



Minutes: February 23, 2022 (12:30-1:45)

<b>Present</b>	Cody Busch, Susan Chandler, Ciera Edwards, Michael Gorman, Christine Hoover, Becky Jones, Rick Pues, Huckleberry Rahr, David Reinhart, Terry Tumbarello, JP Villavicencio, Jessica Walz, Abbie Windsor
<b>Excused</b>	Jessica Berge, Nina Denis, Patricia Fragola, Brenda Johansen
<b>Priority Business</b>	Meeting called to order at 12:32 p.m. Review/Approval of February 9, 2022 Minutes. Motion- David Reinhart, Second- Rick Pues. No discussion, motion passed unanimously.
<b>Chair's Report</b>	<ul style="list-style-type: none"> <li>• <b>Strategic Planning and Budget Committee Update-</b> The full report can be found at <a href="https://www.uww.edu/documents/strategic-planning/SPBC%20Feb%202022%20Final.pdf">https://www.uww.edu/documents/strategic-planning/SPBC%20Feb%202022%20Final.pdf</a>. Overall, largest takeaway from most recent meeting is that the university is moving fiscally in a very good direction. Fiscal year 2021 (ending 6/30/21) revenue was \$128,323,183 and expenses were \$113,017,672, leaving a surplus (deficit had been projected). Many factors led to this- largest being cost cutting measures actively taken as a university (furloughs, travel budget cuts, unfilled positions). Fiscal year 2022 (ending this June 30, 2022), projects some (one-time) base budget additions announced by Interim Vice Chancellor Jeff Arnold includes an addition of \$455,000 added to travel budget, \$1,000,000 to retention initiatives (additional scholarships- to be announced at State of University), \$900,000 sent to additional one-time expenses (research dissemination and student hourly wages). Bottom line- projecting to end FY22 in the black as well. This is (cautious) good news!</li> <li>• <b>Awards-</b> Historically, there has not been a protocol or practice to make sure that we as a university has a nomination for the Regent-level Program or Unit award. (We have a system in place to nominate individual for outstanding staff to the Regent's level). ASA has been asked to see about finding a systemic way to ensure that nominations occur each year (currently, there are individual programs or units who may take it upon themselves, but there is no campus-wide system or support to make this happen).</li> <li>• <b>Chancellor Search Committee Representation-</b> We are unsure whether we will give System multiple names to represent ASA for them to choose, or whether we will choose the individuals to represent ASA. Faculty have 3 seats, ASA has 1, and USC has 1. This is an improvement, as last time, USC had none and ASA was asked to represent them. Terry's recommendation is to put forth academic staff rather than instructional academic staff, as the classroom is well represented with 3 faculty members on the search committee, but open to discussion. Terry served on the last Chancellor search, so is looking for someone new. Contact Terry with opinions or interest in serving.</li> <li>• <b>Promotions-</b> Thank you to the Promotions Committee and Chair Sue Chandler for doing a terrific job of sifting through all of the applications and recommendations. The report sent was concise and easy to navigate, and</li> </ul>



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	<p>has been forwarded with Terry’s whole-hearted approval to the Provost, who responded with appreciation for its organization and clarity.</p> <ul style="list-style-type: none"><li>• <b>Emergency Operations Committee Update-</b> At 3:30 today, Terry expects Cabinet to vote on EOC recommendations made last week on the new Chancellor’s orders. The current order expires on 2/28/22. A new order is needed to address what will be done moving forward. Today, when representing ASA, Terry wants to make sure he knows where ASA stands around the mask mandate. He does not believe any updates to testing or cleaning/disinfecting protocols are on the table. Huckleberry speaks in favor or mask mandate staying in place- students are still out and about, and spring break will be another big travel time, and this is about safety and public health. Sue echoes Huckleberry, noting that if the mandate is raised when outside that may be fine, but in classes in particular, there are some that are too small to allow for social distancing, so allowing for continuing in these spaces would be helpful. Dave notes that students communicated being flexible, with one or two at each extreme of the mask mandate beliefs- some very eager to be rid of the masks and some in the same classroom who spoke of having children at home and wanting to keep those young children safe. Terry notes that one certainty is that no matter what the decision is, there will not be complete agreement. Cody notes that, while no one likes wearing the masks, this seems like a strange time to consider ending the mandate- changing policies and inconsistent messaging make things difficult, and re-evaluating at the end of the academic year would be sensible. JP agrees that as a parent of young children at high risk, there are concerns, that the CDC’s director noted that this may not be the time to relax mandates at the national level, and that transmission levels in the state may vary. JP also hopes that, if the mandate is removed, he hopes that individual units on campus (like the Children’s Center) will still be allowed the ability to set their own, stricter, policies. Terry notes that policies continue to be set in coordination with the public health departments of all 3 counties which the university resides within, and that individual departments have been offered the chance to set their own policies. Mike notes that removing the full mask mandate would put significant pressure on individual instructors and people running offices, rather than keeping that pressure on the university administration- a university-wide mandate keeps that responsibility with the people who are responsible for these things. Terry notes that while it may have been the administration making the mandate, it has mostly fallen onto academic staff to enforce the mandate. Mike notes that while this may be the case, it is easier to enforce that mandate if you are not the individual source of the mandate, but rather a representative of an entity- it provides a de-escalation path. A question was asked whether EOC recommended taking the mandate away? Terry notes that he serves on the EOC as director of residence life, not as an ASA representative, and is unsure of how public the opinions of EOC members are. Terry adds that the recommendation sent up</li></ul>
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	<p>to Cabinet from the EOC was not a consensus- it was a fairly even split. Terry also notes that a lot of the discussion was around keeping the mandate in classrooms and food preparations, not in more public spaces such as the University Center (where most enforcement issues take place). Abbie agrees that keeping a mandate through the end of the contract period makes the most sense, especially given the number of people who attend commencement. Becky notes that with System stating they plan to end the mandate by spring break and Dane County noting they plan to end theirs soon, it is hard to justify keeping a mandate on campus, and that removing a mandate does not take away anyone’s right to choose to wear a mask. Dave notes that, on his own behalf, it does make sense to distinguish different parts of the campus, and that some classrooms still have unclear ventilation situations (i.e. Heide and other buildings) and present a real problem with taking masks away, while other buildings are newer and have better ventilation. Terry believes that a campus-wide mandate is no longer necessary (classrooms separate), and that his residence life staff has received two years of verbal abuse around the enforcement of this mandate.</p>
<b>Vice-Chair’s Report</b>	<p><b>University Program Array Review Committee (UPARC) Update</b></p> <ul style="list-style-type: none"> <li>Review of C/GPARC Reports continues; 2/24/22 meeting will include identification of themes from each C/GPARC to begin process of crafting the Campus Academic Plan to be presented to shared governance in March/April</li> </ul>
<b>Communications Director’s Report</b>	<p>See update from University Technology Committee via Patty Fragola (Appendix A)</p>
<b>Faculty Senate Liaison’s Report</b>	<p>Faculty Senate met last week and discussed the mask mandate. Consensus seemed to be to keep masks in classrooms. The academic calendar was also discussed. Nathan McGovern and Tracy Hawkins attended Coffee at the Capitol, where they were able to discuss some university issues, including an emphasis that legislators continue to fund the project to renovate Winther Hall.</p>
<b>Actionable Items:</b>	<ul style="list-style-type: none"> <li><b>Discrimination, Harassment &amp; Retaliation Policy- (Appendix B):</b> Terry notes that the campus has never had a true discrimination/harassment/retaliation policy. Much of that is covered until UW System Chapters 14, 17 and 18, but System recommends that each campus has a policy. The working group examined policies in place at other campuses, and pulled pieces from a variety. The policy is being presented to ASA to ask for approval. Dave asks about the parts that seem to be unfinished under hate/bias and employee discrimination, as well as the way that things are reported: when faculty is involved it seems that the Chancellor is named as chief investigator and for anyone else it seems to be administrative offices. Dave also asks about the reporting process- it seems incomplete or not widely known- with the way that students may experience things like hate speech on campus, the reporting process should be widely known to reduce the level of incidents going unreported. Terry responds: the incomplete areas are simply links to the reports, not parts of the policy itself; the policy does not decide who</li> </ul>



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	<p>hears the complaints- that is decided under the personnel rules- this policy is meant to be a “one-stop shop” combining all of that information- academic staff personnel rules are being updated currently; all areas of hate/bias are currently under-reported, but this is not meant to replace hate/bias reporting. Dave asks the crux of the recommended change being recommended here. Terry responds that nothing here is a change- there is no current policy- this simply puts everything in one space. Jessica W. asks about the lack of language around mandatory reporting. Terry notes that nothing is changing around mandatory reporting- that is set by law. JP asks the definition of “university official” and whether it references the individuals already being identified on page 3. Terry notes that this will go to system legal, and also suggests saying “appropriate university official.” Becky asks to clarify the process when HR personnel may be involved. Mike moves to approve and recommend the policy with the suggested and recommended clarifications, and Becky seconds. Discussion- Dave asks whether other governance groups have approved this yet. Nathan McGovern notes that FS has looked at a narrower Title IX issue. Terry notes this goes to USC on 3/3, and FS and WSG have not identified a date yet. Dave notes that he would prefer to see the other governance groups review this and make it more usable, as this may be difficult or unclear for students to use. Rick adds that there is a difference between policies and procedures, and that when he looks at this, he agrees that it seems confusing, but that this is a policy, so is not necessarily meant to be simple. Mike agrees and notes that this will need a more user-friendly interface to make the procedure simpler once the policy content has been agreed upon. Mike calls the question. Dave calls for a vote on calling the question. Discussion- Dave notes that this may look good, but wants to wait on other governance groups. Vote- Abbie- nay; Christine- nay; JP- aye; Rick- nay; Dave- nay ; Mike- aye; Sue- nay; Ciera- nay; Huckleberry- nay; Becky- aye; Jessica- nay. Rick moves to table until next meeting, Dave seconds. Majority agrees, motion is tabled. Terry notes that he will pass on the recommendation to the committee.</p> <ul style="list-style-type: none"> <li>• <b>By-Laws Updates:</b> (Appendix C) Christine presents the following proposed updates to the current by-laws: <ul style="list-style-type: none"> <li>○ Chapter I- Article II- Purpose. Rick moves and JP seconds to accept. No discussion, unanimous vote to accept changes.</li> <li>○ Chapter I- Article V- Voting (Section 1). Sue moves and Mike seconds to accept. No discussion, unanimous vote to accept changes.</li> <li>○ Chapter I- Article V- Voting (Section 3). JP asks to clarify “the next highest number of votes” in order to address the ranked choice voting. Christine accepts a friendly amendment to adjust to state “next highest number of votes based on the ranked choice process”. Mike moves and Sue seconds to accept with newly proposed</li> </ul> </li> </ul>
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	<p>wording. No discussion, unanimous vote to accept changes as amended.</p> <ul style="list-style-type: none"> <li>○ Christine proposes moving the remaining updates to the next meeting.</li> </ul>
<b>Academic Staff Committee Reports</b>	<ul style="list-style-type: none"> <li>● <b>Awards-</b> no report</li> <li>● <b>Elections-</b> JP reports that the first meeting was held earlier today, and the committee plans to present the plan soon.</li> <li>● <b>Promotions-</b> Sue enthusiastically thanks the committee members for all of the diligent work and recommendations for changes. Members included: Bridget Hermanson, Dawn Bacon, Jessica Walz, Juliana Constantinescu, Michael Stibor, and Peter Lampe.</li> <li>● <b>Outreach</b> (including Onboarding)- no report</li> <li>● <b>Titling-</b> no report</li> <li>● <b>Title appeals-</b> no report</li> <li>● <b>Ad Hoc:</b> By-Laws- no further report</li> <li>● <b>Ad Hoc: Personnel Rules-</b> Mike reports that the committee plans to present on 3/9</li> </ul>
<b>Other Business</b>	Meeting adjourned at 1:47 p.m.



Updates - February, 2022

## Instructional Updates

**Spring Series:** This Spring, a collection of presentations will emphasize assessments - of our students and of our course design principles.

- [Canvas Learning Analytics](#) will guide users to various descriptive learning analytics available within Canvas, information that can be used to connect with under-performing or at-risk students before it's too late! Whether new to learning analytics or well-versed in their application, these presentations are for you!
- [Universal Design for Learning](#) encourages us to ask how to best improve teaching and learning through a philosophy of "multiple means" of representation. This collection of presentations will explore the fundamentals of UDL as a means to engage all learners.

**Canvas Quizzes:** Within the next few years, Canvas "New Quizzes" will become the only way to design quizzes. Get a jump-start on the transition to the future layout and functionality of "New Quizzes" with an [active, hands-on presentation](#). An [on-demand walkthrough has been recently published](#) that will guide you through the entire process of designing "New" Quizzes in Canvas.

**Recording Studio:** The Learning Technology Center (LTC) offers [video recording and media production services](#). Video and audio can be recorded in our professional studio or on location at campus venues. The [LTC Media Production Studio](#) provides a flexible space and equipment to produce your next on-demand video.

**Consultation Services:** In addition to our workshops and presentations, the LTC team is available to meet with individuals, office units, or full academic departments on any topic within our portfolio of services. A Consultation is a great opportunity to work individually with one of our experts, especially if you are unable to attend an in-person workshop or training session. [Request a meeting through our ServiceNow portal to get started!](#)

## Help Resources

LTC employees:

- Assist instructors in transitioning face-to-face activities to remote, hybrid or online delivery, as well as with the different technology tools designed to support teaching and learning in all modalities.
- Guide offices in incorporating technologies to streamline business practices, increase productivity, and foster hybrid work by consulting and training on our campus-supported tools!
- Are available Monday–Friday from 8 a.m. to 4:30 p.m. via phone (262-472-1004) and email ([ltc@uww.edu](mailto:ltc@uww.edu)), as well as Webex by appointment.

Outside of business hours, visit ICIT's [ServiceNow Knowledge Base](#) for helpful articles on using and troubleshooting campus technology.

## Feedback

- Is there anything else the Learning Technology Center can do to better support the work you and your colleagues do?

## DISCRIMINATION, HARASSMENT AND RETALIATION POLICY

The University of Wisconsin-Whitewater strives to foster an environment of respect for all members of the university community free from discrimination and harassment. Incidents of discriminatory conduct are detrimental to the individuals directly involved and diminish the university community.

UW-Whitewater is committed to the elimination of discrimination and discriminatory harassment toward anyone in the UW-Whitewater community. In accordance with federal and state laws and University of Wisconsin System policy, this policy outlines expectations of conduct and procedures applicable to students, employees, and guests of UW-Whitewater.

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### SCOPE

This policy applies to all areas of UW-Whitewater programs, activities, employment practices and operations, including the conduct of all students and employees that arises out of their employment, educational or academic status, as well as to the conduct of all guests, visitors, vendors, contractors, subcontractors and others who do business with UW-Whitewater.

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### BACKGROUND

[Regent Policy Document 14-6](#) states that institutions shall have, “1) policies and procedures consistent with this Board policy for the prevention and prohibition of discrimination, harassment and retaliation against students or employees; and 2) procedures in place to ensure prompt and corrective action whenever discrimination, harassment or retaliation may occur.” “Each institution shall develop a process to notify prospective and current students, student organizations, job applicants and employees of its institutional policies and procedures regarding discrimination, discriminatory harassment, and retaliation.”

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### DEFINITIONS

**Discrimination:**

Conduct that adversely affects any aspect of an individual’s employment, education, or participation in UW-Whitewater’s activities or programs or has the effect of denying equal privileges or treatment to an individual on the basis of that individual’s protected status or another category as defined in this policy.

**Discriminatory Harassment:**

A form of discrimination consisting of unwelcome verbal, written, graphic or physical conduct that:

1. Is directed at an individual or group of individuals on the basis of the individual or group of individuals' actual or perceived protected status, or affiliation or association with person(s) within a protected status (as defined above); and
2. Is sufficiently severe or pervasive so as to interfere with an individual’s employment, education or academic environment or participation in institution programs or activities and creates a working, learning, or living environment that a reasonable person would find intimidating, offensive or hostile.

To constitute prohibited harassment, the conduct must be both objectively and subjectively harassing in nature. Harassment may include but is not limited to verbal or physical assaults, threats, slurs or derogatory or offensive comments that meet the definition set forth in this policy. Harassment does not



have to be targeted at a particular individual in order to create a harassing environment, nor must the conduct result in a tangible injury to be considered a violation of this policy. Whether the alleged conduct constitutes prohibited harassment depends on the totality of the particular circumstances, including the nature, frequency, and duration of the conduct in question, the location and context in which it occurs, and the status of the individuals involved.

**Retaliation:**

Adverse action taken against an individual in response to, motivated by or in connection with an individual's complaint of discrimination or discriminatory harassment, participation in an investigation of such complaint and/or opposition to discrimination or discriminatory harassment in the educational or workplace setting

**Sexual Harassment:** Conduct on the basis of sex that satisfies one or more of the following:

- a. An employee of the institution conditions the provision of an aid, benefit, or service of the institution directly or indirectly on an individual's participation in unwelcome sexual conduct;
- b. Unwelcome conduct of a sexual nature directed towards a student, an employee, or a person participating in a program or activity of the university that, when using the legal "reasonable person" standard:
  1. Is so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the institution's education program or activity; or
  2. Is so severe or pervasive and objectively offensive that it has the purpose or effect of unreasonably interfering with an individual's academic or work performance or participation in a university sponsored or supported activity, or creates an intimidating, hostile, or offensive academic, working, or program or activity related environment.

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**POLICY STATEMENT**

It is the policy of UW-Whitewater to maintain an academic and work environment free from discrimination, discriminatory harassment, and retaliation for all students, employees and guests.

UW-Whitewater will not tolerate discrimination or harassment by or toward students, employees, and guests on the basis of sex, race, religion, color, creed, disability, sexual orientation, gender identity or expression, national origin, ancestry, age, marital status, pregnancy, political affiliation, arrest or conviction record, veteran's status, or any other prohibited basis defined by federal or state law or UW System policy.

Retaliation toward an individual for filing a complaint of discrimination or discriminatory harassment, participation in an investigation of such complaint and/or opposition to discrimination or discriminatory harassment in the educational or workplace setting is also a form of harassment and is therefore prohibited.

Use of institution technology (computers, e-mail systems, voice mail system, and webpages) for the purposes of discrimination, discriminatory harassment, or retaliation is also prohibited. Such behaviors will not be tolerated and will be handled in accordance to the procedures outlined in this policy.

Any person who believes they have been subjected to this type of prohibited activity should immediately report it to the appropriate institution officials or offices as listed in “Procedures” section below. Students who file a complaint under this policy have the right to appeal of the chancellor’s or dean’s decision to the Board of Regents, as permitted under Wisconsin Statute §36.12(2)(b).

**The following protections shall apply to this policy in regard to an individual’s protected status:**

**Students**

No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of UW-Whitewater because of the student's race, color, creed, religion, age, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, pregnancy, marital status or parental status, or any other category protected by law, including physical condition or developmental disability as defined in Wisconsin Statute §51.01(5).

**Employees**

No employee or prospective employee may be discriminated against on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, pregnancy, marital or parental status, genetic information, arrest or conviction record, military service, veteran status, use or non-use of lawful products off university premises during nonworking hours, declining to attend a meeting or participate in any communication about religious matters or political matter, or any other category protected by law.

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**PROCEDURES**

**Procedures for Reporting Discrimination or Harassment:**

Any member of the university community who has been either a target of or a witness to discrimination or harassment has a right to take action either by confronting those involved directly or by reporting the incident to a university official (as described under "1. Complaint Intake"). While every effort will be made to respect both the confidentiality and the wishes of the complainant, university officials have an ethical and legal obligation to take action to prevent and stop illegal harassment or discrimination and may therefore be compelled to take some action, even if the complainant is unsure of what action is desired. Incidents reported to university officials will be handled in a manner that protects the privacy and due process rights of everyone involved. Specific incidents of alleged discrimination or discriminatory harassment will be reviewed on a case-by-case basis in accordance with the procedures outlined below. Due consideration will be given to the protection of individual First Amendment rights to freedom of speech, expression, and academic freedom.

The following procedures have been established to provide a framework for handling such concerns.

**Complaint Intake**

- University officials prepared to deal with concerns about discrimination and harassment include: Title IX Coordinator; Dean of Students office staff; Chief Human Resources Officer; Deputy Title IX Coordinators; University Police; University Housing staff; Associate Vice Chancellor of Equity, Diversity, Inclusion and Support Programs & Senior Diversity Officer; and supervisors, such as Department Chairs, Directors, and Deans.
- When someone raises a concern about discrimination or harassment, the university official will:

- 1) Listen and help clarify both the concern and the desired outcome
- 2) Explain the options available which may include an offer of University/community resources, explanation of the University/legal adjudication processes, offer of interim protection measures, and/or offer of academic accommodations
- 3) Attempt a resolution if desired by the individual with the concern and
- 4) Submit a complaint intake form to the appropriate office:

[Hate Bias](#)

[Student Discrimination](#)

Employee Discrimination (to be inserted when complete)

- Any university official to whom a report of sexual violence or sexual harassment has been made will fill out a [Sexual Misconduct Form](#).

### **Informal Resolution**

- Informal resolution has the goal of ending offensive behavior and resolving the concern rather than assessing blame and exacting a penalty. If a concern can't be resolved informally, or if the behavior is so serious or persistent as to warrant disciplinary action, it should be handled through formal procedures.
- If an informal resolution is to be attempted by a university official, the official will meet with the individual accused of the offending behavior to explain the concern and get a response. The university will endeavor to respect the complainant's wishes with respect to confidentiality and participation in meeting with the accused individual. While informal resolution may result in some mutually agreeable action, such as an apology or a behavior contract, no record of a complaint resolved informally will be placed in the respondent's personnel file or student record.

### **Formal Procedures**

- The purpose of formal action is to determine if the UW-Whitewater policy on discrimination, harassment and retaliation has been violated and, if so, to enact disciplinary sanctions and/or prescribe a course of action that will resolve the situation. Disciplinary sanctions may include but are not limited to a written reprimand, probation, suspension, dismissal or expulsion.
- Formal procedures are set in motion when a signed written complaint is filed with a university official. The complaint must contain the name and signature of the complainant, details of the situation precipitating the complaint, and a statement of desired outcome. When a signed complaint has been received, the person receiving the complaint will notify the appropriate department as indicated below, who will set in motion the appropriate process and notify the individual or group against whom the complaint has been made.
- The process for filing a complaint, investigating and hearing complaints and grievances against individuals depends upon the status of the accused (faculty, academic staff, university staff, or student). The following policies guide these processes:

**Faculty:** Complaints against Faculty will be reviewed by the chancellor, or designee, and processed in accordance with [Faculty Personnel Rules \(UW-W Chapter 3\)](#), and [Chapter 6 - Rules Governing Complaints and Grievances Against Faculty](#).

**Academic Staff:** Complaints against Academic Staff will be investigated by the Office of Human Resources in accordance with [Academic Staff Personnel Policies and Procedures](#)

**University Staff:** Complaints against University Staff will be investigated by the Office of Human Resources in accordance with [UW System Administrative Policy 1241: Complaint Procedures and UW System Administrative Policy 1233: Grievance Procedures](#).

**Students:** Complaints against students will be investigated by the Dean of Students Office and or referred to the appropriate department or unit, in accordance with [UWS Chapter 14](#) and [UWS Chapter 17](#).

**Guests:** Complaints against guests or otherwise non-students or employees will be investigated by University Police, and other campus departments as necessary, in accordance with [USW Chapter 18](#).

- In determining whether discrimination or harassment has occurred, the investigating body will apply state and federal statutes, regulations, and case law relevant to the basis of discrimination being alleged. Where there is a question as to whether the action or conduct constitutes discrimination or harassment, appropriate legal counsel will be consulted.

### **Appeal Process**

For conduct defined in this policy, where the sanction prescribed by the University Administrator, the Respondent may appeal in writing within 14 days of the date of the written decision to the Chancellor or their designee (i.e. Appellate Administrator). The Appellate Administrator has 30 days from date of receipt of an appeal to respond and shall sustain the decision unless the Appellate Administrator finds any of the following:

- The information and evidence presented as a result of the investigation does not support the findings or decision.
- Appropriate procedures were not followed which resulted in material prejudice to the respondent
- The decision was based on factors proscribed by state or federal law.
- Alleged violations of other UWS Chapter codes will follow each chapters appeal process.

### **Discretionary Appeal to the Board of Regents**

For conduct defined in this policy, institutional decisions shall be final, except the board of regents may, at its discretion, grant a review upon the record, upon written request submitted by the Respondent within 14 days of the final institutional decision, as permitted under s.36.12(2)(b), Wisconsin State Statute.

### **Record Keeping Timelines**

- A record identifying a specific individual will be kept only if the person has been notified of the existence of the report and been given an opportunity to attach a counter statement; in that case, the record will be kept for six years and destroyed if no further reports have been filed.
- All reports of discrimination and harassment must be handled in a timely fashion. Complaints must be filed with UW- Whitewater within 300 days of the alleged violation. Other timelines are determined by the procedures that apply to the status of the accused (faculty, academic staff, university staff, or student).
- A copy of this policy and the procedures for implementing it will be distributed annually to all UW-Whitewater students, faculty, academic staff, and university staff. In addition, educational programs will be conducted regularly to sensitize members of the university community to the

issues covered by this policy. This will be performed by the Quality Assurance Improvement Manager.

- Use of these procedures does not prevent the complainant from seeking legal redress. Time limits for filing complaints under the various laws differ.

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## RESPONSIBILITIES

**Position/Office:** Title IX Coordinator, Dean of Students / Office of Dean of Students, Chief Human Resources Officer / Human Resources Department / University Police, Chief of Police

**Responsibilities:** The above-mentioned positions and offices have the responsibility to maintain and consistently manage the implementation of this policy.

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## CONTACTS

Those designated to receive questions and feedback on the policy.

Subject	Contact	Phone	Fax/Email
Chief Human Resources Officer	Janelle Crowley	262.472.1024	<a href="mailto:crowleyj@uww.edu">crowleyj@uww.edu</a>
Dean of Students	Elizabeth Watson	262.472.1533	<a href="mailto:watsone@uww.edu">watsone@uww.edu</a>
Title IX Coordinator	Vicki Schreiber	262.472.1024	<a href="mailto:schreibv@uww.edu">schreibv@uww.edu</a>
Chief of University Police	Matthew Kiederlen	262.472.4660	<a href="mailto:kiederlm@uww.edu">kiederlm@uww.edu</a>

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## RELATED DOCUMENTS

[Regent Policy Document 14-2 - Sexual Violence and Sexual Harassment](#)

[Regent Policy Document 14-3 - Equal Opportunities in Education: Elimination of Discrimination Based on Gender](#)

[Regent Policy Document 14-5 - Measures to Alleviate Racism](#)

[Regent Policy Document 14-6 - Discrimination, Harassment, and Retaliation](#)

[Regent Policy Document 14-10 - Nondiscrimination on Basis of Disability](#)

[Section 36.12 Wisconsin Statutes - Student discrimination prohibited](#)

[Faculty & Staff Personnel Rules](#)

[UW System Administrative Policy 1241: Complaint Procedures](#)

[UW system Administrative Policy 1233: Grievance and Procedures](#)

[UW System Human Resources Practice Directive EEOB](#)

[UWS Chapter 6 - Complaints and Grievances](#)

[UWS Chapter 14 - Student Academic Disciplinary Procedures](#)

[UWS Chapter 17 - Student Nonacademic Disciplinary Procedures](#)

UW-WHITEWATER ACADEMIC STAFF BY-LAWS



University of Wisconsin  
**Whitewater**

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Academic Staff Assembly

# UW-WHITewater ACADEMIC STAFF BY-LAWS

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# UW-WHITEWATER ACADEMIC STAFF BY-LAWS

## CHAPTER I: 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, 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, the University Staff Council, and the Whitewater Student Government.

### ARTICLE III - MEMBERSHIP



#### ***Section 1 - Academic Staff Assembly Members***

The Academic Staff Assembly shall have a total of sixteen (16) elected members serving two-year terms, with eight (8) of those seats up for election each spring. Assembly membership should broadly represent the campus community. The Elections Committee is charged with striving to maintain that balance, including equal representation between Academic Staff and Instructional Academic Staff, specific representation of each College, and general representative distribution within the university.

The ASA Elections Committee shall use the process below to fill seats available through the expiration of a two-year term.

#### **A. Review of Available Seats**

- i. Establish distribution and constituencies of filled seats, defined as representatives completing the first year of their two-year term.
- ii. Work with appropriate administrators to determine the numbers and reporting distribution of Academic Staff and Instructional Academic Staff eligible to vote in ASA elections as of October of the current academic year.
- iii. Make recommendations to designate any available seats as open to specific constituencies, making every effort to ensure a balance between Academic Staff and Instructional Academic Staff that doesn't fall below a ratio of 7:9, and to maintain the balance referenced above.
- iv. Present recommendations to the Academic Staff Assembly for ratification prior to beginning to solicit nominations.



## **UW-WHITWATER ACADEMIC STAFF BY-LAWS**

### **B. Solicitation of Nominations**

- i. Seek nominations for available seats from among all Academic Staff and Instructional Academic Staff eligible to vote.
- ii. Eligible individuals may nominate themselves or, if nominated by another individual, accept the nomination in order to be included on the ballot.
- iii. Self-nominations or nomination acceptances will include instructional status and a description of reporting areas and appointment percentages, along with any other information deemed necessary by the Elections Committee.
- iv. In the event that specific outreach needs were identified during the Review process, the Elections Committee will use a specific list of qualified staff from the identified area to solicit nominations using outreach method(s) deemed appropriate by the Elections Committee and the Executive Board.

### **C. Elections**

- i. Eligible voters will be presented with a slate of all nominees, including their names, instructional status, reporting areas, and constituency area(s) if applicable.
- ii. Anonymous voting will be completed using a ranked choice system including an individual voter option to opt out of voting for any number of specific candidates.
- iii. The Elections Committee will first review the results of each available seat designated to specific constituencies, awarding the available seat to the nominee designated as the winner using an instant runoff vote system.
- iv. Once seats designated for specific constituencies have been awarded, the Elections Committee will designate any remaining available seats as "At-Large," and will award them as above.
- v. Elections results will be presented to the ASA for ratification in accordance with Chapter I, Article IV of the by-laws.
- vi. Once the electoral process is complete, the Elections Committee will update a constituency list, ensuring that all academic staff are assigned at least one specific point of contact within the Assembly.

### ***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 May following elections. A person/appointed to fill a vacant term may be a candidate in the next scheduled election.

### ***Section 5 - Academic Staff with Split Appointments***

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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.

- A. The nomination period for all open seats on the Academic Staff Assembly must be at least seven (7) days.
- B. The voting period for all open seats on the Academic Staff Assembly must be at least ten (10) days.
- C. Election results must be presented to the assembly at least three (3) weeks prior to the organizational meeting.
- D. Days will be defined as "calendar" days.

#### ***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 of at least .1 FTE at the time of the election or referendum.

#### ***Section 2 - Voting Process***

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

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### ***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 the candidate receiving the next highest number of votes at the time of the most recent election, given that candidate's continued willingness to serve. In the event that more than one person received the next highest number of votes based on the ranked choice process, or that no more candidates from the most recent election remain willing to serve, the Chair of the Academic Staff Assembly shall nominate and the Academic Staff Assembly shall ratify a replacement to serve the unexpired term. The appointee will serve until the next regularly scheduled election, subject to other provisions of the Constitution and By-laws.

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, specifically within any constituency represented by the vacating member.



## **ARTICLE VI - OFFICERS**

The executive officers of the Academic Staff Assembly shall consist of a Chair, Vice-Chair, Past Chair, Communications Director, and Faculty Senate Liaison. In consideration for serving as an officer, the individual will be eligible for a stipend as outlined in Section 9, pending budget availability.

### ***Section 1 - Election of Officers***

The office of 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 Vice Chair shall be elected following general elections for a one-year (1) term which will begin July 1 of the same year. At that time, the Vice Chair of the previous year shall assume the office of Chair at that time, and the Chair of the previous year shall assume the office of Past Chair.



### ***Section 2 - Terms and Duties of the Chair***

The Chair may serve an unlimited number of separate terms. At the conclusion of each term, the current Chair will automatically transition to the office of Past Chair for a one-year (1) term. The current Vice Chair will automatically transition to the office of Chair for a one-year (1) term. If the incoming Chair has one (1) year of their two-year (2) term remaining, the vacancy created shall be filled by the individual who received the next highest number of votes within the constituency previously represented by the Chair. If there is no such individual, the Chair shall appoint an eligible individual to serve the remainder of the term, subject to the approval of a majority vote by the Academic Staff Assembly. The Chair shall preside at meetings of the Academic Staff Assembly and Academic Staff Executive Committee, 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, and shall serve on other committees as appointed. The Chair shall secure academic staff members to serve on

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University- and System-Level committees and perform other duties as prescribed within the by-laws. The Chair votes only in the case of a tied vote. The Chair is not considered to hold one of the 16 elected seats of the Academic Staff Assembly, and as such, any units or groups of academic staff previously represented by the Chair during a term as Assembly Member or Vice Chair will be considered open.

### ***Section 3 - Terms and Duties of the Vice Chair***

The Vice Chair may serve an unlimited number of separate terms, but at the conclusion of each term, will automatically transition to the office of Chair for a one year (1) term. The Vice Chair shall be elected following general elections for a one-year (1) term which will begin July 1 of the same year. The Vice Chair shall solicit and organize the staffing of all academic staff assembly standing and ad hoc committees. The Vice Chair shall serve in the absence of the Chair, serve as the Chair of the Outreach Committee, and shall serve as the chair of the Elections and Balloting Committee. The Vice Chair is a voting member of the Academic Staff Assembly.

### ***Section 4 - Terms and Duties of the Past Chair***

The Past Chair may serve an unlimited number of separate terms. The Chair of the previous year will automatically transition to the office of Past Chair for a one-year (1) term, barring resignation, disqualification, or a removal action of the sitting Academic Staff Assembly. The Past Chair shall serve in an advisory role to all of the Academic Staff Assembly, including the Chair and Vice Chair, and shall perform other duties as prescribed within the by-laws. The Past Chair is a non-voting member of the Academic Staff Assembly and does not hold one of the elected Academic Staff Assembly seats. The Past Chair shall serve as the chair of the Governing Documents Review Committee.

### ***Section 5 - Terms and Duties of the Communications Director***

The Communications Director may serve an unlimited number of separate terms. The Communications Director shall be elected in the spring by the members of the Assembly as constituted and elected for the upcoming year. The Communications Director shall be elected following general elections for a one-year (1) term which will begin July 1 of the same year. The Communications Director shall oversee the publishing of meeting announcements, meeting minutes, and any other public or internal Academic Staff Assembly communications channels. Any elected, voting member of the Academic Staff Assembly shall be eligible for election as Communications Director, and shall remain a voting member of the assembly.

### ***Section 6 - Terms and Duties of the Faculty Senate Liaison***

The Faculty Senate Liaison may serve an unlimited number of separate terms. The Faculty Senate Liaison shall be elected in the spring by the members of the Assembly as constituted and elected for the upcoming year. The Faculty Senate Liaison shall be elected following general elections for a one-year (1) term which will begin July 1 of the same year. The Faculty Senate Liaison's responsibilities shall include attending Faculty Senate meetings and providing feedback and updates between the Faculty Senate and the Academic Staff Assembly. The Faculty Senate Liaison shall serve as chair of the Promotions Committee. Any elected, voting member of the Academic Staff Assembly who holds an instructional staff appointment at UW-

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Whitewater of at least fifty (50) percent shall be eligible for election as Faculty Senate Liaison, and shall remain a voting member of the assembly.

### **Section 7 - Removal from Office**

The Chair, Vice Chair, and Past 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) business days prior to the next regularly scheduled Academic Staff Assembly meeting. In the event that the Vice Chair is removed, a new Vice Chair may be elected by the sitting Academic Staff Assembly. In the event that the Chair is removed, the sitting Vice Chair will transition to the office of the Chair for the remainder of the year, which will not be counted as a part of the one-year term of Chair office tenure. In the event that the Past Chair is removed, the office will remain vacant for the remainder of the year.

### **Section 8 – Liaisons to other Shared Governance Groups**

Prior to each semester, executive officers shall determine the academic staff to serve as liaison to the other university shared governance groups, including the University Staff Council and Whitewater Student Government.

### **Section 9 – Stipends for Officers**

When funding is made available by the Office of the Chancellor, stipends will be provided to eligible officers, with the Chair receiving 50% of the stipend budget, the Vice Chair receiving 20%, and the Communications Director and Faculty Senate Liaison each receiving 15%.

### **Section 10 – Meeting of Officers**

Executive officers will meet regularly, and the time, frequency and method of meeting shall be determined by the officers.

## ARTICLE VII - ASSEMBLY MEMBER DUTIES

### **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**

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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 a designated meeting time to be published at the beginning of each semester, when school is in session. Additional meetings may be called by any of the methods described in Article VIII, Section 2.

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### **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) business 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) business 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) business 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.

### **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.

### **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

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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.

### **Section 7 – Voting by Proxy**

Any elected member of the Academic Staff Assembly may choose to authorize another elected member to serve as proxy by notifying the Communications Director of the Academic Staff Assembly and including the name of the authorized proxy, the applicable dates, and the scope of the proxy. No member may hold more than one (1) proxy at any given time. No proxy may be given for more than two (2) consecutive scheduled meetings of the Academic Staff Assembly.

## 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, aside from the Chair, who votes in the event of a tie among members of the Assembly. The Past Chair is considered an advisor to the Academic Staff Assembly rather than a member, and as such does not vote.

## CHAPTER II: GOVERNANCE STRUCTURE

### ARTICLE I - STANDING COMMITTEES

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:



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1. Elections and Balloting
2. Outreach
3. Professional Development
4. Promotions
5. Rewards and Recognition
6. Governing Documents Review

## ARTICLE II - FUNCTION, MEMBERSHIP & TERMS OF STANDING COMMITTEES

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.

### ***Section 1 - Elections and Balloting Committee***

#### ***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

#### ***Membership***

- 3 or more academic staff, chaired by the Vice Chair of the Academic Staff Assembly

### ***Section 2 - Outreach Committee***

#### ***Function***

- Structure and administer orientation for academic staff
- Facilitate academic staff participation and engagement in shared governance
- Create and host outreach events

#### ***Membership***

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- 3 or more members, including at least one with instructional status and the Communications Director of the Academic Staff Assembly



### **Section 3 - Professional Development Committee**

#### **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

#### **Membership**

- 5 members, at least 2 of whom have instructional status
- Members elect an Evaluation Chair at first meeting

### **Section 4 - Promotions Committee**

#### **Function**

- Structure and administer the academic staff promotions process
- Receive and review applications for promotion
- Report recommendations to the Academic Staff Assembly

#### **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

### **Section 5 - Rewards and Recognition Committee**

#### **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

#### **Membership**

- 5 academic staff

### **Section 6 – Governing Documents Review Committee**

#### **Function**

- Regularly review by-laws, personnel rules, constitution, and any other governing documents of the Academic Staff Assembly
- Identify, draft, and propose changes or amendments as applicable and as outlined within each document

#### **Membership**

## **UW-WHITewater ACADEMIC STAFF BY-LAWS**

- 3 academic staff, Chaired by the Past Chair of the Academic Staff Assembly or designee of the Chair

### **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 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 and budgetary expenditures 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.

### **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

## **UW-WHITEWATER ACADEMIC STAFF BY-LAWS**

agenda as an action item in the event that approval or endorsement by the ASA is needed on behalf of the committee.

### **CHAPTER III: BY-LAW REVIEW AND AMENDMENT**

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 the following 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.

## **UW-WHITewater ACADEMIC STAFF BY-LAWS**

### **BY-LAWS COMMITTEE REVIEW AND REPORT COMPLETED:**

February 23, 2022

### **BY-LAWS COMMITTEE MEMBERS:**

Christine Hoover (Committee Chair, ASA Vice-Chair, Instructional academic staff member)

Brenda Johansen (Academic staff member)

Rebecca Jones (Academic staff member)

Richard Pues (Instructional academic staff member)

### **ADOPTED BY ACADEMIC STAFF ASSEMBLY:**

### **PUBLISHED:**