Wisconsin Statutes 36.09(4m) Academic staff. The academic staff members of each institution, subject to the responsibilities and powers of the board, the president and the chancellor and faculty of the institution, shall be active participants in the immediate governance of and policy development for the institution. The academic staff members have the primary responsibility for the formulation and review, and shall be represented in the development, of all policies and procedures concerning academic staff members, including academic staff personnel matters. The academic staff members of each institution shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.

EFFECTIVE DATE OF REVISION: March 10, 2006

Secretary of the Academic Staff
270 Bascom Hall

This document is available on the web: www.wisc.edu/acstaff/default.aspx.
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CHAPTER 1
COVERAGE AND DEFINITIONS

1.01 Coverage

Pursuant to UWS 9.01, these policies and procedures apply to all academic staff appointments at the University of Wisconsin-Madison. Faculty status, as granted under Faculty Policies and Procedures, does not affect the holder’s rights and privileges as an academic staff member.

1.02 Delegation

Pursuant to Wisconsin Statutes 36.09(4m), the Academic Staff Assembly through its Executive Committee and its Personnel Policies and Procedures Committee makes recommendations to the University of Wisconsin-Madison chancellor concerning policies and procedures for academic staff appointments as provided in UWS 8-13.

1.03 Definitions

“Academic Staff” means professional and administrative personnel other than faculty, classified staff, limited staff, student employees, or employees in training, with duties and types of appointments that are primarily associated with higher education institutions or their administration (UWS 1.01). Academic staff titles are identified in the UW-Madison Unclassified Title Guideline.

“Budget or Program Decision” refers to the reallocation or termination of resources by a University management decision that requires a program to be discontinued, curtailed, modified, or redirected and may result in staffing reductions in a program or operational area. This is distinct from funding loss (see definition below).

“Department” is a group of faculty members recognized by the faculty and the chancellor of the institution, and the Board of Regents, as dealing with a common field of knowledge or as having a common or closely related disciplinary or interdisciplinary interest (UWS 1.03).

“Director,” where the phrase “dean or director” is used, identifies the equivalent of a dean at the divisional or institutional level who typically reports to the chancellor or a vice chancellor.

“Discipline” refers to any sanction short of dismissal imposed by the university against an academic staff member for unsatisfactory performance or misconduct, including but not limited to a letter specifically identified as a reprimand, reduction in salary, change of appointment status, or suspension without pay. Performance reviews, letters of counseling, administrative leave with pay, merit-pay determinations, and the like are not considered discipline.

“Dismissal for Cause” is the termination of an academic staff member’s employment for just cause using procedures in ASPP 6.

“Division” is a major organizational element of the university headed by a dean or director who typically reports directly to the chancellor or a vice chancellor.
“Employing Unit” is the organizational area, such as a school, college, division, or smaller unit, having the personnel and budgetary responsibility for a position.

“Fixed-Term Renewable Appointment” is an appointment for a period of time specified in the letter of appointment and is renewable. Fixed-term renewable appointments may be ended during the evaluation period (ASPP 2.04) or because of funding loss, a budget or program decision that requires a program to be discontinued, curtailed, modified, or redirected, unsatisfactory performance, or misconduct, according to procedures outlined in UW-Madison ASPP 3, 5 and 6.

“Fixed-Term Rolling-Horizon Appointment” is an appointment that extends daily for the term specified in the letter of appointment or other document.

“Fixed-Term Terminal Appointment” is a type of appointment for a fixed term only, as specified in the letter of appointment, and shall not be used repeatedly except as specified in ASPP 2.01.1.c.

“Funding Loss” is an unanticipated cancellation or reduction of a contract or grant (usually from an external agency) or an unanticipated decline in an income account supporting a particular activity. Funding loss results from a decision neither made by nor within the control of University management.

“Grievance” is a written allegation filed by a member of the academic staff in regard to an employment problem that affects his or her conditions or circumstances of employment.

“Indefinite Appointment” is an academic staff appointment having permanent status and for an unlimited term. The rights conferred by an indefinite appointment are limited to the operational area in which the appointment is made. Indefinite appointments are neither limited to nor specific to any academic staff position or title series.

“Joinder” is a term meaning formal joining together, for a single review or hearing and disposition, of appellants or grievants having the same or directly related set of facts and circumstances or legal situation.

“Layoff” is the termination of an academic staff member’s employment because of funding loss or a budget or program decision either prior to the end of the appointment or when proper notice of nonrenewal under ASPP 3.04 cannot be given.

“Limited Appointment” is a special appointment to a designated administrative position (UWS 15.01) and is not an academic staff appointment. A limited appointee serves at the pleasure of the authorized official who made the appointment. Academic staff accepting limited appointments retain the rights outlined in ASPP 2.097.

“Multiple-Year Appointment” is a form of fixed-term renewable appointment with a term longer than one year.

“Nonrenewal” is the termination of an academic staff member’s employment at the end of the appointment because of funding loss, a budget or program decision, or unsatisfactory performance, when proper notice of nonrenewal under ASPP 3.04 is given.

“Operational Area” is the organizational level specified in the letter of appointment as having responsibility for supporting a position, such as a school, college, division, department, or smaller
“Pay Basis” is the specification of whether an academic staff member’s salary is paid on an annual (12 months), academic year (9 months), or other appropriate basis.

“Probationary Appointment” is an academic staff appointment leading to review and decision on indefinite appointment.

“Program Decision”: See “Budget or Program Decision.”

“UWS 8-13; 15; 18, 19, and 21” refer to the Rules of the Board of Regents of the University of Wisconsin System, s. UWS 1-21, Wisconsin Administrative Code including academic staff rules (Chapters 8-13); limited appointments (Chapter 15); conduct on university lands (Chapter 18); sick leave (Chapter 19); use of university facilities (Chapter 21).

“Years of Academic Staff Service” is continuous years of paid UW-Madison academic staff employment without regard to percent of employment. A leave of absence of any length or a break in academic staff service of three years or less will not result in loss of prior years’ employment credit academic staff service. For purposes of determining the required notice period, an appointment of one or both semesters of an academic year shall count as one year of service.
CHAPTER 2
ACADEMIC STAFF APPOINTMENTS

2.01 Types of Appointment

Academic staff appointments are fixed term, probationary, or indefinite. Rights associated with an appointment are limited to the operational area specified in the letter of appointment.

1. Fixed-Term Appointments. Fixed-term appointments are renewable, rolling horizon, or terminal. An initial period of evaluation is required (2.04), during which an appointment may be ended without the right of appeal. Once the evaluation period has been successfully completed, the employment of an academic staff member holding a fixed-term renewable or fixed-term rolling-horizon appointment may be ended only for reasons of (1) funding loss, (2) a budget or program decision that requires a program to be discontinued, curtailed, modified or redirected, (3) unsatisfactory performance, or (4) misconduct, according to the procedures outlined in ASPP 3, 5 and 6. (See Note at end of chapter.)

   a. Fixed-Term Renewable Appointment. The fixed-term renewable appointment is the most common appointment given to academic staff. This appointment is for the initial term specified in the letter of appointment and is renewable so long as the appointee renders satisfactory service, funds are available, and the directions or needs of the program do not change.

   Appointments for terms up to and including one year renew for the same term unless the academic staff member receives a written notice to the contrary. A letter of reappointment is not required. If the term of appointment is increased, a letter of reappointment is required.

   Appointments for terms of longer than one year, including multiple-year appointments, do not require a letter of reappointment during the original term. To renew the appointment for more than one year requires a reappointment letter. If a reappointment letter or nonrenewal notice is not issued before the end of the original term, then the appointment becomes a one-year fixed-term renewable appointment.

   b. Fixed-Term Rolling-Horizon Appointment. A rolling-horizon appointment extends daily for the term specified in the letter of appointment or other document. The term may be for one or more years. For example, a three-year rolling-horizon appointment automatically renews every day and entitles the employee to a full three years’ notice of nonrenewal.

   The term of a rolling-horizon appointment may be increased or decreased at any time. If the term is increased, the new term shall take effect upon written notification. If the term is reduced, written notification is required and shall include the reasons for the change, i.e., funding loss, budget or program decision, unsatisfactory performance, or misconduct. The shorter term takes effect when the time elapsed from the date of notification equals the difference between the old and new terms of appointment. The appointment will, in effect, cease rolling until the period by which the appointment is being reduced has elapsed. For example, if a three-year rolling-horizon appointment is reduced to a two-year rolling-horizon appointment, the appointment will cease rolling
until one year has elapsed, then resume as a two-year rolling-horizon appointment.

A rolling-horizon appointment may be changed to a fixed-term renewable appointment upon written notice to the employee with copies to the dean or director and the Academic Personnel Office. The notice shall include the reasons for the change, i.e., funding loss, budget or program decision, unsatisfactory performance, or misconduct. The initial length of the new fixed-term renewable appointment shall equal the term of the former rolling-horizon appointment.

A decrease in the term of a rolling-horizon appointment or a change to a fixed-term renewable appointment may be grieved in accordance with ASPP 7 when the employee believes the action to be arbitrary, capricious, for reasons prohibited by law, or in violation of ASPP when the alleged violation influences the decision under review.

c. Fixed-Term Terminal Appointment. Fixed-term terminal appointments are made when there is no expectation of continuing employment. The appointment letter will specify the appointment termination date. Fixed-term terminal appointments shall not be used repeatedly to avoid granting the increased job security provided by fixed-term renewable and fixed-term rolling-horizon appointments.

There are three types of fixed-term terminal appointment:

i. Finite. This type of appointment is used when the appointment is for a clearly limited period of two years or less with no anticipation of renewal. Fixed-term terminal appointments may be extended, but the total period of appointment may not exceed two years. Continuation of the position beyond two years shall be as a fixed-term renewable appointment unless the chancellor’s designee determines that good cause exists to continue it as a fixed-term terminal appointment.

ii. Instructional. This type of fixed-term terminal appointment is limited to instructional academic staff and can be offered repeatedly except as follows. When an instructional academic staff member has held an appointment in a given department for either or both semesters in each of the last three successive academic years, reappointment shall be as a fixed-term renewable appointment on a similar basis, e.g., one-semester or two-semester appointment. In cases of uncertain enrollment or other exceptional circumstances, however, reappointment to a fixed-term terminal instructional position beyond this period may be made with the approval of the chancellor’s designee. (See Note at the end of this chapter regarding employment security.)

iii. Emeritus. This type of fixed-term terminal appointment is limited to unclassified staff who have retired; it may be renewed at the option of the employer without limitation.

32 Indefinite Appointment. This appointment type is used to recognize academic staff for outstanding performance and importance to the continuing mission of the unit. This appointment type can be considered only when the dean or director can assure long-term funding. The indefinite appointment grants the appointee permanent employment status. An indefinite appointment is an academic staff appointment with permanent status and for an unlimited term in a specified operational area. Indefinite appointments confer the greatest job security of any
An indefinite appointment is granted only upon the recommendation of the department or its functional equivalent, review by an academic staff area review committee, and approval by the appropriate dean or director and the chancellor pursuant to the procedures described in 2.09.

The rights conferred by an indefinite appointment are limited to the operational area in which the appointment is made. However, if an individual’s operational area moves to another unit, the indefinite appointment shall be retained. An individual who is selected for an academic staff position in a different operational area may negotiate a continuance of indefinite appointment status with the new employer. The new employer shall decide continuance of the indefinite appointment in the new position; no further review is required. Continuance of an indefinite appointment is granted at the discretion of the new employer and does not require review by an area review committee.

An indefinite appointee can only be dismissed for cause under ASPP 6 or laid off for reasons of budget or program under ASPP 5; nonrenewal does not apply to indefinite appointees. The percentage of appointment provided for in the indefinite appointment cannot be changed without the mutual consent of the academic staff member and the institution unless the appointment is ended or diminished under ASPP 6 or 5 reduced by partial layoff under ASPP 5.

**2.03 Probationary Appointment.** A probationary appointment is an appointment with a probationary period of up to seven years leading to a review and decision on granting an indefinite appointment. Probationary academic staff not granted an indefinite appointment by the end of probation may not be reappointed to a fixed-term appointment within the same operational area. However, exceptions may be made by the chancellor or designee after seeking advice from the appropriate academic staff area review committee and the dean or director.

Neither probationary nor indefinite appointments are appropriate for positions whose duties approximate a tenure faculty appointment; these may not be used to circumvent or evade normal tenure policies and procedures.

A probationary appointment shall be made in an operational area only when it is anticipated that the position will continue indefinitely. Probationary appointments within an academic department must be approved in advance by the executive committee of the department. In addition, all probationary appointments require the advance approval of the appropriate dean or director. For appointments in an administrative or service unit, approval must be received both from the immediate unit director and from the college-level dean or director, or from the chancellor’s office if the appointee reports directly to the chancellor’s office.

**2.02 Letters of Appointment**

Each employee shall receive a letter of appointment signed by the individual making the appointment. Such a letter is required at the time of the initial appointment and whenever there is a change in the terms or conditions of the appointment. The initial appointment letter shall include at a minimum the following:

1. Official university title of the position and working title, if appropriate.

2. Type of appointment: fixed-term renewable, fixed-term rolling-horizon, fixed-term
terminal, probationary, or indefinite.

3. The operational area of the appointment.

4. Title and name of the person to whom the employee is immediately responsible.

5. A statement of initial salary level and pay basis, starting date, and date of next salary review.

6. Percentage of full-time employment.

7. Initial evaluation period, if applicable, and the unit’s procedure for performance review (see ASPP 10).

8. General position Responsibilities, including any special requirements of the position, e.g., unusual hours, on-call expectations, flexible hours, or extensive travel.

9. Additional information required for specific types of appointment:
   a. Fixed-term renewable appointment letters shall specify the length of the initial term of the appointment.
   b. Fixed-term rolling-horizon appointment letters shall specify the length of the rolling term.
   c. Fixed-term terminal appointment letters shall specify the ending date for the appointment.
   d. Probationary appointment letters shall specify:
      i. the amount of prior service to be counted toward the probationary period.
      ii. the maximum probationary period for the appointment.
      iii. the criteria for recommendation for indefinite status.
      iv. the appropriate area review committee for consideration of indefinite status.

Upon initial appointment, each academic staff member shall be provided a printed copy of and/or the Web address for University of Wisconsin-Madison Academic Staff Policies and Procedures and the Rules of the Board of Regents of the University of Wisconsin System, s. UWS 8-13, 15, 18, 19, and 21, Wisconsin Administrative Code.

2.03 Annual Salary Notification Letters

Each academic staff member shall be notified annually of his or her salary for the next fiscal year.

2.04 Periods of Evaluation
Initial fixed-term appointments in an operational area shall include a period of evaluation of at least six months, but not more than 12 months (see exception in 2.04.3). During the period of evaluation, the appointee may be dismissed with the approval of the dean, director, or designee; there is no right of appeal. The duration of the period of evaluation shall be specified in the appointment letter. If the appointment letter does not specify the period of evaluation, the evaluation shall be for a period of six months.

1. **Extension of Six-Month Evaluation Period.** The evaluation period may be extended beyond six months, but the total evaluation period may not exceed 12 months (see exception in 2.04.3). If the evaluation period is to be extended, a written statement of the duration of and the reason for the extension shall be provided to the employee prior to the end of the original evaluation period. A written performance evaluation must be provided to the employee at the same time. An evaluation period of 12 months cannot be extended; however, it may be suspended under certain circumstances (see 2.04.3).

2. **Evaluation Period of More than Six Months.** When the period of evaluation specified in the appointment letter is longer than six months, a written performance evaluation is strongly recommended at the midpoint of the evaluation period.

3. **Suspension of the Evaluation Period.** An evaluation period shall be suspended during periods of leave without pay, use of sick leave, or use of other leave for family and medical leave purposes when the leave exceeds 20 working days. The period of suspension shall be equal to the length of time the employee is absent. The employee shall receive written notice that the period of evaluation has been suspended. After an initial suspension is granted, a subsequent suspension will be granted only if an additional leave of 20 or more days has been taken. No more than two suspensions will be granted during an evaluation period.

4. **Completion of the Evaluation Period.** The employee shall be notified in writing of the successful completion of the evaluation period. If the evaluation period lapses without such notification, the employee shall be considered to have completed the evaluation period successfully.

5. **Early Completion of the Evaluation Period.** The evaluation period may be concluded whenever the individual making the appointment determines that the employee’s performance is satisfactory. The employee shall be notified in writing of the successful completion of the evaluation period.

6. **Termination During the Evaluation Period.** During the evaluation period, the appointment may be terminated by the employing unit at any time. Before issuing a termination notice, the employing unit shall obtain the approval of the dean, director, or designee. If employment is terminated, the academic staff member shall be informed in a letter that includes the reasons for termination. There is no right of appeal. No notice period prior to termination is necessary, as long as the period of evaluation is specified in the appointment letter; however, if the appointment letter does not specify the period of evaluation, the employee shall be given at least 10 working days’ notice. An employee who is given written notice of termination during the evaluation period shall be considered to have been dismissed during the evaluation period even if the last day of employment falls after the end of the evaluation period. Termination during an evaluation period is neither a nonrenewal nor a dismissal for cause and is not subject to the provisions of ASPP 3 or 6, or UWS 11.
2.05 Review of Appointment Status

All academic staff members not holding terminal appointments shall be eligible for consideration for increased job security in the form of multiple-year or rolling-horizon or indefinite appointments at any time during their appointment. No minimum period of appointment at UW-Madison is required.

Consideration of an academic staff member’s appointment status can be initiated with a request by the academic staff member or by his or her unit at any time. Academic staff members of a unit shall have the right to participate in establishing or changing the procedures and criteria by which academic staff of the unit are considered for additional job security.

Employing units shall annually review academic staff members who have five or more years of academic staff service at UW-Madison to determine whether a new or increased multiple-year appointment or rolling-horizon appointment or indefinite appointment shall be proposed. Individuals who currently hold rolling-horizon appointments shall be reviewed and a determination made about their eligibility for an indefinite appointment.

Academic staff members who are supported by grant funding and who have at least five years of service at UW-Madison shall be reviewed annually to determine whether a multiple-year appointment with a term equal to the duration of the grant shall be proposed.

Following review by employing units, deans and directors shall review the academic staff members for whom longer-term appointments have been proposed to identify individuals to be granted increased job security. Increased job security shall be granted to academic staff members when the following criteria are met: 1) the quality of their performance warrants increased job security, 2) their role is an integral part of their department’s or unit’s continuing mission, and 3) a funding source can be identified that can permit multiple-year, rolling-horizon, or indefinite appointments.

No presumption is made that individuals must have five years of service before being considered for multiple-year or rolling-horizon appointments. Academic staff with five years or more of service at UW-Madison who do not receive a new or increased multiple-year or rolling-horizon appointment or an indefinite appointment as a result of this review shall be given written reasons upon request.

2.06 Continuance of Employment Rights and Privileges

Members of the academic staff who hold the employment rights and privileges provided by a rolling-horizon, multiple-year, or indefinite appointment may negotiate continuance of these rights and privileges when accepting another academic staff position or appointment. Such appointments, however, are granted at the discretion of the new employer. If continuance of an indefinite appointment is negotiated, review by an Area Review Committee is not required.

2.097 Indefinite Appointment
An indefinite appointment is an academic staff appointment with permanent status and for an unlimited term in a specified operational area. Indefinite appointments confer the greatest job security of any academic staff appointment. Indefinite appointments are neither limited to nor specific to any academic staff title series or position.

The rights conferred by an indefinite appointment are limited to the operational area in which the appointment is made. However, if an individual’s operational area moves to another unit, the indefinite appointment shall be retained. An individual who is selected for an academic staff position in a different operational area may negotiate a continuance of indefinite appointment status with the new employer. The new employer shall decide continuance of the indefinite appointment in the new position; no further review is required.

1. **Procedure.** Each department or its functional equivalent, with the participation of its academic staff, shall develop appropriate procedures for initiating the review process.

   a. **Eligibility.** Indefinite appointments are available to all academic staff title series and positions. Academic staff are eligible for recommendation for an indefinite appointment when 1) they have shown evidence of consistent excellence in performance and professional growth, 2) they are of significant current and continuing value to the mission of their department or program, and 3) fiscal resources are available to make the commitment. An indefinite appointment is not acquired solely because of years of service.

   An indefinite appointment, although normally made to an individual holding a fixed-term or probationary appointment at the University of Wisconsin-Madison, may be granted to a person not currently so employed. Such an appointment may be granted to a member of the academic staff who holds or will hold a half-time or greater appointment. An indefinite appointment is not acquired solely because of years of service.

   b. **Area Review Committee.** The appropriate area review committee to review employees for an indefinite appointment normally is identified by joint agreement of the employee and employer and shall be the committee appropriate to the area of employment. When an agreement cannot be reached, the Academic Staff Executive Committee, in consultation with the dean or director and the Academic Personnel Office, shall specify the appropriate area review committee.

   c. **Initial Review.** The review process can be initiated with a request by the academic staff member or a recommendation by his or her unit. Recommendations for review must be considered by the departmental executive committee or its equivalent. If no such equivalent exists, recommendations must go to the unit head or equivalent. The unit is encouraged to consult with the appropriate dean or director regarding continuing program need and availability of fiscal resources to support the recommendation.

   The academic staff member to be reviewed shall be notified in writing at least 20 working days prior to the review. The employee may review his or her supporting documents, may supplement the nomination with additional written material, and may make a personal presentation prior to or during the review process.

   When a meeting is held to decide whether to recommend an employee for an indefinite appointment, the employee may make a personal presentation, but shall be excused prior
to committee deliberations. This meeting shall be closed unless an open meeting is requested in writing by the academic staff member. Upon affirmative review the recommendation shall be forwarded to the appropriate dean or director. The academic staff member shall be notified in writing of the recommendation within one week.

d. Transmittal by the Dean or Director. The dean or director must confirm that program need and available fiscal resources will support an indefinite appointment. Following that confirmation, the dean or director shall request the advice of the area review committee.

A dean or director who forwards an indefinite appointment nomination for review is prepared to make an ongoing commitment of funds for two years beyond the date of any loss of funding for the position. Such a commitment can be abrogated only where a state of financial emergency, as defined in UWS 5.02, is declared.

e. Action by the Area Review Committee. The appropriate area review committee to review employees for an indefinite appointment normally is identified by joint agreement of the employee and employer and shall be the committee appropriate to the area of employment. When an agreement cannot be reached, the Academic Staff Executive Committee, in consultation with the dean or director and the Academic Personnel Office, shall specify the appropriate area review committee.

Each area review committee shall convene to review nominations for indefinite appointment status within its respective area. The committee shall seek any additional information or expertise it needs to reach a decision. All members of each committee have the right to vote on all candidates. The recommendation of the area review committee is advisory to the dean or director.

f. Action by the Dean or Director. When the dean or director recommends an indefinite appointment, the recommendation, including a copy of the area review committee report, shall be forwarded to the chancellor. If the dean or director does not recommend an indefinite appointment, he or she shall notify the department and candidate of that fact. When the dean’s or director’s recommendation differs from that of the area review committee, the committee shall be informed of the reasons in writing.

g. Action by the Chancellor. When the chancellor makes a decision to affirm or deny a recommendation for indefinite status, the chancellor shall notify the candidate of the decision.

h. Disapproval of Recommendation to Indefinite Appointment. When an indefinite appointment is not granted to a fixed-term employee, he or she has the right to continue as a fixed-term employee.

i. Continuance of Employment Rights and Privileges. Members of the academic staff who hold the employment rights and privileges provided by an indefinite appointment may negotiate continuance of these rights and privileges when accepting another academic staff appointment. Continuance of an indefinite appointment is granted at the discretion of the new employer and does not require review by an Area Review Committee.
2. **Area Review Committees.**

   a. **Composition.** There shall be four academic staff area review committees: Humanities/Social Sciences, Biological/Medical Sciences, Physical Sciences/Engineering, and Administrative/Student Services/Library. Each committee shall consist of nine members. Insofar as possible, each committee shall consist of academic staff members having indefinite status and whose employment-related activities represent the diversity of academic staff.

   The members of the Administrative/Student Services/Library Area Review Committee shall include at least two from separate administrative areas, two from separate student services areas and two from separate library areas. The other three committees shall have academic staff members appointed to reflect the instructional, doctoral, and other backgrounds appropriate to academic staff within the area of review.

   The committee members shall be appointed by the chancellor or designee in consultation with the Academic Staff Executive Committee. Members will serve three-year terms with one-third of the committee appointed annually; members may be reappointed. Terms extend from July through June. Vacancies will be filled by appointment by the Academic Staff Executive Committee. The appointed committee members will serve the unexpired portion of that term.

   b. **Operating Procedures.** Each committee’s operating procedures are subject to the approval of the Personnel Policies and Procedures Committee (PPPC) of the Academic Staff Assembly. Modifications shall be part of the annual report specified below.

   c. **Annual Report.** At the end of each fiscal year, each area review committee shall submit a report to the PPC detailing the number of nominees reviewed, the committee’s recommendations, and the number of indefinite appointments awarded as well as evaluating the effects of the *Academic Staff Policies and Procedures* and making appropriate policy recommendations.

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2.08 **Probationary Appointment**

   When a probationary appointment is made, the employee shall receive a letter of appointment stating the terms and conditions of the appointment, including the criteria for recommendation to an indefinite appointment. A copy shall be placed in the personnel file. Changes in the criteria shall be made only by mutual consent of the appointing authority and appointee or in accordance with the letter of appointment.

   1. **Probationary Period.** The probationary period shall be for not more than seven years except as prescribed in 2.08.2 below. Appointments with shortened probationary periods are permitted. The dean or director or designee may agree to count all or part of appropriate service at other institutions and the University of Wisconsin-Madison as part of the probationary period, and any agreement to this effect shall be specified in the initial letter of appointment. This letter must clearly specify the maximum probationary period.

   2. **Absences During the Probationary Period.** An academic staff member may request a break in the probationary period because of special circumstances. Such circumstances include, but are not limited to, leaves of absence, professional improvement assignments, responsibilities
with respect to childbirth or adoption, significant responsibilities with respect to elder or dependent care, disability or chronic illness, or circumstances beyond the control of the academic staff member, when those circumstances significantly impede the academic staff member’s progress toward achieving indefinite status. Such a request must be initiated by the academic staff member concerned, must be supported by credible justification, and must be made before an indefinite status review commences under 2.079. The request must be reviewed by the supervisor and dean or director and forwarded to the Academic Staff Executive Committee for recommendation to the chancellor. Requests made under this section because of responsibilities with respect to childbirth and adoption shall be approved in accordance with applicable laws and university policies. A denial of a request must be based upon clear and convincing reasons that address the circumstances cited in the request. More than one request may be granted, but the aggregate length of time, except for a request because of responsibilities with respect to childbirth or adoption, ordinarily shall be no more than one year. Any academic staff member who has been in probationary status for more than seven years for one of the above reasons shall be evaluated as if he or she had been on probationary status for seven years.

3. **Area Review Committee.** The appropriate area review committee to review probationary employees for an indefinite appointment normally is identified by joint agreement of the employee and employer and shall be the committee appropriate to the area of employment. When an agreement cannot be reached, the Academic Staff Executive Committee, in consultation with the dean or director and the Academic Personnel Office, shall specify the appropriate area review committee.

4. **Procedural Steps for Recommending an Indefinite Appointment for a Probationary Appointee.** When a probationary appointment is made, the criteria for indefinite appointment will have been included in the terms and conditions of the appointment. During annual performance reviews, the supervisor shall note and document strengths, weaknesses, and contributions. Performance in areas previously listed as weaknesses are to be specifically commented upon during the reviews.

The person or body in the employing unit authorized to recommend an indefinite appointment shall conduct a review that will be the basis for a decision as to whether or not the appointee will be put forward for an indefinite appointment. The appointee shall be given 20 working days’ notice that this review will take place. Before the review the appointee may examine any supporting documentation and add to it any material he or she believes is relevant to a proper review of past and potential performance. Upon request, the appointee is entitled to appear personally at the review, with or without an advocate. The purpose of such an appearance is to provide an opportunity for the appointee to explain anything that he or she believes should be known before the decision regarding the recommendation for an indefinite appointment is made.

A recommendation for an indefinite appointment shall be sent to the dean or director who shall forward it with a letter to the appropriate area review committee for review and recommendation to indefinite status (see 2.079).

A decision not to recommend an indefinite appointment shall be accompanied by an item-by-item evaluation of the appointee’s performance with respect to the criteria for indefinite appointment established in the letter of appointment. The reasons shall be given to the employee in writing if requested. The decision may be appealed using ASPP 4.

2.079 **Academic Staff with Limited Appointments**
A limited appointment is a special appointment to a designated administrative position and is not an academic staff appointment. A limited appointee serves at the pleasure of the authorized official who made the appointment (UWS 15.01). An academic staff member who accepts a limited appointment shall hold a concurrent academic staff appointment (also referred to as a “back-up appointment”). Rehired annuitants are excluded from this provision.

A limited appointee who does not already hold an academic staff appointment may be provided the concurrent academic staff appointment by the unit making the limited appointment.

An academic staff member who accepts a limited appointment in another operational area may either resign the current position or negotiate a leave of absence. If the leave of absence is granted, the academic staff member shall retain the current academic staff appointment in the unit granting the leave for the duration of the leave. If the academic staff member resigns the current position, or if the leave of absence is not granted, is terminated, or is not renewed, the academic staff member shall be provided the concurrent academic staff appointment by the unit making the limited appointment. The appointee may negotiate currently held employment rights and privileges such as an indefinite appointment or an extended notice period for the concurrent academic staff appointment with the unit granting the limited appointment.

An academic staff member who accepts a limited appointment in the same operational area may either resign the current position or negotiate a leave of absence. If the leave of absence is granted, the academic staff member shall retain the current academic staff appointment for the duration of the leave. If the academic staff member resigns the current position, or if the leave of absence is not granted, is terminated, or is not renewed, the unit shall provide the academic staff member with the concurrent academic staff appointment, to which currently held employment rights and privileges such as an indefinite appointment or an extended notice period shall be attached.

If the limited appointment is terminated or if the academic staff member resigns from the limited appointment, the concurrent academic staff appointment shall remain in effect. Assignment shall be to a position commensurate with the staff member’s skills and experience and at a salary level not lower than the staff member might reasonably have expected if the previous academic staff position, if any, had continued without interruption.

NOTE: These policies and procedures represent efforts to strike a reasonable balance between employment security for academic staff, without intending to create an entitlement or property interest, and the responsibility of the university to manage its programs and resources. As a result, sections 3.06 and 3.07 have been revised to expand appeal rights and enhance the appeals process. The policies and procedures set forth in this and subsequent chapters implement job security and due process protections for academic staff that complement UWS 10.03.1.
CHAPTER 3
NONRENEWAL OF FIXED-TERM RENEWABLE APPOINTMENTS

3.01 Nonrenewal Defined

Nonrenewal is the termination of an academic staff member’s employment at the end of the appointment because of funding loss, a budget or program decision, or unsatisfactory performance, when proper notice of nonrenewal under ASPP 3.05 is given.

3.02 Grounds for Nonrenewal

In carrying out its mission and goals, the university retains the right to determine the direction and scope of its programs—including the right to reduce staff levels through nonrenewal because of a funding loss or a budget or program decision. A member of the academic staff holding a fixed-term renewable appointment may be nonrenewed at the end of the appointment because of:

- a funding loss,
- a budget or program decision that requires a program to be discontinued, curtailed, modified or redirected, or
- unsatisfactory performance.

Termination during an initial period of evaluation is not a nonrenewal and is not subject to the provisions of this chapter.

NOTE: Nonrenewal does not apply to employees holding indefinite appointments. See ASPP 2.01.23.

3.03 Employer’s Consideration Responsibility in Cases of Nonrenewal for Funding Loss or a Budget or Program Decision

Whenever a nonrenewal funding loss or a budget or program decision will result in a reduction of the academic staff work force in an operational area, such nonrenewal shall normally be implemented on the basis of years of UW-Madison service (see ASPP 1.03), except as follows. The presumption in favor of years of service shall not apply in cases where program needs dictate other considerations such as the need to maintain specific expertise, responsibility levels, or productivity levels within a program or operational area.

3.04 Employer’s Responsibility in Cases of Nonrenewal for Performance

An employer (e.g., immediate supervisor, principal investigator, department chair or unit head) is responsible for clearly communicating to each employee under his or her supervision what the employee’s duties are and how the performance of those duties will be evaluated. Before ending an appointment for unsatisfactory performance, the employer must inform the employee in writing about areas of performance deficiency and must make efforts to work with the employee to improve performance to a satisfactory level (see ASPP 10, Performance Reviews). Some
examples of unsatisfactory performance include insufficiently productive or timely output, insufficient creative effort, or failure to communicate effectively with individuals or groups important to the work processes.

Lapses in performance may also result from a disability or personal problem. If the employer knows, or has reason to know or believe, that either of these is or could be a factor affecting the employee’s work situation or performance, the employer shall consult with campus resources such as the Office for Equity and Diversity, for disabilities or the Employee Assistance Office, for personal problems the Ombuds Office, and the Academic Personnel Office before proceeding.

3.045 Notice

The employee shall be given a written notice of nonrenewal, including a statement of the reasons, notification of his or her right to appeal, and a copy of ASPP 3 and 9, in advance of the expiration of the current appointment in accordance with the table below. Prior to issuing the nonrenewal notice, the employing unit must obtain the approval of the dean, director, or designee. At the same time, copies of this nonrenewal notice shall be sent to the department chair or unit head, the dean or director, and the Academic Personnel Office. If proper notice in advance of the expiration date period is not given, either the appointment shall be extended to provide the requisite nonrenewal notice or a layoff decision shall be made in accordance with ASPP 5. If necessary, the appointment shall be extended to provide the required minimum nonrenewal notice. If the minimum notice period cannot be provided, policies pertaining to layoff apply (see ASPP 5).

Minimum Notice Period for Nonrenewal of Fixed-Term Renewable Appointments

<table>
<thead>
<tr>
<th>Years of UW-Madison Academic Staff Service*</th>
<th>Minimum Notice Period in Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fewer than 2</td>
<td>3</td>
</tr>
<tr>
<td>At least 2 but fewer than 6</td>
<td>6</td>
</tr>
<tr>
<td>At least 6 but fewer than 10</td>
<td>9</td>
</tr>
<tr>
<td>10 or more</td>
<td>12</td>
</tr>
</tbody>
</table>

NOTE: Rolling-horizon appointments require additional action and may require additional notice (see ASPP 2.01.1.b).

*Academic staff service is defined as continuous years of paid UW-Madison academic staff employment without regard to percent of appointment. For purposes of determining the required notice periods, an appointment of one or both semesters of an academic year shall count as one year of service. A leave of absence of any length or a break in academic staff service of three years or less shall not result in loss of prior years’ employment credit.
3.056 Referral Priority for Long-Term Staff

Referral priority entitles a nonrenewed academic staff member to be considered for academic staff positions for which he or she is qualified prior to open recruitment. Fixed-term academic staff members with six or more years of academic staff employment service at the University of Wisconsin-Madison within the prior seven years and who are nonrenewed for funding loss or a budget or program reasons decision shall be eligible for referral priority from notification of nonrenewal until the end of the appointment. At the discretion of the department or unit responsible for the open position, an academic staff member with referral priority may be hired without open recruitment. An academic staff member with referral priority may be hired without open recruitment at the discretion of the department or unit responsible for the position.

To initiate and maintain referral priority, the nonrenewed academic staff member must register with the Academic Personnel Office and notify that office of changes of address or employment status. Referral priority ends automatically when a staff member accepts an alternative appointment that is not intended to be temporary, fails to accept an appropriate alternative appointment with any employer, resigns, or fails to notify the Academic Personnel Office of changes of address or employment status. The primary test in the determination of appropriate alternative appointment is not salary level but the comparability of the qualifications necessary and skill level required.

3.067 Basis of Right to Appeal

In carrying out its mission and goals, the university retains the right to determine the direction and scope of its programs—including the right to reduce staff levels through nonrenewal because of a funding loss or a budget or program decision that requires a program to be discontinued, curtailed, modified or redirected. However, the academic staff member who is nonrenewed has the right to appeal when the staff member believes that there are no valid grounds for nonrenewal (see ASPP 3.01); or his or her performance was satisfactory, that the nonrenewal is not actually a result of a funding loss or a budget or program decision that another academic staff member should have been nonrenewed instead; or that the nonrenewal is arbitrary, capricious, for reasons prohibited by law, or in violation of ASPP when the alleged violation is substantive enough to influence the decision under review. An arbitrary or capricious nonrenewal decision is one that was made without a basis in fact or for inconsequential or unsubstantial reasons when the needs of the program had not changed, funds for the position were available, and performance was satisfactory. An academic staff member does not otherwise have the right to appeal the substance of a budget or program decision. A pending appeal of the a nonrenewal decision does not in and of itself extend the appointment.

3.078 Appeal Process

1. Review by the Dean or Director. To be entitled to a review, the academic staff member must submit a written request for review of the nonrenewal decision to the dean, director or designee within 20 working days of receipt of the nonrenewal notice. The request must include a written statement of facts and circumstances supporting the request. Appeal must be presented by the academic staff member as a part of the request for review. The academic staff member is entitled to request a meeting with the dean, director or designee, who shall meet with the academic staff member, if requested to do so, and shall notify the Academic Personnel Office in writing within 20 working days of receipt of the written request for review. If there is no response by the dean or director to the written request for a review within
the designated time period, the employee can appeal to the Academic Staff Appeals Committee within 20 working days of the expiration of the designated period.

2. **Review by Appeal to the Academic Staff Appeals Committee.** The academic staff member shall have 20 working days from receipt of the dean or director’s decision to file an appeal with the Academic Personnel Office Secretary of the Academic Staff office, which will forward the files to the Academic Staff Appeals Committee and the dean or director with a copy to the Academic Personnel Office, within five working days. The dean or director shall provide the employing department and employee’s supervisor with a copy of the academic staff member’s appeal request for a review or a hearing by the Academic Staff Appeals Committee. The Academic Staff Appeals Committee shall conduct a review in accordance with ASPP 9.

   a. **Access to the Evidence.** An academic staff member who files an appeal shall have the right to review all evidence the employer used to make the nonrenewal decision. All additional information the employer uses or plans to use to support the decision shall also be provided to the appellant in a reasonable time prior to a review. Likewise, the employer shall have the right to review all materials to be presented by the appellant. The exchange shall take place within a reasonable time prior to a review.

   b. **Burden.** The employee has the burden to show by a preponderance of the evidence that there are no valid grounds for nonrenewal (see ASPP 3.01); or that another academic staff member should have been nonrenewed instead; or that the nonrenewal is arbitrary, capricious, for reasons prohibited by law, or in violation of ASPP when the alleged violation is substantive enough to influence the decision under review. when the alleged violation influences the decision under review.

   c. **Notification and Disposition.** The Academic Staff Appeals Committee shall forward its findings of fact with a recommendation to the chancellor or designee and shall send a copy to the employee, the department chair or unit head, the dean or director, and the Academic Personnel Office. Within 30 working days of receipt of the Committee’s recommendation, the chancellor or designee shall implement the recommendation or give the appellant and the Committee written reasons for any decision to modify the recommendation. The employee, the department chair or unit head, the dean or director, and the Committee shall be notified of the decision of the chancellor or designee, which is final. If the decision of the chancellor or designee has not been issued within 30 working days, the recommendation of the Academic Staff Appeals Committee becomes final.

63. **Time Limits.** Steps in the appeal process must be initiated and completed within the designated time periods except when modified by mutual consent. If the employee fails to initiate the next step in the appeal process within the designated time period, the appeal will be considered resolved by the decision at the last completed step.

74. **Representation.** The presence of a representative or other third party designated by the employee is permitted at any stage during the appeal process.

3.089 **Joinder of Nonrenewal Appeals**

If the nonrenewal of two or more members of the academic staff arises from the same or similar situation in a single operational area, the academic staff members who appeal or the dean or director may request joinder of cases for review. The Academic Staff Appeals Committee shall consider joinder before taking up the merits of any case. In addition, the Academic Staff Appeals Committee may join the cases on its own motion.
CHAPTER 4 
NONRETENTION OF EMPLOYEES HOLDING PROBATIONARY
APPOINTMENTS

This chapter applies only to probationary appointments, which lead to review for indefinite status. See 2.01. and 2.08.

4.01 Statement of Reasons for Nonretention

The administrative head of the operational area shall notify the probationary academic staff member in writing at least 20 working days in advance of the date on which a renewal, nonretention, or promotion decision will be made. The employee shall have the right to present for consideration during this time any documentary material that may be relevant. If a nonretention decision is made, the employee shall receive notice at least three months before the end of the appointment in the first year, six months before the end of the appointment in the second year, and 12 months thereafter. Thus, notice of nonretention must be given no later than the end of the sixth year. The notice shall include a statement of the reasons for nonretention, notification of reconsideration rights, and a copy of ASPP 4 and 9.

4.02 Reconsideration of Nonretention Decision

An academic staff member seeking a reconsideration must submit a written request for a reconsideration meeting within five working days of receipt of the reasons for nonretention. The administrative head of the operational area shall convene the meeting for reconsideration within 10 working days of receipt of the request, and the academic staff member shall be notified a minimum of three working days prior to the meeting. The time limits may be extended by mutual consent of the parties. At the meeting for reconsideration, both parties are entitled to present information relevant to the decision and to have a representative present. The purpose of reconsideration is to allow the academic staff member an opportunity to persuade the administrative head of the operational area to change the recommendation of nonretention. The reconsideration is neither a hearing nor an appeal and shall be nonadversarial in nature.

Within 10 working days of the reconsideration meeting, the academic staff member shall be informed in writing of the decision, the reasons for the decision, and the right of appeal, if applicable. A copy shall be sent to the dean or director.

4.03 Appeal of Nonretention

1. Review by the Dean or Director. The academic staff member may, within 20 working days after receipt of notice of the decision in 4.02 above, submit a written appeal of the nonretention decision to the appropriate dean or director. Upon receipt of such an appeal, the dean, director, or designee shall review the issue on the record and shall provide a decision in writing to the academic staff member, the department chair or unit head, and the Academic Personnel Office within 15 working days of receipt of the written request for review. If there is no response by the dean or director to the initial appeal within the designated time period, the employee can appeal to the Academic Staff Appeals Committee within 15 working days of the expiration of the designated period.

2. Review by the Academic Staff Appeals Committee. Upon receipt of the dean or director’s decision, the academic staff member shall have 15 working days to file an appeal with the Academic Personnel Office, which will forward the files to the Academic Staff Appeals Committee and the dean or director within five working days. The dean or director shall provide the employing department and employee’s supervisor
with a copy of the academic staff member’s request for a review by the Academic Staff Appeals Committee. The Academic Staff Appeals Committee shall conduct a review in accordance with ASPP 9.

3. **Access to the Evidence.** An academic staff member who files an appeal shall have the right to review all evidence the employer used to make the nonretention decision. All additional information the employer uses or plans to use to support the decision shall also be provided to the appellant in a reasonable time prior to a review. Likewise, the employer shall have the right to review all materials to be presented by the appellant. The exchange shall take place within a reasonable time prior to a review.

4. **Burden.** The employee has the burden to show by a preponderance of the evidence that the nonretention is arbitrary, capricious, for reasons prohibited by law, as specified in UWS 10.04(1), or in violation of ASPP when the alleged violation influences the decision under review.

5. **Notification and Disposition.** The Academic Staff Appeals Committee shall forward its findings of fact with a recommendation to the chancellor or designee and shall send a copy to the employee, the department chair or unit head, the dean or director, and the Academic Personnel Office. Within 30 working days of receipt of the Committee’s recommendation, the chancellor or designee shall implement the recommendation or give the appellant and the Committee written reasons for any decision to modify the recommendation. The employee, the department chair or unit head, the dean or director, and the Academic Personnel Office, and the Committee shall be notified of the decision of the chancellor or designee, which is final. If the decision of the chancellor or designee has not been issued within 30 working days, the recommendation of the Academic Staff Appeals Committee becomes final.

6. **Time Limits.** Steps in the appeal process must be initiated and completed within the designated time periods except when modified by mutual consent. If the employee fails to initiate the next step in the appeal process within the designated time period, the appeal will be considered resolved by the decision at the last completed step.

7. **Representation.** The presence of a representative or other third party designated by the employee is permitted at any stage during the appeal process.
CHAPTER 5
LAYOFF FOR REASONS OF BUDGET OR PROGRAM

5.01 Layoff Defined

Layoff is defined as the termination of an academic staff member’s employment because of a funding loss or a budget or program decision (see as defined in ASPP 1.03) either prior to the end of the appointment or when proper notice of nonrenewal under ASPP 3.0 cannot be given. If proper notice of nonrenewal has been given, the provisions of this chapter do not apply. Layoff is neither dismissal for cause (ASPP 6) nor nonretention of a probationary appointee (ASPP 4).

5.02 Considerations

Employer’s Responsibility in Making a Layoff Decision

In carrying out its mission and goals, the university retains the right to determine the direction and scope of its programs—including the right to reduce staff levels through layoff because of a funding loss or a budget or program decision that requires a program to be discontinued, curtailed, modified or redirected. If a layoff will result in reduction of the academic staff work force when a layoff will occur in an operational area with two or more academic staff employees, it shall normally be implemented on the basis of years of UW-Madison academic staff service (see as defined in ASPP 1.03), except as follows. The presumption in favor of years of service shall not apply when program needs dictate other considerations such as the need to maintain specific expertise or responsibility levels, or productivity levels within a program or operational area.

5.03 Approval of a Layoff Decision

A layoff decision requires prior approval. The supervisor must prepare a written statement describing the facts and circumstances that may lead to justifying the layoff of an employee in an operational area. This written justification statement must be approved by the employing unit and dean, director, or designee in consultation with the Academic Personnel Office. Upon receipt of this approval, the employing unit shall notify the employee in writing of the layoff (see ASPP 5.04.1).

If a proposed layoff is proposed based on a substantial redirection of program activity without significant funding loss, the chancellor or designee may establish, at his or her discretion, an ad hoc committee to review the layoff proposal. Affected employees will be notified whether or not there will be a review. The ad hoc committee shall include academic staff employed within the program or activity that will be affected by the layoff decision. This committee will make a recommendation to the chancellor or designee, who must approve the recommendation before the layoff notice can be issued.

5.04 Notice

1. Written Notice. Any academic staff member with a fixed-term or probationary appointment shall be given written notice of layoff by the immediate supervisor, principal investigator, department chair or unit head only after approval from the layoff decision by the dean, or director, or designee and the Academic Personnel Office. At the same time, copies of this notice shall be sent to the department chair or unit head, the dean or director, and the Academic
Personnel Office. An academic staff member with an indefinite appointment shall be given written notice by the dean or director. The written notice shall inform the employee of the reasons for the layoff, the effective date of the layoff, and his or her appeal rights, and shall include a copy of ASPP 5 and 9.

2. **Minimum Notice Period.** Academic staff with fixed-term or probationary appointments shall be given the standard nonrenewal notice periods specified in ASPP 3.04 unless there are compelling reasons to the contrary (e.g., almost immediate cutoff of funds). Even if compelling reasons exist, employees shall be given at least the minimum layoff notice, depending upon the reason for the layoff.

### Minimum Notice Period for Layoff of Fixed-Term Renewable and Probationary Appointees

<table>
<thead>
<tr>
<th>Years of Academic Staff Service*</th>
<th>Minimum Layoff Notice Period in Months for Budget or Program Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fewer than 2</td>
<td>1</td>
</tr>
<tr>
<td>At least 2 but fewer than 6</td>
<td>2</td>
</tr>
<tr>
<td>At least 6 but fewer than 10</td>
<td>3</td>
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<tr>
<td>10 or more</td>
<td>4</td>
</tr>
</tbody>
</table>

* Academic staff service is defined as continuous years of paid UW-Madison academic staff employment without regard to percent of appointment. For purposes of determining the required notice periods, an appointment of one or both semesters of an academic year shall count as one year of service. A leave of absence of any length or a break in academic staff service of three years or less shall not result in loss of prior years’ employment credit. ASPP 1.03 defines “Years of Academic Staff Service” as “continuous years of paid UW-Madison academic staff employment without regard to percent of employment. A leave of absence of any length or a break in academic staff service of three years or less will not result in loss of prior years’ academic staff service. For purposes of determining the required notice period, an appointment of one or both semesters of an academic year shall count as one year of service.”

### Minimum Notice Period for Layoff of Rolling-Horizon and Indefinite Appointees [add superscript 1]

<table>
<thead>
<tr>
<th>Type of Appointment</th>
<th>Minimum Layoff Notice Period in Months for Budget or Program Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolling-Horizon*</td>
<td>6</td>
</tr>
<tr>
<td>Indefinite</td>
<td>24</td>
</tr>
</tbody>
</table>
3. **Exception in the Case of a Declared Financial Emergency.**[superscript 1] In the case of a financial emergency as defined in UWS 5.02, which can be declared only by the Board of Regents, the minimum layoff notice period for indefinite appointees may be reduced to 12 months and the minimum layoff notice period for fixed-term rolling-horizon appointees being laid off for budget or program reasons may be reduced to six months.

[replace asterisk with superscript 2] When two or more rolling-horizon appointees in the same operational area will be laid off, and if more than the minimum required layoff notice periods can be given, employees holding longer-term rolling-horizon appointments shall receive notice periods equal to or longer than those given to employees with shorter-term rolling-horizon appointments.

5.05 **Basis of Right to Appeal**

In carrying out its mission and goals, the university retains the right to determine the direction and scope of its programs—including the right to reduce staff levels through layoff because of a funding loss or a budget or program decision that requires a program to be discontinued, curtailed, modified or redirected. However, the academic staff member who is laid off has the right to appeal when the staff member believes that the layoff is not actually a result of a funding loss or a budget or program decision, there are no valid grounds for layoff (see ASPP 5.01); or when he or she believes that another academic staff member should have been laid off instead; or when he or she believes the layoff is arbitrary, capricious, for reasons prohibited by law, or in violation of ASPP when the alleged violation is substantive enough to influence the decision under review when the alleged violation influences the decision under review. An arbitrary or capricious layoff decision is one that was made without a basis in fact or for inconsequential or unsubstantial reasons when the needs of the program had not changed, funds for the position were available, and performance was satisfactory. An academic staff member does not otherwise have the right to appeal the substance of a budget or program decision. A pending appeal of the a layoff decision does not in and of itself extend the appointment.

5.06 **Appeal Process**

1. **Request for Review by the Dean or Director.** To be entitled to a review, the academic staff member must submit a written request for review of a layoff decision to the dean or director within 20 working days of receipt of the written notice of layoff.

2. **Review by the Dean or Director.** When a review is requested, the dean, director, or designee shall meet with the academic staff member, who shall have an opportunity to present facts and circumstances concerning the layoff. The dean, director, or designee shall make an objective review of all pertinent facts and circumstances and inform the employee, the department chair or unit head, and the Academic Personnel Office of the decision in writing within 15 working days following the meeting. If there is no response by the dean, director, or designee to regarding the written request for review within the designated time period, the employee can appeal to the Academic Staff Appeals Committee within 15 working days of the expiration of the designated period.

3. **Hearing by Appeal to the Academic Staff Appeals Committee.** The academic staff member shall have 15 working days from receipt of the dean, or director's, or designee's decision to file a written appeal with the Academic Personnel Office, which will forward the files to the Academic Staff
Appeals Committee and the dean, director, or designee within five working days. The dean, director, or designee shall provide the employing department and employee’s supervisor with a copy of the academic staff member’s request for a hearing by the Academic Staff Appeals Committee appeal. The Academic Staff Appeals Committee shall conduct a hearing in accordance with ASPP 9.

4. **Access to the Evidence.** An academic staff member who files an appeal shall have the right to review all evidence the employer used to make the layoff decision. All additional information the employer uses or plans to use to support the decision shall also be provided to the appellant in a reasonable time prior to a hearing. Likewise, the employer shall have the right to review all materials to be presented by the appellant. The exchange shall take place within a reasonable time prior to a hearing.

5. **Burden.**

   a. **Fixed-Term Appointments.** For layoffs of fixed-term appointees, the employer’s burden shall be to show by a preponderance of the evidence (i) that the layoff is in fact the result of funding loss or a budget or program decision requiring program discontinuance, curtailment, modification, or redirection, (ii) that another academic staff member should not have been laid off instead, and (iii) that the layoff is not arbitrary, capricious, for reasons prohibited by law, or in violation of ASPP when the alleged violation influences the decision under review.

   b. **Indefinite Appointments.** For layoffs of indefinite appointees, refer to UWS 12.05(5) for details about the requirement to establish a prima facie case.

6. **Notification and Disposition.** The Academic Staff Appeals Committee shall forward its findings of fact with a recommendation to the chancellor or designee and shall send a copy to the Academic Personnel Office, dean or director, department chair or unit head, and employee. Within 30 working days of receipt of the Committee’s recommendation, the chancellor or designee shall implement the recommendation or give the appellant and the Committee written reasons for any decision to modify the recommendation. The employee, department chair or unit head, dean or director, Academic Personnel Office, and the Committee shall be notified of the decision of the chancellor or designee, which is final. If the decision of the chancellor or designee has not been issued within 30 working days, the recommendation of the Academic Staff Appeals Committee becomes final. As an exception, an indefinite appointee may request a review by the Board of Regents under UWS 12.05(8).

7. **Time Limits.** Steps in the appeal process must be initiated and completed within the designated time periods except when modified by mutual consent. If the employee fails to initiate the next step in the appeal process within the designated time period, the appeal will be considered resolved by the decision at the last completed step.

8. **Representation.** The presence of a representative or other third party designated by the employee is permitted at any stage during the appeal process.

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**5.07 Joinder of Layoff Appeals**

If the layoff of two or more members of the academic staff arises from the same or similar situation in a single operational area, the academic staff members who appeal or the dean or director may request joinder of cases for hearing. The Academic Staff Appeals Committee shall consider joinder before taking up the merits of any case. In addition, the Academic Staff Appeals Committee may join the cases on its own motion.
5.08 Layoff Status Defined

Layoff status shall be defined as the three-year period starting with the effective date of layoff. To initiate layoff status, the staff member/individual must register with the Academic Personnel Office. To maintain layoff status, the staff member/individual shall notify that office at least quarterly regarding employment status, or whenever a change of address or employment status occurs. Layoff status ends automatically when a staff member/individual accepts an alternative appointment that is not temporary, fails to accept an appropriate alternative appointment, resigns, or fails to notify the Academic Personnel Office of changes of address or employment status. The primary test in the determination of appropriate alternative appointment is not salary level but comparability of the qualifications necessary and skill level required.

5.09 Reappointment Rights and Referral Priority

Pursuant to Wis. Stats. 36.21 and UWS 12.09, 12.10 and 12.11, in an operational area where layoffs have occurred in the past three years, no person may be employed to perform reasonably comparable duties to those of the staff member laid off without first offering an appointment to the staff member on layoff status without loss of rights or status including salary rate. The head of each operational area is responsible for notifying laid-off academic staff members of their right to reappointment within that operational area. To ensure compliance, a record of laid-off academic staff members by operational area shall be kept in the Academic Personnel Office.

The UW-Madison shall devote its best efforts to securing alternative appointments in positions for which staff laid off under this chapter are qualified. The head of the operational area responsible for the layoff is encouraged to identify and inform the employee of any comparable positions in related operational areas. An academic staff member on layoff status may be hired without open recruitment into an academic staff position in another unit at the discretion of that department or unit. Units are encouraged to provide released time to academic staff members being laid off for such purposes as retraining, job interviews, career counseling, or job searches. Members of the academic staff on layoff status or on notice of layoff shall have referral priority rights to all academic staff vacancies for which they may reasonably qualify. Such referrals shall be made by the Academic Personnel Office prior to posting of position vacancies. Prospective employers must consider these persons before consideration of other referrals, if any, and before the commencement of open recruiting, and upon request must give written reasons to any referred academic staff member on layoff status to whom employment is refused.
CHAPTER 14

COMMITTEES OF THE UNIVERSITY

14.01. Academic Staff Committees

A. The term "academic staff committee" as used in this chapter applies only to committees established by the Academic Staff Executive Committee or the Academic Staff Assembly and does not apply to committees created by the chancellor, by deans, by the faculty, or by others. Academic staff committees subject to the provisions of this section may be called committees, boards, or commissions.

B. An academic staff committee reports to the academic staff through the Academic Staff Executive Committee and/or the Academic Staff Assembly.

C. A majority of the voting members of an academic staff committee shall be members of the University academic staff.

D. Actions taken by an academic staff committee when the academic staff members present do not constitute a majority must be approved either at the next meeting of the committee at which the academic staff members constitute a majority or through other procedures established by the committee such as a mail ballot.

E. Persons not members of the academic staff may serve on academic staff committees when appropriate. In particular, provision may be made for representation from the faculty, students, and administrative bodies.

F. The Academic Staff Executive Committee and the Academic Staff Assembly may provide for the selection of committee members, the scope of their authority, the rules and regulations for their proceedings, and the form in which the committee's work should be reported. New academic staff committees must be approved by the Assembly by majority votes in two consecutive Assembly meetings and shall become part of this chapter under 14.12.

G. Ad hoc academic staff committees established by the Academic Staff Executive Committee or the Academic Staff Assembly are subject to the general provisions of this chapter. The chair will be designated by the appointing body. The charge, composition, and method of appointment or election to each ad hoc committee shall be a part of the proposal of it creation.

14.02. Joint Governance Committee

A. A joint governance committee is:

i) a committee established in conjunction with faculty and/or student government to address issue of common concern, or
ii) a committee that has academic staff representation and is established for the purpose of making recommendations to the chancellor, provost, or designees concerning the governance of the institution.

B. A joint governance committee reports to the academic staff through the Academic Staff Executive Committee and/or the Academic Staff Assembly and to other establishing authorities in accordance with their rules.

C. The rules of the establishing authorities may provide for the selection of committee members, the scope of their authority, the rules and regulations for their proceedings, and the form in which the committee's work should be reported.

14.03. Consultants

A. The ASEC or the Assembly, by majority vote, may appoint consultants to a committee it has established. Requests for consultants may come from the ASEC, Assembly representatives, or the committees themselves. Consultants shall be nonvoting committee members.

14.04. Appointments to Committees

A. Unless other provision for selection is made, the Academic Staff Executive Committee appoints academic staff members of committees and designates their terms of office, after such consultation with the Nominating Committee, chancellor or provost as may be appropriate.

B. Representatives of the academic staff serving on committees established by the faculty shall be selected according to procedures established by the academic staff governance system.

C. Representatives of the faculty on committees established by the academic staff shall be selected according to procedures established by the faculty governance system.

D. Representatives of the students on committees established by the academic staff shall be selected according to procedures established by the student governance system.

E. An ex officio member of an academic staff committee is a full member of that committee, with the right to participate and vote, unless legislation specifies otherwise.

14.05. Election of Academic Staff to Committees

A. Academic staff members are elected to committees in accord with procedures described in this chapter.

B. Unless otherwise provided, nominations for committee positions that are to be filled by election are made by the Nominating Committee.

C. A vacancy in an elective committee position is to be reported by the chair of that committee to the Secretary of the Academic Staff.
D. If circumstances warrant, and upon consultation with the committee concerned, the Academic Staff Executive Committee shall appoint, subject to confirmation by the Academic Staff Assembly, an appropriately qualified replacement to fill the vacancy until an academic staff member is elected at the next annual election to complete the unexpired term.

14.06. Terms of Office

A. Unless otherwise specified, elected academic staff committee members serve one-year terms and assume their duties on July 1 following their election.

B. Appointed academic staff committee members serve from the date specified by the appointing authority until the appointing authority has designated a successor. If Academic Staff Policies and Procedures or assembly legislation establishing a committee specifies a term for an appointment, the appointing authority may extend the specified term for one year to avoid too great a turnover of committee members in a single year or to facilitate work in progress.

C. Unless otherwise specified, committee members may be reappointed by the Academic Staff Executive Committee.

D. Unless otherwise specified, terms of committee members shall be staggered to the extent possible.

14.07. Committee Chairs

A. Unless otherwise specified, chairs of all academic staff committees shall be academic staff members. The chairs of all elected academic staff committees are chosen by the members of the respective committees unless other provision is made. The chairs of all appointed academic staff committees shall be designated by the authority appointing the academic staff members unless other provision is made. Committees that elect their own chairs shall do so on the call of the outgoing chair.

14.08. Committee Reports, Records, Recommendations, and Policies

A. All academic staff Chapter 14 committees and joint governance committees shall report to the Academic Staff Executive Committee in writing at least annually. The ASEC shall determine a schedule for each committee to make progress reports to the Assembly and a deadline for any final or annual reports. These reports shall be submitted to the Academic Staff Assembly for its information. There shall be an opportunity for representatives to ask questions regarding these reports. If a committee of the faculty has academic staff representation, the Secretary of the Academic Staff shall also receive a copy of all recommendations and reports of the committee.

B. All committee records and reports are official University records, and they may not be destroyed or discarded without the consent of the University archivist. When chairs of academic staff committees wish to be relieved of files, they shall transfer all material to the Secretary of the Academic Staff Office for transmittal to the University Archives under any appropriate or desirable restriction of use consistent with state and federal laws. When the chair of an academic staff committee changes, the outgoing chair shall transfer active files and other appropriate information to the new chair.
C. If a committee makes a recommendation or proposes a resolution for action by the Academic Staff Assembly, the vote of the committee on the recommendation or proposed resolution shall be reported to the Academic Staff Assembly.

D. Academic staff committees shall maintain a written statement of policies and procedures. A committee shall report any proposed changes to these policies and procedures and any contemplated action that would be an exception to these policies and procedures to the Academic Staff Executive Committee.

E. If a matter has been reported to the Academic Staff Executive Committee under the provision of 14.08.D. and if the Academic Staff Executive Committee so requests, the committee shall postpone action or implementation relating to the matter pending consideration and action by the Academic Staff Executive Committee and, if the Academic Staff Executive Committee so decides, by the Academic Staff Assembly.

14.09. Meetings

A. Each academic staff committee meets at the call of its chair. A meeting shall be called at the request of any three members of the committee.

14.10. Quorum Rule

A. A quorum exists when a majority of the voting members of a committee is present.

14.11. Appeal From and Review of Committee Decisions

A. Except as otherwise specified, when these rules delegate authority to an academic staff committee to take action without specific Assembly approval, the affected person or persons may appeal the committee action to the Academic Staff Executive Committee unless the committee's recommendation is made to the chancellor for a final decision under the provisions of Academic Staff Policies and Procedures, for example, the Academic Staff Appeals Committee.

B. Except for the Nominating Committee, whenever these rules authorize a committee to take action or recommend action to the administration without prior approval by the Assembly, if one-third or more of the committee members believe that a committee action is sufficiently important or controversial that it merits consideration by the Academic Staff Executive Committee or the Academic Staff Assembly, they, or the chair of the committee, shall report this to the Academic Staff Executive Committee, which shall consult with the members, the committee chair and other appropriate persons. After such consultation, the Academic Staff Executive Committee may take such action as it considers proper, including submission of the matter to the Academic Staff Assembly.

C. If a matter has been reported to the Academic Staff Executive Committee under the provisions of 14.11.B. and if the Academic Staff Executive Committee so requests, all steps to adopt or implement the committee action in question shall be postponed pending consideration by the Academic Staff Executive Committee and, if the Academic Staff Executive Committee so decides, by the Academic Staff Assembly.
14.12. Committees of the Academic Staff

A. Academic Staff Executive Committee.

1. General Responsibilities.

   a. Administrative. The Academic Staff Executive Committee (ASEC) is the administrative executive committee of the academic staff and the Academic Staff Assembly. It provides administrative support to the Academic Staff Assembly. This support includes, but is not limited to, providing the Assembly with necessary information, coordinating and initiating meetings and meeting agendas, transmitting recommendations and decisions of the Assembly to the appropriate office, and implementing the policies of the Assembly in ensuring the role of academic staff in governance as stated in s. 36.09(4m).

   b. Day-to-Day. The ASEC is empowered to carry on the day-to-day activities not otherwise delegated and as defined below as necessary to implement s. 36.09(4m).

   c. Policy Referral. The ASEC is responsible for referring to the Assembly issues of policy development or change.

   d. Reporting. The ASEC must report all its activities and actions to the Assembly in a timely manner, either at the next meeting of the Assembly or in writing. The ASEC's activities and actions are subject to review by the Assembly.

   e. Communication with Academic Staff. The ASEC may communicate directly with the academic staff in order to carry out its duties.

2. Specific Responsibilities.

   a. Day-to-Day Activities.

      i. The ASEC and its chair are empowered to carry on the day-to-day activities which are necessary to implement s. 36.09(4m) and which are not otherwise delegated. Day-to-day activities include but are not limited to submitting names for appointment to campus committees, representing the position of the Assembly or the academic staff, handling matters of urgency by mail or telephone, and responding to requests for information by the UW-Madison administration.

      ii. All of these activities must be reported to the Assembly.

   b. Assembly Meetings. The ASEC and its chair have specific responsibilities in the preparation for and progress of Assembly meetings. These responsibilities are given in 13.02 and 13.03.

3. Additional Responsibilities. The ASEC may be given additional responsibilities by the Academic Staff Assembly.
4. **Committee Size.** The ASEC shall consist of nine members.

5. **Terms of Office.**
   
a. The ASEC terms will run from July 1 to June 30. ASEC members will serve three-year terms with one-third of the committee elected annually.
   
b. Membership on the ASEC is limited to two consecutive three-year terms. Eligibility for election to the ASEC is reinstated one year after a member vacates her or his seat on the committee.

6. **Membership.**
   
a. **Eligibility.** Any member of the academic staff holding a salaried appointment shall be eligible to serve on the ASEC providing s/he is not excluded under 14.12.A.6.b.
   
b. **Exclusions.**
      i. Not more than two of the nine members of the ASEC may be from the same Assembly district, and not more than three can be from the same college, school, or division.
      
      ii. ASEC members will be ex-officio voting members of the Assembly and may not concurrently serve as representatives of Assembly districts.
      
      iii. Members of the Nominating Committee may not also be candidates for the ASEC.

7. **Election Processes.**
   
a. **Election at Large.** The ASEC shall be elected by the academic staff, from the academic staff at large.
   
b. **Slate.**
      i. **Nominees.** The Nominating Committee shall prepare a slate of nominees for the ASEC to be reported to the Assembly not later than the December Assembly meeting each year, or the January Assembly meeting if the December meeting has been canceled. The total number of nominees shall be at least two more than the number of vacancies.
      
      ii. **Additional Nominees.** Additional nominees may be added by a petition signed by at least 10 Assembly representatives, or 50 members of the academic staff. The petition must be submitted to the Secretary of the Academic Staff within 10 working days after the Assembly meeting at which the initial slate is presented.
c. **Timing.** ASEC members will be elected not later than March 15 each year and prior to the call for nominations for Assembly districts.

d. **Elections.**

   i. Election shall be by secret ballot. Those candidates receiving the most votes from those submitting legal ballots shall be sufficient for election providing the provisions of 14.12.A.6.b. are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.

   ii. The Assembly, the provost (or designee) and the Secretary of the Academic Staff shall ensure fair and impartial elections; shall certify the validity of all ballots; and shall tabulate and announce election results not later than 96 hours after the deadline for the return of ballots.

8. **Chair and Vice-Chair.** ASEC members will select their chair and vice-chair by majority vote.

9. **Vacancies.**

   a. The office of an ASEC member shall become vacant on incapacity, recall, resignation, or an absence without approval from the ASEC chair or vice-chair from four regular meetings of the ASEC annually.

   b. To fill a vacated ASEC seat, the Nominating Committee will recommend one or two names to the Assembly. If one nominee, a majority vote is required; if two nominees, the one receiving more votes shall become the ASEC member. The seat will be up for election at the next ASEC election, regardless of whether that seat would normally be up for election that year. The person elected would then serve until the next regular election for that seat.

10. **Recall.** Recall proceedings against an ASEC member may be initiated by petition from 100 academic staff members. The petition will be submitted to the chancellor with a copy to the Secretary of the Academic Staff. Within four weeks from the date of receipt of the petition, a special election will be held to determine whether or not the academic staff at large wishes to recall the ASEC member. If a majority of the ballots cast vote for recall, that ASEC seat is vacant and shall be filled as in 14.12.A.9.b. If the next election is not the regular time for that ASEC seat, the person elected will serve until the next regular election for that seat.

11. **Rules of Order.** The most current edition of Robert’s Rules of Order, Newly Revised will govern meetings of the ASEC in all cases to which they are applicable and in which they are not inconsistent with any bylaws or special rules of order the ASEC may adopt.

B. **Committees of the Assembly**

   1. **Communications**
a. **Responsibilities.** The Communications Committee is charged with working with other campus units, entities, and organizations to coordinate communication about and relevant to Academic Staff to both internal and external audiences. This coordination should include identifying strategies to address communication gaps.

External communication responsibilities include: develop strategies to communicate the story of academic staff; monitor local media outlets for information that affects academic staff; and communicate this information to targeted communities within academic staff.

Internal communication responsibilities include: oversee the development and ongoing maintenance of the academic staff governance web site; oversee the Assembly list serve; coordinate oversight of the district distribution lists with DRC; develop guidelines for effective communication by other academic staff governance units; and monitor communication from or about Academic Staff Assembly and ASEC for clarity and relevance to academic staff.

The Communications Committee shall make recommendations on these matters and report its activities to the Academic Staff Assembly.

b. **Committee Size.** The Communications Committee shall consist of nine members.

c. **Membership**

   i. **Eligibility.** Members of the academic staff holding a paid appointment shall be eligible to serve on the Communications Committee providing they are not excluded under 14.12.B.1.c.ii.

   ii. **Exclusions.** No more than two members may be from the same district or three members from the same school, college or division.

d. **Terms of Office.** Communications Committee members shall serve for three-year terms, beginning July 1. There is no limit to the number of terms a member may serve. When a committee member requests a leave of absence, the committee shall determine whether to grant the leave. If a leave is granted, the committee chair shall notify the ASEC. When a leave of absence is granted, the committee shall determine whether a temporary replacement member should be appointed. If so, the committee chair shall notify the ASEC, and the ASEC shall appoint a replacement to serve for the duration of the leave of absence.

e. **Election Processes**

   i. One-third of the Communications Committee shall be elected each year.

   ii. The Nominating Committee shall prepare a slate of nominees that exceeds the number of vacant seats assuring broad representation of academic staff regarding professional interests, employing unit, and funding source.
iii. Nominees may be added to the slate by motion from the floor or by petition by 10 academic staff members.

iv. Election will be in the spring by ballot to Assembly representatives following the meeting at which the slate is presented. Those candidates receiving the most votes from among all those representatives present and voting the valid ballots cast will fill the vacant positions providing the provisions of 14.12.B.1.c.ii are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.

f. Chair. The chair will be elected by majority vote of the Committee at its first meeting each year. In the case of a tie vote, the ASEC chair will cast the deciding vote.

g. Vacancies. Vacancies will be filled by appointment by the ASEC from a list of nominees supplied by the Nominating Committee. The appointed Committee member will serve until the next regular election for that seat.

h. Recall. The Assembly may consider recalling a member of the Communications Committee on recommendation of a majority of the committee members. If there is a tie vote, the ASEC may appoint one or more members of the Assembly to consult with the Communications and report back to the ASEC. If a recommendation to recall a committee member is made by committee vote or after a recommendation from a consultant(s), the recall will require a majority vote by the Assembly. If a member of the Communications Committee is recalled, the procedures in 14.12.B.1.g shall be followed to select a replacement.


a. Responsibilities. The Compensation and Economic Benefits Committee is charged with the continuing review of policies and procedures relating to academic staff compensation, fringe benefits and other economic benefits and with making recommendations to the Assembly on matters in these areas.

b. Committee Size. The Compensation and Economics Benefits Committee shall consist of nine members.

c. Membership.

i. Eligibility. Members of the academic staff holding a salaried appointment shall be eligible to serve on the Compensation and Economics Benefits Committee providing they are not excluded under 14.12.B.2.c.ii.

ii. Exclusions. No more than two members may be from the same district or three members from the same school, college or division.

d. Terms of Office. The Compensation and Economics Benefits Committee members shall serve for three-year terms, beginning July 1. There is no limit to the number of terms a member may serve.
e. **Election Processes.**

i. One-third of the Compensation and Economics Benefits Committee shall be elected each year.

ii. The Nominating Committee shall prepare a slate of nominees that exceeds the number of vacant seats assuring broad representation of academic staff regarding professional interests, employing unit, funding source, and expertise in compensation matters. The slate should contain both Assembly representatives and academic staff at large.

iii. Nominees may be added to the slate by motion from the floor or by petition by ten academic staff members.

iv. Election will be in the spring by written ballot by the Assembly representatives at the meeting following that at which the slate is presented. Those candidates receiving the most votes from among those present and voting all the valid ballots cast will fill the vacant positions providing the provisions of 14.12.B.2.c.ii(2) are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.

f. **Chair.** The chair will be elected by a majority vote of the Committee at its first meeting each year. In the case of a tie, the ASEC chair will cast the deciding vote.

g. **Vacancies.** Vacancies will be filled by appointment by ASEC from a list of nominees supplied by the Nominating Committee. The appointed Committee member will serve until the next regular election for that seat.

h. **Recall.** The Assembly may consider recalling a member of the Compensation and Economics Benefits Committee on recommendation of a majority of the committee members. If there is a tie vote, the Academic Staff Executive Committee may appoint one or more members of the Assembly to consult with the Compensation and Economics Benefits Committee and report back to the ASEC. If a recommendation to recall a committee member is made by committee vote or after a recommendation from a consultant(s), the recall will require a majority vote by the Assembly. If a member of the Compensation and Economics Benefits Committee is recalled, the procedures in 14.12.B.2.g. shall be followed to select a replacement.

3. **Districting and Representation Committee**

a. **Responsibilities.**

i. The Districting and Representation Committee is charged with reviewing election and districting processes and rules to ensure that the academic staff members may exercise their institutional governance rights in the most effective, equitable, and efficient manner.
ii. The Districting and Representation Committee is charged with periodic review of each academic staff district. The purpose of this review is to ensure that each district meets the requirements of the Academic Staff Policies and Procedures (ASPP), as stated in 13.02.C, 13.02.D, and 13.06.A.1.

iii. The Districting and Representation Committee is charged to hear appeals from individuals or groups presenting a reasonable basis for assignment to a different district or to a new district.

iv. The Districting and Representation Committee is also charged to, when needed, review and recommend action to the Assembly on any of the following issues:

   (a) substantial changes in the size or general composition of individual districts; substantial changes in the guidelines that address election and districting issues, which include 13.02.C., 13.02.D. and 13.06.A.1. of the ASPP; and

   (b) substantial changes in the election process. These changes include, but are not limited to, changing the date of elections, changing the notification process for candidates, changing the notification process for voters, and changing the content of the ballot. Substantial changes do not include either changing the graphic format of the ballot or adding additional notifications of an upcoming election.

v. The Districting and Representation Committee is further charged to, when needed, review any of the following issues:

   (a) changes in procedure to improve the equity or efficiency, or both, of the districting process; and

   (b) changes in procedure to encourage academic staff members’ participation in elections and academic staff governance activities in general.

vi. The Districting and Representation Committee is charged to report to the Assembly before each election, as required in 13.02.C.4.

b. Committee Size. The committee shall consist of six members.

c. Membership.

   i. Eligibility. Members of the academic staff holding a salaried appointment shall be eligible to serve on the Districting and Representation Committee providing they are not excluded under 14.12.B.3.c.ii(2)

   ii. Exclusions. No more than two members may be from the same district or three members from the same school, college or division.
d. **Terms of Office.** Districting and Representation Committee members shall serve for three-year terms, beginning July 1. There is no limit to the number of terms a member may serve.

e. **Election Processes.**

i. One-third of the Districting and Representation Committee shall be elected each year.

ii. The Nominating Committee shall prepare a slate of nominees that exceeds the number of vacant seats assuring broad representation of academic staff regarding professional interests, employing unit, and funding source. The slate should contain both Assembly representatives and academic staff at large.

iii. Nominees may be added to the slate by motion from the floor or by petition by ten academic staff members.

iv. Election will be in the spring by written ballot by the Assembly representatives at the meeting following that at which the slate is presented. Those candidates receiving the most votes from all those representatives present and voting will fill the vacant positions providing the provisions of 14.12.B.3.c.(2) are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.

f. **Chair.** The chair will be elected by a majority vote of the committee at its first meeting each year. In the case of a tie vote, the ASEC chair will cast the deciding vote.

g. **Vacancies.** Vacancies will be filled by appointment by ASEC from a list of nominees supplied by the Nominating Committee. The appointed committee member will serve until the next regular election for that seat.

h. **Recall.** The Assembly may consider recalling a member of the Districting and Representation Committee on recommendation of a majority of the committee members. If there is a tie vote, the Academic Staff Executive Committee may appoint one or more members of the Assembly to consult with the Districting and Representation Committee and report back to the ASEC. If a recommendation to recall a committee member is made by committee vote or after a recommendation from a consultant(s), the recall will require a majority vote by the Assembly. If a member of the Districting and Representation Committee is recalled, the procedures in 14.12.B.3.g. shall be followed to select a replacement.

4. **Nominating Committee.**

a. **Responsibilities**

i. The Nominating Committee is charged with nominating members of the academic staff for election to the Academic Staff Executive Committee and for election or appointment to appropriate UW-Madison committees.
ii. The Nominating Committee will make recommendations to the ASEC when asked to recommend academic staff for university committee assignments. The ASEC will choose from the list submitted by the Nominating Committee and will notify the Chair of the Nominating Committee of the appointment by sending a copy of the letter being sent to the appointing body.


iv. The Nominating Committee shall respond to appointment requests in the most timely fashion possible within the time frame set by the appointing authority's request.

b. **Committee Size.** The Nominating Committee shall consist of nine members.

c. **Terms of Office.** Members of the Nominating Committee will serve for three years with one-third of the Committee being elected each year. Membership on the Nominating Committee is limited to two consecutive full terms. Eligibility for election is reinstated one year after a member vacates her or his seat on the Nominating Committee.

d. **Membership.**

   i. **Eligibility.** Any member of the academic staff holding a salaried appointment shall be eligible to serve on the Nominating Committee providing they are not excluded under 14.12.B.4.d.ii.(2).

   ii. **Exclusions.**

      (a) No more than two members of the Nominating Committee maybe from the same Assembly district or the same college, school or division.

      (b) ASEC members may not stand for election to the Nominating Committee.

e. **Election Processes.**

   i. The ASEC will solicit nominations for election to the Nominating Committee from the academic staff at large and from the Academic Staff Assembly in March. The slate of nominees will be presented to the Assembly in April and may be amended by the addition of names proposed and seconded from the floor.

   ii. The Nominating Committee will be elected by the Assembly at its April or May meeting each year. *Election will be in the spring by ballot to Assembly representatives following the meeting at which the slate is presented.* The candidates receiving the most votes from among all those representatives present and voting the valid ballots cast will fill the vacant positions providing the provisions of 14.12.B.4.d.ii.(2) are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.
f. Chair. After each election, Nominating Committee members shall select their chair by majority vote. In the case of a tie, the ASEC chair shall cast the deciding vote.

g. Vacancies. When a member of the Nominating Committee becomes unable to serve and/or resigns, the ASEC will recommend one or two names to the Assembly for replacement for the remainder of that term of service. If only one nominee is recommended, a majority vote is required; if two nominees are recommended, the one receiving the most votes will fill the vacancy.

h. Recall. The Assembly may consider recalling a member of the Nominating Committee on recommendation of a majority of the committee members. If there is a tie vote, the Assembly may appoint one or more members of the Assembly to consult with the Nominating Committee and report back to the Assembly. If a recommendation to recall a committee member is made by committee vote or after a recommendation from a consultant(s), the recall will require a majority vote by the Assembly. If a member of the Nominating Committee is recalled, the procedures in 14.12.B.4.g. shall be followed to select a replacement.


a. Responsibilities. The Personnel Policies and Procedures Committee is charged with continuing review of personnel policies and procedures relating to academic staff and with making recommendations to the Assembly on matters in these areas.

b. Committee Size. The Personnel Policies and Procedures Committee shall consist of nine members.

c. Membership.

i. Eligibility. Members of the academic staff holding a salaried appointment shall be eligible to serve on the Personnel Policies and Procedures Committee providing they are not excluded under 14.12.B.5.c.(2).

ii. Exclusions. No more than two members may be from the same district or three members from the same school, college or division.

d. Terms of Office. Personnel Policies and Procedures Committee members shall serve for three-year terms, beginning July 1. There is no limit to the number of terms a member may serve.

e. Election Processes.

i. One-third of the Personnel Policies and Procedures Committee shall be elected each year.
ii. The Nominating Committee shall prepare a slate of nominees that exceeds the number of vacant seats assuring broad representation of academic staff regarding professional interests, employing unit, and funding source. The slate should contain both Assembly representatives and academic staff at large.

iii. Nominees may be added to the slate by motion from the floor or by petition by ten academic staff members.

iv. Election will be in the spring by written ballot by the Assembly to Assembly representatives at the meeting following that at which the slate is presented. Those candidates receiving the most votes from among all those representatives present and voting will fill the vacant positions providing the provisions of 14.12.B.54.c.ii(2) are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.

f. Chair. The chair will be elected by majority vote of the Committee at its first meeting each year. In the case of a tie vote, the ASEC chair will cast the deciding vote.

g. Vacancies. Vacancies will be filled by appointment by ASEC from a list of nominees supplied by the Nominating Committee. The appointed committee member will serve until the next regular election for that seat.

h. Recall. The Assembly may consider recalling a member of the Personnel Policies and Procedures Committee on recommendation of a majority of the committee members. If there is a tie vote, the Academic Staff Executive Committee may appoint one or more members of the Assembly to consult with the Personnel Policies and Procedures Committee and report back to the ASEC. If a recommendation to recall a committee member is made by committee vote or after a recommendation from a consultant(s), the recall will require a majority vote by the Assembly. If a member of the Personnel Policies and Procedures Committee is recalled, the procedures in 14.12.B.4.g. shall be followed to select a replacement.

6. Professional Development and Recognition Committee

a. Responsibilities. The Professional Development and Recognition Committee is charged with promoting the concept of professional development and recognition for UW-Madison academic staff; working with campus administration to explore and develop programs that will enhance the professional skills and abilities, and develop a recognition process for academic staff; making recommendations regarding the review of and changes to academic staff professional development guidelines; reviewing or establishing review mechanisms for UW-Madison proposals under the UW System Professional Development Program and any similar programs through the UW System or the UW-Madison; working with campus administration and faculty to locate or create funding resources for professional development and recognition for academic staff; developing a permanent Forum Series structure for the enrichment of UW-Madison academic staff; working with campus administration in selecting academic staff for professional recognition, awards and special training programs; and coordinating publicity efforts and public relations for the recognition of outstanding
contributions made by academic staff to the campus and within their professions. The Professional Development and Recognition Committee shall make recommendations on these matters and report its activities to the Academic Staff Assembly.

b. **Committee Size.** The Professional Development and Recognition Committee shall consist of nine twelve members.

c. **Membership.**

   i. **Eligibility.** Members of the academic staff holding a salaried appointment shall be eligible to serve on the Professional Development and Recognition Committee providing they are not excluded under 14.12.B.6.c.ii(2).

   ii. **Exclusions.** No more than two members may be from the same district or three four members from the same school, college or division.

d. **Terms of Office.** Professional Development and Recognition Committee members shall serve for three-year terms, beginning July 1. There is no limit to the number of terms a member may serve.

e. **Election Processes.**

   i. One-third of the Professional Development and Recognition Committee shall be elected each year.

   ii. The Nominating Committee shall prepare a slate of nominees that exceeds the number of vacant seats assuring broad representation of academic staff regarding professional interests, employing unit, and funding source. The slate should contain both Assembly representatives and academic staff at large.

   iii. Nominees may be added to the slate by motion from the floor or by petition by ten academic staff members.

   iv. Election will be in the spring by written ballot to the Assembly representatives at the meeting following that the meeting at which the slate is presented. Those candidates receiving the most votes from among all those representatives present and voting the valid ballots cast will fill the vacant positions providing the provisions of 14.12.B.6.c.ii(2) are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.

f. **Chair.** The chair will be elected by majority vote of the Committee at its first meeting each year. In the case of a tie vote, the ASEC chair will cast the deciding vote.

g. **Vacancies.** Vacancies will be filled by appointment by ASEC from a list of nominees supplied by the Nominating Committee. The appointed Committee member will serve until the next regular election for that seat.
h. **Recall.** The Assembly may consider recalling a member of the Professional Development and Recognition Committee on recommendation of a majority of the committee members. If there is a tie vote, the Academic Staff Executive Committee may appoint one or more members of the Assembly to consult with the Professional Development and Recognition Committee and report back to the ASEC. If a recommendation to recall a committee member is made by committee vote or after a recommendation from a consultant(s), the recall will require a majority vote by the Assembly. If a member of the Professional Development and Recognition Committee is recalled, the procedures in 14.12.B.6.g. shall be followed to select a replacement.

7. **Other Committees.**

   a. **Area Review Committees.** See ASPP 2.09.2.

   b. **Academic Staff Appeals Committee.** See ASPP 9.02.


### 14.13 Committees of the Faculty with Academic Staff Representation

The term "committees of the faculty" as used in this section applies only to committees designated as Chapter 6 committees in Faculty Policies and Procedures. Unless otherwise specified, the Academic Staff Executive Committee shall appoint members of the academic staff to faculty committees and designate their terms of office. Members of the academic staff appointed or elected to committees of the faculty are expected to represent the interests of the academic staff as participants in the shared governance of the university. If the Academic Staff Executive Committee determines that an appointed or elected academic staff member is not representing the interests of the academic staff or is not attending committee meetings, the Academic Staff Executive Committee may submit a recall resolution to the Academic Staff Assembly. If a recall resolution is approved by the Academic Staff Assembly, the academic staff member shall be removed from the committee and another member of the academic staff shall be appointed or elected in accord with the provisions of this chapter. Notwithstanding the faculty committee membership and function described in this section, whenever a conflict with *Faculty Policies and Procedures* exists, *Faculty Policies and Procedures* shall rule. Joint governance committees are listed in 14.14.

#### A. Academic Affairs of Minority/Disadvantaged Students, Committee On

1. **Membership.** The Committee on Academic Affairs of Minority/Disadvantaged Students shall consist of the following members:

   a. Six faculty members, including persons of minority/disadvantaged backgrounds, appointed for terms of four years.

   b. Two academic staff members having familiarity with minority/disadvantaged programs.
c. Three students.

2. **Functions.**
   
a. Reviews and makes recommendations regarding University policy and programs affecting educational opportunities for minority/disadvantaged students.

b. Monitors academic progress of minority/disadvantaged students and the programs and services designed for them.

c. Makes annual reports to the faculty and to the chancellor concerning the recruitment, admission, retention, progress, and graduation of undergraduate, professional, and graduate minority/disadvantaged students.

B. archives committee.

1. **Membership.** The archives committee consists of the following members:
   
a. Three faculty members.

b. One academic staff member.

c. Chair of the library committee.

d. Director of the University General Library System.

e. Director of the State Historical Society.

f. University archivist, ex officio nonvoting.

g. Secretary of the Faculty, ex officio nonvoting.

h. Provost, ex officio nonvoting.

i. Secretary of the Academic Staff, ex officio nonvoting.

2. **Functions.** Determines the policies governing the control and use of the University Archives.

C. athletic board.

1. **Membership.** The athletic board consists of the following members:
   
a. Twelve members of the university faculty, as defined in 1.02.A of Faculty Policies and Procedures, who shall have one vote each and shall be appointed by the University Committee after consultation with and approval of the chancellor.
b. Two members of the academic staff, who shall have one vote each and shall be appointed by the Academic Staff Executive Committee after consultation with and approval of the chancellor.

c. Four alumni each with one vote who shall be appointed by the Wisconsin Alumni Association after consultation with the chancellor and the Chair of the Athletic Board.

d. Three student memberships with one vote each. Two shall be held by students selected by the organization representing UW-Madison students; one shall be shared by two students elected by the organization representing UW-Madison student athletes. Of the two student athletes, one shall be a member of a women's team and one a member of a men's team.

e. One nonvoting representative of the Division of Recreational Sports.

2. *Tenure of Appointments.*

a. The academic staff and faculty members shall serve four-year terms, and may be reappointed for one additional four-year term. Faculty representatives to the NCAA, the Big Ten and Western Collegiate Hockey Association and other faculty members of the Athletic Board performing extraordinary responsibilities may be appointed on an annual basis beyond two four-year terms. The terms of faculty members shall be staggered. A faculty or academic staff member who takes a leave of one year or less during a four-year term may serve out the remainder of his or her term, if any, upon returning to university service. Temporary replacements of faculty members shall be appointed by the University Committee in consultation with and approval of the chancellor. Temporary replacements of the academic staff member shall be appointed by the Academic Staff Executive Committee in consultation with and approval of the chancellor.

b. Alumni members shall serve four-year terms and may not be reappointed. Their appointments shall be staggered.

c. Student members shall serve one-year terms and may be reappointed.

3. *Selection of the Chair of the Board and of Faculty Representatives to Intercollegiate Athletic Organizations.*

The chair of the Athletic Board and the University's faculty representatives to the NCAA, the Big Ten and the Western Collegiate Hockey Association shall be faculty members of the Board and shall be selected by the chancellor in consultation with the University Committee.

4. *Functions.* The Athletic Board exercises the authority of the faculty over intercollegiate athletics, subject to the review, direction and control of the Faculty Senate and of the faculty itself. The Athletic Board has the responsibility and authority to take all action appropriate to the supervision of the intercollegiate athletic program, including but not limited to the following:

a. establishing and implementing academic and other eligibility standards for recruitment of student athletes;
b. establishing and implementing academic standards, such as grade point and class attendance, and other requirements for participation in intercollegiate athletics;

c. overseeing the Athletic Department’s systems for providing student athletes with academic services, and monitoring the academic progress of student athletes;

d. establishing and implementing policies on equity and nondiscrimination;

e. reviewing and approving schedules for athletic events, including participation in all post-season events;

f. participating actively in the search-and-screen process for head coaches and senior departmental administrators; approving the employment contracts of such persons. The Board initiates personnel recommendations, which are subject to the approval of the chancellor and the Board of Regents; if such recommendations are disapproved, the authority to make further recommendations reverts to the Athletic Board;

g. setting criteria to be applied in evaluating the performance of Athletic Department staff; reviewing and approving the evaluations of head coaches and senior departmental administrators and approving their contract renewals;

h. approving awards and prizes;

i. setting policy for and approval of uses of Athletic Department facilities;

j. participating actively in the development of fiscally responsible departmental budgets and approving them for recommendation to the chancellor;

k. approving prices and policies for tickets for Athletic Department events;

l. monitoring compliance with all rules and regulations of the NCAA, Big Ten and WCHA; reviewing and approving petitions to the NCAA, Big Ten, and WCHA; taking appropriate action on proposed legislation by the NCAA, Big Ten and WCHA; certifying to the NCAA, Big Ten and WCHA compliance with their eligibility requirements.

D. Campus Planning Committee

1. *Membership.* The Campus Planning Committee shall consist of the following members:

   a. Four faculty members, one from each faculty division, appointed for terms of four years. Two members shall be appointed in each odd-numbered year.

   b. Two faculty members, appointed by the University Committee for four-year terms, who shall also serve on the University Academic Planning Council.

   c. One faculty member to represent environmental concerns, appointed by the University Committee with confirmation by the Senate, to serve for a four-year term.
d. One faculty member, appointed by the Arboretum Committee from among its current membership.

e. The chancellor or designee of the chancellor, who shall chair the committee.

f. Three deans appointed by the chancellor.

g. One academic staff member.

h. One student.

i. One nonvoting member representing each of the following committees. The member shall be selected by each committee from among its current or recent past membership:

   i. Campus Transportation Committee
   ii. Information Technology Committee
   iii. Library Committee
   iv. Recreational Sports Board
   v. Committee on Women in the University
   vi. The Assistant Vice Chancellor for Facilities Planning and Management, ex officio, and a representative of the space and remodeling policies committee, both nonvoting.

2. **Functions.** The committee shall advise the chancellor on long-range development plans, building priorities site selection, and aesthetic criteria, regarding facilities for research, instruction, recreation, parking and transportation, and other university functions.

3. **Procedures.** The procedures followed by the committee shall include the following: If the committee is considering a site for new construction or significant change in use of an existing facility, all departments and programs located in close proximity to the site or facility shall be informed of this consideration in a timely fashion so that there will be a reasonable opportunity to address the committee.

E. **Campus Transportation Committee**

1. **Membership.** The Campus Transportation Committee shall consist of the following members:

   a. Three faculty members appointed for terms of three years.
   
   b. Three academic staff members.
c. One student.

d. One member appointed annually by the chancellor to represent the administration.

e. Two members appointed annually by the chancellor to represent the classified civil service.

f. Two nonvoting members, appointed annually by the chancellor to represent, respectively, the Transportation Services Office and the Department of Facilities Planning and Management.

2. Functions.

a. Provides advice and recommendations to the administration and all governance bodies on policies and budgetary matters, including rates, relating to all aspects of pedestrian and motorized and non-motorized vehicular transportation and parking on the campus.

b. Interprets policies related to transportation and parking adopted by governance bodies.

c. Ensures appropriate consultation of governance bodies regarding proposed changes in any policies.

d. Initiates and recommends projects for addressing campus transportation needs including projects to enhance pedestrian, bicycle, bus, and automobile access to the campus. Such recommendations are to be considered in detail by the Department of Facilities Planning and Management, or other appropriate divisions of the University, and the Campus Planning Committee.

e. Provides representation on all building committees for projects that include or affect transportation facilities.

f. Creates subcommittees to address issues related to particular aspects of the campus transportation system.

*Implementation Note:* The current Bicycle-Pedestrian Subcommittee of the Campus Planning Committee should become a subcommittee of the Campus Transportation Committee and be chaired by a member of the Campus Transportation Committee.

F. Equity and Diversity Resource Center, Advisory Committee for the

1. Membership. The Advisory Committee for the Equity and Diversity Resource Center shall consist of the following members:

a. Seven faculty members appointed for terms of four years.

b. Three academic staff members.

c. Two students.

d. One classified staff member.
2. Functions.

a. Works with the Director of the Equity and Diversity Resource Center, providing consultation and oversight and advises the university administration and governance organizations on policy issues related to affirmative action and compliance.

b. Reviews periodically the discrimination and harassment complaint procedures for effectiveness and appropriateness.

c. Reviews the functions of the Equity and Diversity Resource Center in carrying out the Center’s mission.

d. Reviews campus committees pursuing discrimination goals regarding missions and coordination.

e. Reports annually in June to the Academic Staff Assembly and chancellor as well as to the Faculty Senate.

G. Information Technology Committee

1. Membership. The Information Technology Committee shall consist of the following members:

   a. Eight faculty members, two from each faculty division, appointed for terms of four years.

   b. Three academic staff members. No member of the Division of Information Technology staff may serve as a voting member of the committee.

   c. Three students, at least one of whom shall be an undergraduate student and at least one a graduate student, to serve one-year terms.

   d. Director of the Division of Information Technology, ex officio nonvoting.

   e. Director of the University General Library System, ex officio nonvoting.

   f. One nonvoting member from the Office of the Vice Chancellor for Administration, one nonvoting member from the Office of Business Services, and one nonvoting member representing the provost. These members shall be appointed by the provost.

2. Functions. The Information Technology Committee is the faculty advisory body for policy and planning for information technology throughout the University. In performing its functions, it shall consult with such groups and individuals as it feels may be able to provide valuable advice. It may request such reports on budgets, personnel policies, and other topics as are necessary for it to make informed judgments and recommendations. It shall establish such subcommittees as are necessary to carry out its functions.
a. Reviews and makes recommendations on strategic planning for the University's information technology resources.

b. Reviews the performance of information technology facilities and services in supporting and assisting scholarly activities.

c. Receives reports from and provides general direction to committees formed to address specific information technology issues including the Committees on Distance Education and Video Strategic Planning.

d. Monitors technical developments.

e. Consults with and advises appropriate administrative officers on budget matters including charges and funding sources for information technology services.

f. Receives recommendations from departments, deans, and the Division of Information Technology regarding the establishment, abolition or merger of information technology services and facilities supported by University funds, and makes recommendations regarding these actions to the appropriate administrative officers.

g. Gives advice on the allocation of resources among major information technology services and facilities.

H. Lectures Committee.

1. Membership. The Lectures Committee shall consist of the following members:

a. Four faculty members, one appointed by each divisional executive committee for a term of four years.

b. One academic staff member.

c. One student.

d. One academic dean, appointed by the provost.

2. Functions.

a. Considers requests for lectures of general interest that are not primarily supplementary to or extensions of programs of instruction provided by colleges, schools, or departments. Application for lectures within the jurisdiction of the Committee may be made by departments or other groups of faculty members.

b. Recommends annually to the chancellor a budget for its activities.

c. Exercises such control over the announcement of lectures as it deems necessary and desirable.
I. Library Committee.

1. Membership. The Library Committee shall consist of the following members:
   a. Eight faculty members, two from each faculty division, to serve four-year terms; two of these shall be elected each year by the faculty at large.
   b. Two members of the academic staff. No member of the library staff may serve as a voting member of the committee.
   c. Three students, at least one of whom shall be an undergraduate student and at least one a graduate student, to serve one-year terms.
   d. Four nonvoting library staff members: the Director of the General Library System, ex officio; one other member of the chancellor's Library Coordinating Council, elected by the Council to serve a two-year term which shall rotate among its members; two academic or faculty library staff members, elected by academic and faculty library staff members to serve two-year terms; one of these shall be elected each year.
   e. One nonvoting member from the Office of Budget, Planning, and Analysis and one nonvoting member representing the provost. These members shall be appointed by the provost.

2. Functions. The Library Committee is the faculty advisory body for policy and planning for libraries throughout the university including the General Library System. In performing its functions, it shall consult with such groups and individuals as it feels may be able to provide valuable advice. These groups may include but are not limited to the Library Coordinating Council, committees for Memorial Library and the branch libraries, and others concerned with libraries of record and special campus libraries. It may request such reports on library budgets, personnel policies, and other topics as are necessary for it to make informed judgments and recommendations. It shall establish such subcommittees as are necessary to carry out its functions.
   a. Reviews and makes recommendations on long range planning for the university's library resources.
   b. Reviews the performance of the libraries in supporting and assisting scholarly activities.
   c. Monitors technical developments (such as automation or computerization) for the libraries.
   d. Consults with and advises appropriate administrative officers on library budget matters.
   e. Receives recommendations from departments and deans regarding the establishment, abolition or merger of libraries supported by university funds, and makes recommendations to the chancellor.
f. Gives advice on the allocation of resources among major library units and services.

g. Advises on the appointment of faculty members to search and screen committees for the senior administrative appointments in each major library unit.

J. Recreational Sports Board

1. Membership. The Recreational Sports Board shall consist of the following members:

   a. Five faculty members.

   b. Five academic staff members.

   c. Five student members.

   d. Director of the Division of Recreational Sports, ex officio nonvoting.

   e. One nonvoting representative of the Division of Intercollegiate Athletics.

      To avoid the appearance of conflicts of interest, voting membership on the Recreational Sports Board will not be open to faculty and academic staff members who are affiliated with units that are shared users of recreational facilities or that receive funding through student segregated fees.

2. Functions.

   a. Advises the administration concerning the development, programming, staffing, maintenance, and financing of recreational sports facilities for faculty, staff, and students.

   b. Initiates actions in matters of budget and personnel for the chancellor.

   c. When issues related to academic matters develop, decisions shall be restricted to a subcommittee consisting of the faculty members of the committee. Disputes about identifying issues as academic shall be resolved by the University Committee.

K. School and College Academic Planning Councils

The faculty of each school or college shall establish an Academic Planning Council with which the dean shall consult on school or college programs and budgetary planning. The Council shall advise the dean on such matters and present departmental, school, or college views and opinions.

1. Membership. Since considerable variance exists in the size and method of administration of each school or college, the size of each council, the term of membership, and the selection process may vary. Each school or college shall, however, adhere to the following provisions:

   a. The dean shall be a member ex-officio.
b. All elected and appointed members of each Academic Planning Council shall be faculty or academic staff whose primary responsibilities are instruction, outreach/extension, and/or research or be academic associate deans.

c. Except as provided elsewhere for the Graduate School Academic Planning Council, at least two-thirds of the membership shall be University faculty elected by the school or college faculty and shall hold no substantial administrative appointment beyond the departmental level.

d. At least one member shall be academic staff elected by the school or college academic staff.

e. The process of selection should foster representation of the major divisions of study within a school or college.

Changes in procedures for nomination or election of faculty members shall be approved by the school or college faculty, and transmitted to the University Committee. Procedures for nomination and election of academic staff members shall be transmitted to the Academic Staff Executive Committee. If requested, the Academic Staff Executive Committee shall assist schools and colleges to develop nomination and election procedures that recognize the special characteristics of each unit.

2. Procedures. Except as provided elsewhere for the Graduate School Academic Planning Council,

a. Each Council shall be chaired by the dean or his/her designee. At least three times per semester, the council shall meet and the dean shall consult with it on such matters as program review and future development or contraction of academic programs within the school or college. The dean shall schedule an Academic Planning Council meeting within a reasonable time if requested to do so by at least one third of Council faculty members.

b. Each dean shall consult with the Academic Planning Council and the Academic Planning Council shall advise the dean in developing strategic plans and long-range planning for the school or college. In addition, the Council may consider any other factors relevant to the capacity of the school or college to fulfill its mission.

i. Each school and college council shall adopt rules governing advance circulation of Council agendas, how items may be added to agendas by a Council member, how appropriate summaries of Council meetings shall be made available to the faculty of the school or college and how the faculty of the school or college shall be notified of the Council membership. These rules and any subsequent modifications shall be filed with the University Committee.

ii. At intervals which shall not exceed five years, the elected faculty members of each Council shall review its structure and functions to assess its effectiveness as a faculty voice and its compliance with Faculty Policies and Procedures 3.06. The self study report shall be submitted to the dean, the faculty of the school or college, and to the University Committee.
c. Each dean shall consult with the Academic Planning Council and the Academic Planning Council shall advise the dean on program decisions likely to affect promotions to tenure or nonrenewal of probationary faculty appointments. When advising the dean the Council shall give appropriate weight to:

i. the anticipated responsibilities of the department and of the school or college for teaching, research, and public service of high quality;

ii. existing and potential budgetary commitments in relation to present and anticipated resources of the school or college;

iii. the effect of the proposed program decision in strengthening the capacity of the school or college to carry out its mission;

iv. the goals of the University's affirmative action programs.

d. Academic Planning Councils shall afford the affected departments an opportunity to present their position during the course of the discussions.

L. Search and Screen Committees

1. Membership. When a vacancy occurs or is anticipated in the position of academic vice chancellor/provost or college/school dean, a search and screen committee shall be appointed by the chancellor and shall consist of:

a. A faculty majority, as defined in Faculty Policies and Procedures 6.01.C, appointed after consultation with the University Committee.

b. Administrators, academic staff, and students.

c. A chair designated by the chancellor from among the faculty majority.

2. Functions. It is the function of the committee to determine and supply to the chancellor an unranked list of acceptable candidates for the vacant position. It is not necessary that the committee ascertain whether each candidate on the list would accept the position if it were offered. The committee shall also report to the chancellor and the University Committee on the manner in which it conducted its deliberations.

3. Further Actions. If none of the slate of candidates recommended is acceptable to the chancellor and the Board of Regents, or if all acceptable candidates decline, the Committee may be requested to submit a new list of acceptable candidates, or a new search and screen committee may be appointed. [Procedures for the selection of the chancellor conform to Regent policy.]

M. Student Policies and Non-Academic Program Committee

1. Membership. The Student Policies and Non-Academic Program Committee shall consist of the following members:
a. Four faculty members appointed for terms of three years,

b. Four students,

c. Two academic staff members,

d. The Dean of Students, ex officio nonvoting,

e. A nonvoting representative of the administration appointed by the provost.

2. **Functions.** The Student Policies and Non-Academic Program Committee advises the Dean of Student, the Faculty Senate, and the administration on aspects of student life not part of the formal instructional program of the University. The Committee:

   a. Recommends, encourages and evaluates programs and policies that support a positive learning environment and student learning outside the formal instructional program, in cooperation with the Undergraduate Education Committee.

   b. Recommends, encourages and evaluates programs and policies regarding the student social environment including issues of conduct, health and safety, harassment, and substance abuse.

   c. Studies and makes recommendations regarding student academic and nonacademic misconduct and related policies, rules, and procedures. The Committee does not hear or consider whether an existing policy or rule ought to be applied in any individual case.

   d. Advises the Dean of Students on organization and priorities for programs under her/his direction.

N. Undergraduate Recruitment, Admissions and Financial Aid, Committee On

1. **Membership.** The Committee on Undergraduate Recruitment, Admissions, and Financial Aid shall consist of the following members:

   a. Eight faculty members.

   b. Two academic staff members.

   c. Four students.

   d. The Director of Admissions, ex officio nonvoting.

   e. The Director of Student Financial Services, ex officio nonvoting.

2. **Functions.**
a. Represents the faculty in regard to all aspects of the recruitment and admission of students and in regard to all aspects of financial aid for students except those handled by the faculties of individual colleges, schools, or departments. Makes recommendations to the faculty concerning the formulation of, or any substantive modification in, University policies on admission and financial aid.

b. Makes recommendations to the faculty and administration concerning programs directed at enhancing the quality and diversity of the undergraduate student body.

c. Advises the administration on and reviews the implementation and operation of these policies and programs.

O. University Academic Planning Council

1. Membership. The University Academic Planning Council shall consist of the following members:

   a. The chancellor.
   b. The provost, who shall chair the council.
   c. The dean of the Graduate School.
   d. One administrative member selected by the provost.
   e. One faculty member appointed by the University Committee with the approval of the Senate, who will chair the Budget Planning and Analysis Joint Subcommittee.
   f. One member selected by the University Committee from among its current members.
   g. One member selected by the Academic Staff Executive Committee from among its current members.
   h. Four faculty members, one from each faculty division, selected by the Divisional Executive Committee from departmental nominees after consultation with the Committee on Committees.
   i. For each division making an appointment, the executive committee of each department with membership in that division may nominate one faculty member or second the nomination of a faculty member nominated by another department.
   j. Two faculty members selected by the University Committee from school and college nominees in even numbered years. For each vacancy to be filled by the University Committee, the academic planning council of each school or college may nominate one faculty member or second the nomination of a faculty member nominated by another school or college.
k. Two faculty members selected by the University Committee from school and college nominees in odd numbered years to serve jointly on the University Academic Planning Council and the Campus Planning Committee. For each vacancy to be filled by the University Committee, the academic planning council of each school or college may nominate one faculty member or second the nomination of a faculty member nominated by another school or college.

l. One student member, nonvoting.

m. The faculty members selected under 14.13.O.1.h., i., and j. above shall serve four-year terms, which shall be staggered.

2. Functions.

a. Advises the chancellor and provost on major program decisions, long term academic plans, and associated campus development and budgetary policies.

b. Addresses university academic issues and provides for faculty participation in long-range planning, and as such

   i. Oversees the long-range planning process for the academic programs of the university.

   ii. Reviews progress on and initiates selective updates of the recommendations of major planning exercises and documents.

   iii. Identifies and initiates studies of academic issues crossing school and college lines.

c. Assures that appropriate review and consideration is given to requests for new programs; the implementation of proposals for new majors, degrees, departments, schools, or colleges; recommendations concerning the establishment or discontinuation of departments; and academic program evaluation. As part of this function it

   i. Assumes responsibility for review and approval of programs as required by statute.

   ii. Oversees and updates program review procedures, procedures for the evaluation and approval of new program proposals, and the university's overall assessment strategy.

   iii. Assigns the responsibility for reviews of existing programs and new program proposals to the appropriate school, college, or divisional academic planning council.

d. Advises the Campus Planning Committee on the impact of academic priorities on the campus physical development plans.

3. Structure. The council shall, within six months of its establishment in accord with Section A, inform the University Committee and Senate of the structure and mechanisms it has established to provide for the functions specified in Section 2. The council may create subcommittees as needed. Subcommittees must have a faculty majority and may include members who are not
members of the Council. The University Committee and Senate shall be informed of any changes in the structure of the Council or the mechanisms it establishes.

4. **Budget Planning and Analysis Joint Subcommittee.** The Budget Planning and Analysis Joint Subcommittee is a joint subcommittee of the University Academic Planning Committee and the University Committee.

5. **Membership.** The Budget Planning and Analysis Joint Subcommittee shall consist of the subcommittee chair, appointed in accord with 14.13.O.1.e.

   a. One faculty member appointed by the University Academic Planning Council from among its members under 14.13.O.1.h. and i.

   b. The Academic Staff Executive Committee member of the University Academic Planning Council under 14.13.O.1.g.

   c. One faculty member appointed by and from the Commission on Faculty Compensation and Economic Benefits.

   d. The administrative member of the University Academic Planning Council appointed by the provost under 14.13.O.1.d.

      i. The vice chancellor for administration, ex officio nonvoting.

      ii. A member of the University Committee as in 14.13.O.1.f.

6. **Functions.**

   a. Advises the chancellor, the provost and the University Academic Planning Council on issues of budgetary impact.

   b. Advises the University Committee on issues of budgetary impact and the public position to be taken by the faculty on budgetary issues.

   c. Advises relevant college and divisional committees on budgetary issues related to academic planning.

   d. Advises the chancellor, the provost and the vice chancellor for administration on issues related to budget planning and analysis including

      i. the objectives and procedures of studies and analyses carried out by the Office of Budget, Planning and Analysis including the cost analyses for proposed new programs and other initiatives

      ii. the manner in which studies and analyses are reported to the faculty
iii. the impact of budget proposals on academic programs.

P. Women in the University, Committee On

1. **Membership.** The Committee on Women in the University consists of the following members:

   a. Nine faculty members appointed for terms of three years.

   b. Six academic staff members.

   c. The Associate Vice Chancellor responsible for women’s issues and the Director of the Equity and Diversity Resource Center, ex officio, nonvoting.

2. **Functions.**

   a. Evaluates and monitors the status of women faculty and academic staff at the University.

   b. Recommends to the University Committee and Academic Staff Executive Committee for consideration and action proposals related to priorities, programs and policies directed toward improving the status of women at UW-Madison.

   c. Makes suggestions to administrative officers about implementing priorities and policies designed to address issues of gender equity.

**14.14 Joint Governance Committees**

The term "joint governance committee" as used in this section applies to a committee established in conjunction with faculty or student government to address issues of common concern; or a committee that has academic staff representation and is established for the purpose of making recommendations to the chancellor, provost, or designees concerning the governance of the institution. Unless otherwise specified, the Academic Staff Executive Committee shall appoint members of the academic staff to joint governance committees and designate their terms of office. Members of the academic staff appointed or elected to joint governance committees are expected to represent the interests of the academic staff as participants in the shared governance of the university. If the Academic Staff Executive Committee determines that an appointed or elected academic staff member is not representing the interests of the academic staff or is not attending committee meetings, the Academic Staff Executive Committee may submit a recall resolution to the Academic Staff Assembly. If a recall resolution is approved by the Academic Staff Assembly, the academic staff member shall be removed from the committee and another member of the academic staff shall be appointed or elected in accord with the provisions of this chapter. Committees of the faculty are listed in 14.13.

A. Fraternities and Sororities, Commission On
1. **Membership.** Three faculty members, four academic staff members, and two students, one from off campus.

2. **Functions.** Oversee the relationship between the University and the Interfraternity Council, the Panhellenic Association, the Black Panhellenic Association, and their member organizations.

**B. Gay, Lesbian and Bisexual Issues Committee.**

1. **Membership.** Five faculty members appointed by the University Committee, two academic staff members appointed by the Academic Staff Executive Committee, and two students appointed by the student governance system. In addition a representative from the Gay, Lesbian and Bisexual Issues Committee, which is advisory to the Dean of Students, attends meetings as a consultant.

2. **Functions.** Foster relevant teaching and research, facilitate interdisciplinary and interdepartmental communication, convene scholarly conferences, consider discrimination and career advancement concerns, and act as a resource on matters such as recognition and benefits for employee’s domestic partners.

**C. Health Care, Committee On**

1. **Membership.** Faculty, academic staff and students.

2. **Functions.** Advises the Director of the University Health Service regarding its services, programs and annual budget.

**D. Memorial Library Committee**

1. **Membership.**
   
a. Six faculty members, three each from the humanities and social sciences and no more than one from any department, appointed to staggered three-year terms by the chancellor. Nominations are to be obtained from all deans of colleges and schools having faculty members in the humanities or social sciences. The dean’s nominations shall be made in consultation with their academic planning councils. The chancellor’s selections shall reflect the patterns of library use and shall be reviewed with the University Committee.

b. One faculty member appointed for a one-year renewable term by the chancellor with appropriate regard to divisional representation.

c. Two academic staff members appointed by the chancellor for one-year renewable terms after consultation with the Academic Staff Executive Committee.

d. One faculty member from the University Library Committee selected by the University Library Committee to serve for a one-year renewable term as liaison.

e. Two students, one graduate and one undergraduate, appointed to one-year renewable terms.

2. Functions.

a. Reviews and advises the Memorial Library Administration on policies related to collection development, collection evaluation, and bibliographic activities, especially in the humanities, social sciences, and general reference.

b. Advise the Memorial Library Administration on other major policy issues concerning, inter alia, staffing levels, and budget, automation, and user regulations. Significant gift collections, special fund-raising efforts, major building and space remodeling projects, and major appointments are some of the items upon which the Committee should be consulted.

c. Responds to the concerns of faculty, staff and students who use the Memorial Library.

d. Receives regular reports on Memorial Library operations.

E. Merit Awards Committee

1. Membership. Academic staff, classified staff and faculty.

2. Functions.

a. Promote participation in the suggestion program among university employees by encouraging employees to submit suggestions and providing emphatic recognition of them.

b. Investigate and evaluate each suggestion referred to them.

c. Enlist the services of employees who have the expertise to judge impartially and evaluate a suggestion accurately.

F. Outside Activities, Institutional Advisory Committee On

1. Membership. The committee consists of twelve members appointed by the vice chancellor from names submitted by the University Committee and the Academic Staff Executive Committee. In selecting members of the committee, the value of having different perspectives represented on the committee shall be taken into account. A majority of those selected should be knowledgeable about, or have experience in, outside activities. Four members shall be selected each year to serve three-year terms.

2. Functions.

a. Provides to any member of the unclassified staff and to the administrative consultation and advice on the application of UWS Chapter 8.
b. Committee deliberations and actions upon requests for consultation or advice shall be in meetings not open to the public. Records obtained in connection with requests for consultation or advice shall be considered confidential university information.

c. Summaries of advice provided by the Committee, without disclosing the identities of persons requesting such advice, shall be made public in an annual report.

d. The Committee may form panels of at least three persons each. An order of rotation shall be established for the panels and requests for advice shall be assigned to the panels in sequence. When a request for advice is received the chairman shall decide whether the request should be heard by the full Committee or assigned to one of the panels.

G. Undergraduate Education, Committee On

1. Membership. Faculty, academic staff and students.

2. Functions. Encourage and support innovative teaching.

H. Union Council Committee

1. Membership.

   a. One faculty member and one academic staff member appointed by the chancellor, one each year for two-year terms, limited to two successive terms.

   b. Two alumni members, one appointed by the chancellor for two-year term (limited to one term), the other appointed in alternate years by the Alumni Association.

   c. Two Union staff members, ex officio.

   d. Nine students (three ex officio - president and vice president of the Union Council and the president of ASM).

2. Functions. The Union Council is the governing board of The Wisconsin Union, responsible to the Board of Regents through the Chancellor of the University of Wisconsin-Madison. The Council determines the scope of Union programs through the approval of the free program goals and budgets. The Council sets overall building polices and provides guidance and counsel to the various operating departments.

I. University Bookstore Board of Trustees

1. Membership. Two faculty appointed by the chancellor after consultation with the University Committee; one member of the academic staff appointed by the chancellor after consultation with the Academic Staff Executive Committee; two alumni elected by Board after consultation with the Alumni Association; three students (one appointed by the chancellor, one appointed by the ASM, and one elected by Board members); the manager of the University Bookstore serves as ex officio.
2. **Functions.** The University Book Store Board of Trustees meets to manage the business of the University Book Store. The Board of Trustees ensures the Book Store is managed in a financially responsible manner and is fulfilling the duties, as written in the by-laws.

**J. University Child Care Committee**

1. **Membership.** Dean of Students representative; two classified staff members; associate vice chancellor for academic affairs, ex officio; two students (one in preschool education, School of Education; one in early childhood education, School of Human Ecology); three members of the academic staff; representative from the Teaching Assistants Association. (Note: Names are received from associate vice chancellor for academic affairs.)

2. **Functions.** Provides support and development of programs for childcare for students, staff and faculty.