Academic Staff Assembly

Present	Jessica Berge, Susan Chandler, Nina Denis, Michael Gorman, Christine Hoover, Brenda Johansen, Rick Pues, Huckleberry Rahr, David Reinhart, Terry Tumbarello, JP Villavicencio, Jessica Walz, Abbie Windsor
Excused	Cody Busch, Ciera Edwards, Patricia Fragola, Becky Jones
Priority Business	• Meeting called to order at 12:31 p.m. • Review/Approval of December 1, 2021 Minutes. Motion - Sue Chandler, Second - Rick Pues. No discussion, passed unanimously.
Chair's Report	• Welcome • Guest Speaker: Dr. Matt Aschenbrener, Associate Vice-Chancellor for Enrollment and Retention, to speak about the Strategic Enrollment Management Plan. Charged over the summer by provost to convene a group to begin building next SEMP. Created a 23-person committee. 8 scheduled meetings, most complete. Committee was very ready to look at new initiatives, and included 2 representatives from each governance group. Brainstormed to develop new initiatives, including a survey to campus to generate ideas. Dr. Aschenbrener presented a draft list of the various planned actions, which can be viewed in Appendix A. Some specific initiatives reviewed at a high level included online programs, pathways for success, a chatbot, the navigate program, increased scholarship opportunity connections with donors, learning community reestablishment, support for Latinx students, recruiting international students, re-recruitment of stop outs or 90+ credit students, and graduate micro-credentials/certificates. A few items that were moved to committee work or "Just Do It" initiatives include the expansion of 4-year programs to the Rock campus, a review of barriers and holds on student accounts to avoid preventing registration whenever possible, and loan programs/payment plans. 60-70 individuals across the campus have spent significant time tackling each of these 14 individual items in depth. Next plan is to discuss with governance groups, bring results to cabinet, provide recommendations, and move forward. Items on the presented list are about a third of the overall planned SEMP. Sue asks for the planned timeline. Dr. Aschenbrener notes that he was asked for a written plan covering the next 3 years to cabinet by 2/1/22. He also notes that we learned from the last round of SEMP that it takes a long time to get things up and running, including going through HR and Budget, so this round proposes immediate approval for any positions and a goal of 7/1/22 hiring, assuming approval. Abbie asks about the tuition setup between the College of Integrated Studies and the main campus, noting that from a tuition standpoint, that calculation could get difficult if moving to 4-year plans or making it more broadly accessible. Dr. Aschenbrener notes that his understanding is that if a program was added to the Rock Campus, it would be taught there, but would not become a program within the College of Integrated Studies. Mike notes that the plan would mean that the current Colleges would simply expand

	to having classes offered at the Rock Campus. Dr. Aschenbrener notes that if ASA has any particular priority areas they would like to see pushed forward, he would like to hear them.
	• Terry had a meeting with ICIT Director Pokot to address legacy NetID issue. Productive meeting. Director Pokot explained in detail that to change existing staff over to the "non-student" NetID would take many hours of labor. When discussing new staff, it was explained that it would still be labor intensive to set up a separate system removing legacy NetIDs automatically, as existing student NetIDs are already tied to systems. Ultimately, Terry and Director Pokot agreed that this issue would not be going away- it has been ongoing and has a broad effect. Director Pokot has agreed to create a proposal for several different solutions, including the potential cost. The hope is for campus administration, in consultation with shared governance to review these options in the middle of February or so. Erica Schepp asks in chat what other UW schools are doing. Terry notes that he brought this up in system meetings, and most noted that this is not currently an issue, or that it was an issue in the past but has been corrected.
	• Meeting modality for spring semester: Plan is to have 3 in-person meetings in the spring, with the first being January 12 (with an Outreach Committee event prior to the meeting), and potentially March 9 and April 13 as additional days along with a possible May date. These days would still include a WebEx participation option as well as a streaming solution for staff members to view meeting. This will continue to be tweaked as the pandemic situation changes. Huckleberry asks whether there would still be a chance to watch for people unable to participate in person. Terry responds that this is the plan, with the details being worked out.
	• Shared Resolution: Tuition Reimbursement: Successfully passed by all 4 governance groups and transmitted to Chancellor's Office. Interim Chancellor Henderson responded immediately that he is in favor of this, and the governance groups await a more detailed response for action on this item.
	• December ASA System Meeting: Majority of meeting centered around TTC process, specifically the appeals process. A resolution was formally drafted requesting an extension of the appeals date from 12/31/21 to 2/18/22. No response has been received formally as of yet, although System did note that some level of extension may be possible. Terry believes that it will be moved back, but potentially not as far as mid-February.
	• TTC Appeals rollout: Terry sent an announcement to all academic staff, and USC sent an announcement to all university staff, so it is hoped that everyone is well-informed of the process. If anyone has questions, please direct them straight to Terry.

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	• Please send feedback in chat or email about the System announcement on the extension of the pay scale for the open Chancellor's positions (specifically Madison and Milwaukee, but potentially looking at the remaining System schools). The System Chair group is currently objecting to this, while questions remain about the pay plans for all employees, and asking that the same research into adjusted pay scales be extended to all positions.
Vice-Chair's Report	• University Program Array Review Committee: CPARC Committees should be working on Program Array Review. Each college has a liaison from the UPARC Committee. Progress reports were due December 3rd from the college liaisons. CPARC final reports due January 18th. Once these final reports are received from the CPARCs, UPARC will begin drafting the 5-year academic plan.
Communications Director's Report	• No report
Faculty Senate Liaison's Report	• Sue notes that FS is reviewing tenure tracks and FTEs, which will continue in Spring. For all instructional staff, changes to definition of modalities should be reviewed- double check to make sure that courses are being defined as they should be. Huckleberry asks what that means, and Sue notes that the definitions are being streamlined to ensure consistency. Abbie notes that the details can be found at https://www.uww.edu/documents/registrar/Schedule%20of%20Classes%20Prep%20Info/UPDATED%20Schedule%20of%20Classes%20Manual%20December%202021%20for%20Fall%202022%20Modalities.pdf and JP clarifies that the changes will take effect in the Fall of 2022.
Actionable Items:	• The By-Laws Committee presents multiple proposals (Christine Hoover, Brenda Johansen, Rebecca Jones, Rick Pues) for review and vote. • Proposed updates to **Chapter I, Article VIII, Section 1** were presented by the By-Laws Committee (See Appendix B). A motion to accept these changes was made by Christine Hoover, seconded by Sue Chandler. No discussion followed. • A proposal for the creation of **Chapter I, Article VIII, Section 5** was presented by the By-Laws Committee (See Appendix B). A motion to accept this new section was made by Huckleberry Rahr, seconded by Sue Chandler. Discussion followed on whether retroactive changes were necessary, but members agreed that the only charge in this instance was to ensure appropriate by-laws moving forward. All members present vote aye, motion carries unanimously. • A proposal for the creation of **Chapter I, Article VIII, Section 6** was presented by the By-Laws Committee (See Appendix B). A motion to accept this new section was made by Sue Chandler, seconded by Huckleberry Rahr. No discussion followed. All members present vote aye, motion carries unanimously.

	• A proposal to update **Chapter II, Article I (Standing Committees)** was presented by the By-Laws Committee (See Appendix C). A motion to accept these changes was made by Brenda Johansen, seconded by Rick Pues. No discussion followed. All members present vote aye, motion carries unanimously. • A proposal to update **Chapter II, Article II (Function, Membership and Term of Standing Committees- Introduction)** was presented by the By-Laws Committee (See Appendix D). A motion to accept these changes was made by Brenda Johansen, seconded by Sue Chandler. No discussion followed. All members present vote aye, motion carries unanimously. • A proposal to update **Chapter II, Article II (Function, Membership and Term of Standing Committees- Committee List)** was presented by the By-Laws Committee (See Appendix E). A motion to accept these changes was made by Brenda Johansen, seconded by Mike Gorman. No discussion followed. All members present vote aye, motion carries unanimously. • A proposal to update **Chapter II, Article III (Ad Hoc Committees)** was presented by the By-Laws Committee (See Appendix F). A motion to accept these changes was made by Brenda Johansen, seconded by Christine Hoover. No discussion followed. All members present vote aye, motion carries unanimously. • A proposal to update **Chapter II, Article IV (Committee Reports)** was presented by the By-Laws Committee (See Appendix G). A motion to accept these changes was made by Brenda Johansen, seconded by Christine Hoover. No discussion followed. All members present vote aye, motion carries unanimously. • A proposal for the creation of **Chapter II, Article V (University- and System-Level Committees)** was presented by the By-Laws Committee (See Appendix H). A motion to accept these changes was made by Brenda Johansen, seconded by Rick Pues. No discussion followed. All members present vote aye, motion carries unanimously.

Academic Staff Committee Reports	• Awards – no report
	 • Elections – no report
	 • Promotions – Sue notes that today is the final day for applications. Currently have 12 applications and the applicant experience seems to have been smooth so far.
	 • Outreach (including Onboarding)
	     ○ Next Social: Wednesday, January 12th 11:30-12:30 *(before ASA) (in person) Open to all, including new employees looking for a chance to meet a variety of staff members.*
	     ○ Hoping to do an activity like this every spring and fall as a part of the onboarding process to welcome new academic staff.

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	• Titling- see Chair's report • Title appeals – see Chair's report • Ad Hoc: By-Laws ○ Constituencies will be actionable item at January 12th meeting • Ad Hoc: Personnel Rules- Patty sent a report that the Personnel Rules Committee has met several times, and continues to forge ahead.
Other Business	• Working Group on Continuous Improvement Shared Resolution – Brenda Johansen reports that the shared governance working group has received feedback from all governance groups and are working to incorporate that feedback, as well as the concerns shared. The plan is to regroup in January to make updates, and to present a resolution in February to all governance groups, with a presentation from the full working group at that time to answer questions. • Meeting Adjourned at 1:43 p.m.

Minutes: December 15, 2021 (12:30-1:45)

Appendix A- Draft Strategic Enrollment Planning Action Plan List

(for presentation and record-keeping purposes only- not intended to be viewed as a final document)

Strategic Enrollment Planning Action Plan List

DRAFT - December 2021 - DRAFT

Plan Number	New Students	Est. Annual Costs	New FTE	Net Revenue After 4 yrs
1. Expand Online Programs	Potential	Yes	0	Potential
2. Expand Pathway for Success	100 NF	$150K-$375K	2-5 FTE	Need to update
3. Chatbot	NA	$40K	0	$0
4. Increase Scholarships	NA	$20K	0	$0
6. Advising (Navigate and college support)		$200K	3 FTE	Need to create
7. Re-establishing Learning Communities	6 NF, retain 24	$171K	1FTE 1 GA	$390,000
8. Increase support for Latinx students	20 NF increase to 50	$515K	4FTE	$980,000
12. International student recruitment	5 NF	$100K	1FTE	$115K
13. Re-recruitment of stopouts and 90+	85 TR	$120K	1FTE 2 GAs	$1.1M
14. Graduate microcredentials and certificates	20 Grad	$170K	1FTE (ID)	$200K

Items moved to Just Do It/Committees:

5. Expand 4-year programs to Rock Co campus	NA	$50K 1x	0	
9. Review Barriers and Holds	NA	$0	0	
10. 8-week classes and teaching modalities	NA	$0	0	
11. Loan program and payment plans	NA	$0	0	

New FR = new freshmen; TR = new transfer; Grad = graduate student; returning = returning sophomore

2021-2022 By-Laws Committee:
Christine Hoover (Chair)
Brenda Johansen
Becky Jones
Rick Pues

Proposed changes to Article VIII – Meetings in the ASA By-Laws
- Proposal 1: change section 1 – Regular Meetings
- Proposal 2: addition of Section 5 – Meetings Held Electronically
- Proposal 3: addition of Section 6 – Conducting Business Over Email

Key:
- **Current by-laws language is noted in non-yellow highlighting.**
- **Areas in Gray provide the rationale for the proposed changes/additions.**
- **Areas in yellow are the proposed changes/additions.**

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.

Proposed change to section 1 above:
Proposed change to wording to replace: 12:00 noon
Proposed wording changed to: **"at a designated meeting time to be published at the beginning of each semester"**
Rationale: *The current ASA meeting time is 12:30 which is a practice not inline with the by-laws. The proposed change allows for more flexibility in the time but establishes that it must be set for the semester and published.*

Sections 2, 3, and 4 have no proposed changes but are listed below as a reference for the complete meetings section for the by-laws

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 Executive Committee under the guidance of the Chair and shall be distributed at least two (2) 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.

Proposed sections to be added the current by-laws meetings sections:

Proposed addition of Section 5 to the by-laws:

Rationale: Robert's Rules of Order was updated to the 12th edition in 2020 in reaction to the pandemic. It includes "Sample Rules for Electronic Meetings". The proposed language for sections 5 and 6 has been adapted to ASA from the samples recommended by Robert's Rules and the National Association of Parliamentarians.

Per Robert's Rules of Order: *As noted in Robert's Rules of Order Newly Revised, there is an increasing preference among some organizations to transact business at "electronic meetings," in which some or all of the members communicate through electronic means such as the Internet or by telephone. Regarding the proper authorization of such meetings, and their limitations, please refer to the subsection entitled Electronic Meetings [RONR (11th ed.), pp. 97–99], wherein it is stated that when electronic meetings are authorized—which, in the case of a board or other assembly, always requires a bylaw provision—additional rules should be adopted to govern their conduct. Depending on the nature of the rules and the specific provisions of the bylaws, such additional rules may be placed in the bylaws, adopted as special rules of order or standing rules, or contained in instructions from a superior body. The additional rules appropriate to a particular organization's electronic meetings may depend on many factors, such as the number of members in the organization, the nature and complexity of the business to be transacted, the organization's need for confidentiality in its proceedings, and the funds available.*

Currently, ASA has been conducting meetings via WebEx which is not specifically permitted or defined in the bylaws.

Proposed addition to the by-laws:
Section 5 – Meetings Held Electronically
Except as otherwise provided in these bylaws, meetings of the Academic Staff Assembly may be conducted through use of Internet meeting services designated by the Chair. These electronic meetings of the Academic Staff Assembly shall be subject to all rules adopted by the Academic Staff Assembly to govern them, which may include any reasonable limitations on, and requirements for, members' participation. The information to access the electronic meeting shall be published.

Proposed addition of Section 6 to the by-laws:

Rationale: *Although Robert's Rules of Order discourages conducting meetings by e-mail alone, it does approve of conducting votes by e-mail if they are authorized in the bylaws and there are special rules in place to govern debate.* **Currently, ASA by-laws do not explicitly authorize voting by email nor does it provide for the rules of voting or recording the vote. This section brings our current practice of voting over email (especially during winter and summer breaks) in line with the by-laws.**

Proposed addition to the by-laws:
Section 6 – Conducting Business Over Email
If a matter cannot wait until the next scheduled meeting of the Academic Staff Assembly, business may be conducted over email.
Rules for conducting an e-mail vote:
1. The Chair, or designee, shall send out an email notice with the subject line "ASA: Motion #" and include any supporting documentation. This notice must include a specific timeframe (day, month, date, year, at time am/pm) to respond to the email with any discussion. The timeframe shall not be less than one business day. A second is not necessary for the motion to be considered.
2. Assembly members shall use "reply all" to the email motion to discuss the motion. After the noted timeframe for the motion has elapsed, the chair, or designee, shall reply all and change the "Motion" in the subject line to "ASA: Vote on Motion #". This notice must include a specific timeframe to "respond all" to the email with a vote of "I vote yes" or "I vote no" or "I abstain" as the only response.
3. After the noted timeframe for the motion has elapsed, the chair, or designee, shall tally the results. In the event of a tie, the chair shall reply all with their vote to break the tie.
4. The chair, or designee, shall reply all with the results of the vote, including whether a quorum was reached.
5. The Communications Director shall compile and maintain the complete thread of the motion and its disposition and draft the minutes.
6. The minutes shall be included on the agenda and approved at the next scheduled Academic Staff Assembly meeting.

References:
Roberts Rules: http://robertsrules.com/wp-content/uploads/2020/08/electronic-meeting-sample-rules.pdf
National Association of Parliamentarians (NAP): https://www.parliamentarians.org/

By-laws Proposals – Chapter II – Governance Structure (for 12/15/2021 ASA review)

Chapter II - Article I - Standing Committees

Current By-laws (4/14/2021)

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. Outreach
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.

Proposed (12/15/2021):

During the first meeting of the Academic Staff Assembly each fall, a list of standing committees shall be presented by the Chair and reviewed for approval by the membership for continuation or a pause in duties for that year. Standing committee lists shall include the committee function, terms of office, membership makeup, and any required timeline of work. Upon completion of review by the assembly, standing committees shall be designated as active or on hold for the year. A request to update this committee status may be entertained as a motion and voted upon by the assembly at any time.

The list of standing committees for annual review shall include:
1. Elections and Balloting
2. Outreach
3. Professional Development
4. Promotions
5. Rewards and Recognition

(remaining text moved to fall under function and membership)

By-laws Proposals – Chapter II – Governance Structure (for 12/15/2021 ASA review)

Chapter II - Article II - Function, Membership and Term of Standing Committees (Introduction)

Current By-laws (4/14/2021)

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.

Proposed (12/15/2021):

Function and membership of standing committees of the Academic Staff Assembly shall be as described
below.

Committee chairs shall be named by the Vice Chair of the Academic Staff Assembly or appointee each year
following elections. Committee members are ineligible to take part in any selection/election process for an
award or position for which they are nominated.

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. Standing committee terms follow the term definitions and timelines
established in Chapter I, Article III, Section 3 - Term of Office, regardless of committee member's election to
assembly membership.

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.

By-laws Proposals – Chapter II – Governance Structure (for 12/15/2021 ASA review)

Chapter II - Article II - Function, Membership and Term of Standing Committees (Committee List)

Current By-laws (4/14/2021)

Section 1 - 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 composed of four (4) academic staff members: two (2)
instructional and two (2) non-instructional members.

Section 2 - Economic Issues Committee
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 composed of six (6)
academic staff members: three (3) instructional and three (3) non-instructional.

Section 3 - Elections and Balloting Committee
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 composed of three (3) members with at least
one (1) instructional and one (1) non-instructional member.

Section 4 - Government Relations Committee
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 composed of four academic staff members:
two (2) instructional and two (2) non-instructional
members.

Section 5 - Outreach Committee
1. Function - The Outreach Committee structures and administers orientation for academic staff. The
committee also facilitates academic staff participation in shared governance and the University committee and
is responsible for other outreach functions.

2. Membership - The Outreach Committee shall be composed of three (3) members with at least one (1) instructional and one (1) non-instructional member. The committee is chaired by the Vice-Chair of the Assembly.

Section 6 - 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 shall be composed 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.

Section 7 - Promotions Committee
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 shall be composed 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.

Section 8 - Rewards and Recognition Committee
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 shall be composed of five (5) members with non-instructional staff status.

Section 9 - Review Committee
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 shall be composed of three (3) instructional and three (3) non-instructional staff members. In addition, the Chancellor shall appoint two (2) members each from the instructional and non-instructional areas.

Section 10 - Title Appeals Committee
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 shall be composed 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).

Section 11 - Titling Committee
1. Function - The Titling Committee assigns titles and pay grades to all academic staff.
2. Membership - The Titling Committee shall consist of the Provost, or designee, as Chairperson; the Director of Human Resources and Diversity and the Director of Office of Budget, Planning and Analysis; and four (4) members of the academic staff, appointed by the Chair of the Academic Staff Assembly. At least one (1) of the appointees will be from Category B (instructional) staff and at least two (2) from Category A (non-instructional). No two (2) committee members may be from the same organizational unit or academic department (i.e. Library, Career & Leadership Development, History or Marketing). All members of this committee may exercise voting rights.
3. Jurisdiction - The Titling Committee shall have jurisdiction over the assignment of Academic Staff titles to academic staff positions as follows:
a. Category A New Positions - All new academic staff positions will be evaluated and assigned an academic staff title by the Titling Committee prior to recruitment and filling of the positions.
b. Category A Vacant Positions - If a vacant position is restructured upon becoming vacant, it will be considered a new position and will be assigned a title in accordance with the procedures for titling a new position. If, however, the responsibilities of a vacated position will remain unchanged when the position is refilled, the same title may be used without further review by the Titling Committee.
c. Category A Changed Positions - If an employee, supervisor or Dean/Division Head believes that a currently filled position's level of responsibility and/or duties have changed significantly since it was assigned its current title, an application may be made to the Titling Committee for a review of the position for possible retitling.
d. Category A Distinguished Prefix - The Titling Committee will review and evaluate the credentials of academic staff members seeking the Distinguished prefix, and will make an advisory recommendation to the Chancellor, who has sole authority for awarding the Distinguished prefix.
e. Category B Prefix Designations - The Titling Committee will review and render decisions on requests for prefix changes from Associate Lecturer to Lecturer, and from Lecturer to Senior Lecturer.
f. Conversion of Classified Positions to Unclassified - The Titling Committee will review and analyze requests for the conversion of a classified position to unclassified, and will recommend approval or denial to the Chancellor, who will either uphold or overturn the committee's recommendation. The Chancellor's decision is subject to review by UW System Administration and the Department of Employment Relations. If the position is approved for conversion, the Titling Committee will assign an Academic Staff Title in accordance with the procedures for titling a new position.
4. Terms - Committee members appointed by the Assembly Chair may serve a maximum of two (2) consecutive three-year (3) terms. If appointed initially to fill the unexpired term of an Assembly member who has resigned, the individual may serve an additional two (2) consecutive three-year (3) terms, if reappointed by the Assembly Chair at the conclusion of the partial term. A person who has served a maximum term is eligible for reappointment after three (3) years.
5. Quorum - Four (4) members of the committee will constitute a quorum. All decisions require a majority vote of those present and voting.
6. Meetings - The Titling Committee will meet monthly unless no titling or conversion requests have been received. Ordinarily the committee will meet face-to-face but may meet virtually if a majority of the committee agrees to do so. The Chair of the committee will report its decision to the affected parties within one (1) week following the meeting.
7. Titling Committee Action - The supervisor of the position will be afforded an opportunity to meet with the Committee to clarify any details about which the Committee has questions. The Provost will notify the

supervisor of the committee's title decision within one (1) week after the meeting at which the position is considered.

8. Appeals - Decisions of the committee on retitling requests of occupied positions may be appealed to the Title Appeals Committee as described in Section VI of this chapter. Decisions of the committee on title assignments for new and redesigned vacant positions are final.

9. Records Retention - The Titling Committee records shall be retained by the Provost for at least seven (7) years.

10. Criteria for Titling Decisions - The Titling Committee will utilize the Title Evaluation System for Unclassified Staff (Category A) established in March 1986 and revised in January 1989. The committee will review the Position Description Questionnaire and assign a point value to each response. The total point value establishes a salary range for the position. The committee will then assign a title which best describes the duties of the position, and also corresponds to the appropriate salary range. The assignment of an Academic Staff Title is based on the primary duties of the position, i.e., 50% or more of the duties assigned. The title decision is based upon the Guidelines and Definitions contained in University Personnel Guideline #1: Unclassified Titles.

11. Effective Date - If the position is retitled, the new title will take effect on the first of the month following the Titling Committee action.

12. Effect on Compensation - If the retitling of a position places it in a higher salary range, the incumbent will receive a salary increase of five (5) percent, or be moved to the minimum of the new salary range, whichever is greater, on the title change effective date, subject to the maximum of the range.

Chapter II - Article II - Function, Membership and Term of Standing Committees (Committee List)

Proposed (12/15/2021):

Elections and Balloting
1. Function -
- Solicit candidates for election for general membership of the Academic Staff Assembly
- Conduct elections
- Tabulate election results
- Report election results to Academic Staff Assembly
- Provide Executive Board with additional results if assembly seats must be filled
2. Membership -
- 3 or more academic staff

Outreach Committee
1. Function -
- Structure and administer orientation for academic staff
- Facilitate academic staff participation and engagement in shared governance
- Create and host outreach events
2. Membership
- 3 or more members, including at least one with instructional status
- Chaired by Vice Chair of the Academic Staff Assembly

Professional Development Committee
1. Function -
- Designated as "Active" when funding is available
- Solicit proposals by academic staff members for funding of professional development activities
- Establish proposal evaluation criteria
- Evaluate proposals
- Make recommendations to the Academic Staff Assembly for approval
2. Membership -
- 5 members, at least 2 of whom have instructional status
- Members elect an Evaluation Chair at first meeting

Promotions
1. Function -
- Structure and administer the academic staff promotions process
- Receive and review applications for promotion
- Report recommendations to the Academic Staff Assembly
2. Membership -
- 6 academic staff with instructional status
- Chairperson serves as Tabulator during review process and does not review or vote on promotion recommendations
- 5 committee members serve as voting Promotion Reviewers

Rewards and Recognition

1. Function -
- Designated as "Active" when funding is available
- Determine and administer overall rewards and recognition timeline
- Determine criteria for meritorious rewards
- Determine allocation and administration of funds
- Determine and track accountability of funds

2. Membership -
- 5 academic staff

By-laws Proposals – Chapter II – Governance Structure (for 12/15/2021 ASA review)

Chapter II - Article III - Ad Hoc Committees

Current By-laws (4/14/2021)

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.

Proposed (12/15/2021):

The Academic Staff Assembly is empowered to appoint ad hoc committees as deemed appropriate in order to
further the interests of academic staff. The function, length of term, and membership of the committee will be
determined based on the charge of the committee. Upon creation of an ad-hoc committee, the Academic Staff
Assembly shall review and publish each of these items, which will be included in committee reports.

By-laws Proposals – Chapter II – Governance Structure (for 12/15/2021 ASA review)

Chapter II - Article IV - Committee Reports

Current By-laws (4/14/2021)

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.).

Proposed (12/15/2021):

All committees under the purview of the Academic Staff Assembly, standing and ad hoc, are required to submit
a written summary report to the Assembly Chair upon the conclusion of the committee's charge or by the last
meeting of the Academic Staff Assembly in each academic year. The chairperson of each standing committee
shall submit the report.

The report shall include, but need not be limited to, the following:
- Committee name
- Committee membership, including specific roles
- Years of service of all committee members.
- Names of participants other than committee members, where applicable.
- Committee activity timetable including important dates relative to the committee function or charge (i.e.,
  ballot mailing and collection dates for elections, the steps in the promotion or professional development
  process, when title appeals were heard, etc.).
- Brief summary of committee activities through the report period

Committee reports, as public documents, are expected to respect the confidentiality and privacy
rights of academic staff members as pertains to promotion, review and other similar issues.
A summary of committee reports shall be included in a year-end summary created by the Chair at the
conclusion of the Chair's term and be shared with academic staff, UW-Whitewater leadership prior to the first
meeting of the next academic year.

By-laws Proposals – Chapter II – Governance Structure (for 12/15/2021 ASA review)

Chapter II - Article V - University and System-Level Committees

Current By-laws (4/14/2021)

(not in current by-laws)

Proposed (12/15/2021):

(Proposed as a new Article under Chapter II, replacing some standing committees)

Article V - University and System-Level Committees

Appointment of Representatives
The Chair will solicit and/or appoint individuals to represent the Academic Staff Assembly on university- or system-level committees. The Chair will inform the assembly of the committee name, charge, and the individual representative(s) appointed at least once per year.

Reports and Endorsements
Individuals representing the Academic Staff Assembly on a university or system-level committee shall provide periodic written or verbal updates to the Executive Board regarding their representation and activity on these committees. Representatives will make a specific request to be included on the agenda as an action item in the event that approval or endorsement by the ASA is needed on behalf of the committee.