-professional Transfer Programs](#)
Original Issuance Date: January xx, 2021
Comments Due: January 20, 2021
Overview: The purpose of this policy is to provide guidance and principles for the establishment, review and approval of Wisconsin Technical College System Collegiate Transfer programs in fulfillment of [Wis. Stats. 36.31](#).
- [Proposed Policy: UW System Administrative Policy 807: Medical Withdrawal](#)
Original Issuance Date: December xx, 2020
Comments Due: December 18, 2020
Effective Date: September 1, 2020
Overview: This policy outlines provisions with respect to medical withdrawals and refunds beyond the 100 percent refund date.

- [Proposed Revision: UW System Administrative Policy 115: Associate Degree Standards](#)
Original Issuance Date: July 1987
Comments Due: January 20, 2021
Revision Date: January xx, 2021
Overview: The purpose of this policy is to guide coordination and adaptation of common standards for associate degrees across the UW System. This policy is intended to help those institutions interested in starting up or expanding an associate degree program in meeting systemwide learning goals and in meeting national standards for two-year degrees. The purpose of this policy is to guide coordination and adaptation of common standards for associate degrees across the UW System. This policy is intended to help those institutions interested in starting up or expanding an associate degree program in meeting systemwide learning goals and in meeting national standards for two-year degrees.
- [Proposed Revision: UW System Administrative Policy 2: Development, Revision, and Approval of Academic and Student Affairs Policies](#)
Original Issuance Date: August 11, 2016
Comments Due: January 20, 2021
Revision Date: January xx, 2021
Overview: Academic and Student Affairs policies, procedures, and guidelines must be up-to-date, consistent in format and how they are approved, and easily accessible and understandable to stakeholders. This policy on the development and approval of Academic and Student Affairs policies and procedures is issued to promote these objectives.
- [Proposed Revision: UW System Administrative Policy 3: Development, Revision, and Approval of Finance and General Administration Policies & Procedures](#)
Original Issuance Date: October 23, 2015
Comments Due: December 4, 2020
Revision Date: December xx, 2020
Overview: The purpose of this policy is to establish a process for the development, revision, review and approval of all UW System Finance and General Administration Policies and Procedures.
- [Proposed Revision: UW System Administrative Policy 160: Faculty Sabbatical Program](#)
Original Issuance Date: May 1977
Revision Date: December xx, 2020
Overview: The policy's purpose is to provide information on eligibility and procedures for the UW System faculty sabbatical program.
- [Proposed Revision: UW System Administrative Policy 146: University of Wisconsin System Faculty and Academic Staff Abroad](#)
Original Issuance Date: April 2008
Revision Date: December xx, 2020
Overview: This policy provides information about expectations for University of Wisconsin System faculty and academic staff when they are participating in study abroad or study away.
- [Proposed Revision: UW System Administrative Policy 145: Development and Operation of Off-Campus International and Study Away Educational Programs from University of Wisconsin System Students](#)

Original Issuance Date: October 1, 1993

Revision Date: December xx, 2020

Overview: The purpose of this policy is to establish requirements and guidelines for the development and operation of international and study away educational programs.

Draft Proposals to Repeal, Remove or Update Regent Policy Documents (RPDs)

- [Proposed Revision: Regent Policy Document 2-2: Statement of Expectations of Board Members](#)

Original Issuance Date: July 16, 1993

Last Revision Date: November 15, 2018

Comments Due: November 27, 2020

Overview: The primary purpose of this proposed revision is to meet formatting standards for Regent Policy Documents as outlined in RPD 2-3, "Standards and protocol for Regent Policy Documents."

- [Proposed Rescission: Regent Policy Document 4-15: Excess Credit Policy](#)

Original Issuance Date: December 5, 2012

Rescission Date: N/A

Overview: Excess Credit Policy, requires institutions to charge resident undergraduate students who accumulate more than 165 credit hours or 30 credits more than required by a degree program, whichever is greater, an additional fee of 100 percent of resident tuition. One recent national peer-reviewed study found that the ECH surcharge policies do not improve graduate outcomes. Further, the study found that ECH surcharges increase student debt, with the most adverse impact on first-generation and low-income students.

UW-WHITEWATER

What is a Practice Directive and Procedure?

The University of Wisconsin-Whitewater is committed to establishing and maintaining institutional best practices. In support of this commitment to conduct the business of the University and its campus community in a consistent and orderly manner, we will work to develop practice directives and procedures to make our Administrative processes and practices more effective, and so that procedures are understood by the campus community.

Practice directives aim to make simple compliance with UW System or campus policies, State Statutes, and other legal requirements. Practice directives and procedures are guiding principles for decision-making and related processes at all levels of the organization.

They serve the purpose of standardizing Administrative processes, encouraging transparency, ensuring easy access to resources and other important information, as well as aiding in promoted understanding of University compliance as well as UW System, State and Federal policies.

Completed Practice Directives and Procedures

- [Delegation of Authority](#)
- [Fiscal](#)
- [Project Evaluation Request](#)
- [Contract Management](#)
- [Housing & Dining Contract Exemption & Release](#)
- [Records Management](#)
- [University Business Travel](#)
- [Hearing Protection](#)
- [Service Animals](#)
- [Fleet Management](#)
- [PCI Management](#)
- [Warhawks Return Plan](#)
- [Information Security: Account Lifecycle](#)
- **NEW** [Information Security: Shared Accounts](#)

Practice Directives and Procedures In Progress

Practice Directives and Procedures	Department	Contact Person
Hiring and Staffing	Human Resources	Janelle Crowley, Chief Human Resource Officer
Hate/Bias Incident Response	Chancellor's Office	Kenny Yarbrough, CEDIO
Tuition Reimbursement & Professional Development	Human Resources	Janelle Crowley, Chief Human Resource Officer
Miscellaneous Complaints Procedure	Administrative Affairs	Alexandra Stokes, Quality Assurance Improvement Manager
Immigration Sponsorship	Human Resources	Margaret Wheeler, Immigration and AA Specialist
Export Controls	Research and Sponsored Programs	Carl Fox, Research Director
Work Study	Financial Aid	TBD
Concurrent Enrollment	Financial Services	Deborah Gilbert, Financial Program Supervisor
Cash/Credit Handling Best Practices	Financial Services	Todd Carothers, Director of Financial Services
In-Kind Donations	Philanthropy and Alumni Engagement	Julie Abramson, Donation and Matching Gift Coordinator
Emeritus Status	Human Resources	Janelle Crowley, Chief Human Resource Officer
Code of Ethics	Human Resources	Janelle Crowley, Chief Human Resource Officer
Open Meetings	Administrative Affairs	Alexandra Stokes, Quality Assurance Improvement Manager
Honorary Degrees	Chancellor's Office	Alexandra Stokes, Quality Assurance Improvement Manager

Campus Food and Catering	Catering, Reservations	Bob Barry, Executive Director of University Center
Required Disclosures (UW System Policy 136)	Dean of Students	Artanya Wesley, Dean of Students
Outside Activity Reporting (OAR)	Administrative Affairs	Alexandra Stokes, Quality Assurance Improvement Manager
Purchasing Inventory	Facility Planning & Management	Josh Filer, Inventory Control Supervisor
Lab Safety	Research & Sponsored Programs	Carl Fox, Director of Research Administration
Purchasing Card	Administrative Affairs	Ryan Moore, Purchasing Manager
Employee Performance Management	Human Resources	Janelle Crowley, Chief Human Resource Officer
Sponsorship	Administrative Affairs	Alexandra Stokes, Quality Assurance Improvement Manager
Digital Swap Shop	Facility Planning & Management	Josh Filer, Inventory Control Supervisor
Grant Funds	Research & Sponsored Programs	Carl Fox, Director of Research Administration
I-9 Procedure	Human Resources & Diversity	Margaret Wheeler, Immigration and AA Specialist
Keys and Access	Police Department & Facilities, Planning & Management	Chief Kiederlen, Police Department and Maureen Quass, Project Coordinator
Performance Management	Human Resources & Diversity	Janelle Crowley, Chief Human Resource Officer
Green Initiatives	Sustainability Office	Wes Enterline, Sustainability Director
Tuition Remission	Financial Services	Todd Carothers, Director of Financial Services
Prizes, Awards, and Gifts	Financial Services	Todd Carothers, Director of Financial Services
Technology Acquisition	Purchasing & iCIT	Ryan Moore, Director of Procurement and Elena Pokot, CIO
Unconscious Bias Training	Human Resources & Diversity	Gina Elmore, Development Coordinator
Printing Best Practices	Administrative Affairs	Alexandra Stokes, Quality Assurance Improvement Manager
Facilities and Grounds Use	Police Department, Facilities, Planning & Management	Chief Kiederlen, Police Department and Maureen Quass, Project Coordinator
Indirect Costs	TBD	TBD
Chargebacks	TBD	TBD
Remission Rates	TBD	TBD
Administration of Lump Sum	TBD	TBD

For more information, please contact the Quality Assurance Improvement Manager, via email at stokesa@uww.edu or by telephone at (262) 472-1772.