

Academic Staff Handbook

University of Wisconsin-Green Bay Rules and Procedures of the Academic Staff

TABLE OF CONTENTS

ACADEMIC STAFF GOVERNANCE.....	5
THE MISSION OF THE UNIVERSITY OF WISCONSIN-GREEN BAY	6
UW-Green Bay Chapter 1 - COVERAGE, DELEGATION AND DEFINITION.....	9
1.01 COVERAGE.....	9
1.02 DELEGATION.....	9
1.03 DEFINITION.....	9
UW-Green Bay Chapter 2 - ACADEMIC STAFF APPOINTMENTS	10
2.01 TYPES OF APPOINTMENTS.....	10
2.02 FIXED-TERM APPOINTMENT SCHEME.....	10
2.03 LIMITED APPOINTMENTS.....	12
2.04 CONCURRENT APPOINTMENTS.....	13
2.05 OTHER LIMITED APPOINTMENTS	14
2.06 LETTERS OF APPOINTMENT AND RENEWAL.....	14
2.07 OFFICIAL PERSONNEL FILE.....	15
2.08 RECRUITMENT	15
UW-Green Bay Chapter 3 - PERFORMANCE REVIEW	19
3.01 PURPOSE.....	19
3.02 PROCESS	19
UW-Green Bay Chapter 4 - ACADEMIC STAFF TITLE ASSIGNMENT AND CHANGE PROCEDURES.....	21
4.01 PRINCIPLES AND RESPONSIBILITIES	21
4.02 “PROFESSIONAL” TITLES	21
4.03 PROGRAM MANAGER TITLES	26
4.04 ADMINISTRATIVE DIRECTOR TITLES.....	27
4.05 INSTRUCTIONAL AND RESEARCH ACADEMIC STAFF TITLES	29
4.06 OTHER UNCLASSIFIED TITLES	31
4.07 TITLE CHANGES (OTHER THAN PROGRESSION).....	32
4.08 SALARY ADJUSTMENTS FOR TITLE CHANGES AND PROGRESSION	33
UW-Green Bay Chapter 5 - NONRENEWAL OF FIXED-TERM EMPLOYEES.....	34
5.01 COVERAGE BY DUE PROCESS PROTECTION.....	34

5.02	STATEMENT OF REASONS FOR NONRENEWAL	34
5.03	LETTER OF DISAGREEMENT AND RIGHT TO MEETING	34
5.04	RECONSIDERATION OF NONRENEWAL FOR APPOINTEES WITH SEVEN OR MORE YEARS OF RELEVANT SERVICE AND MULTIPLE-YEAR APPOINTMENTS	34
5.05	HEARING FOR APPOINTEES WITH SEVEN OR MORE YEARS OF RELEVANT SERVICE AND MULTIPLE-YEAR APPOINTMENTS.....	35
UW-Green Bay Chapter 6 - DISMISSAL FOR CAUSE.....		36
6.01	RESPONSIBILITY FOR CHARGES	36
6.02	DISMISSAL FOR CAUSE: FIXED-TERM ACADEMIC STAFF APPOINTMENTS	36
6.03	PREPARATION OF CHARGES	36
6.04	SERVICE OF CHARGES	36
6.05	HEARING.....	36
6.06	TIME LIMITATIONS	37
6.07	HEARING BODY	37
6.08	LEGAL COUNSEL	37
6.09	RECOMMENDATIONS.....	37
UW-Green Bay Chapter 7 - LAYOFF OF ACADEMIC STAFF FOR REASONS OF BUDGET OR PROGRAM.....		38
7.01	GENERAL.....	38
7.02	DEFINITION.....	38
7.03	SENIORITY POLICY FOR LAYOFF DECISION.....	38
7.04	ORDER OF LAYOFFS FOR ACADEMIC STAFF MEMBERS WITH FIXED- TERM APPOINTMENTS	38
7.05	REVIEW AND HEARING FOR LAYOFF DECISIONS FOR FIXED-TERM ACADEMIC STAFF APPOINTMENTS.....	39
7.06	HEARING BODY	39
7.07	LEGAL COUNSEL	39
7.08	HEARING.....	39
7.09	RECOMMENDATIONS	39
7.10	LAYOFF CONDITIONS.....	40
7.11	ALTERNATIVE EMPLOYMENT AND FINANCIAL ASSISTANCE	40
7.12	REAPPOINTMENT RIGHTS.....	41
7.13	RETENTION OF POSITION AND SALARY	41
7.14	RIGHTS OF ACADEMIC STAFF MEMBERS ON LAYOFF.....	41
UW-Green Bay Chapter 8 - COMPLAINTS AND GRIEVANCES		42
8.01	DEFINITIONS.....	42
8.02	COMPLAINT PROCEDURES	42
8.03	GRIEVANCE PROCEDURES	43
8.04	FREEDOM FROM REPRISAL	43
UW-Green Bay Chapter 9 - OUTSIDE ACTIVITIES AND CONFLICT OF INTEREST.....		44
9.01	BASIC POLICY	44
9.02	DEFINITIONS.....	44
9.03	OUTSIDE ACTIVITIES	45

9.04	STANDARDS OF CONDUCT	45
9.05	REPORTING OF SUBSTANTIAL OUTSIDE ACTIVITIES.....	47
9.06	CONFLICT OF INTEREST	47
9.07	ACTION TO AVOID POSSIBLE CONFLICT OF INTEREST	48
9.08	APPEAL OF A DECISION OF IMPROPRIETY	48
9.09	ABSENCE FROM REGULARLY SCHEDULED DUTIES.....	48
9.10	REPORTING OF ANY INTENDED SERVICE AS AN EXPERT WITNESS IN LEGAL PROCEEDINGS, OR AS STAFF ADVISOR OF OR CONSULTANT TO GRANTING AGENCIES.....	48
9.11	USE OF UNIVERSITY FACILITIES.....	49
9.12	STUDENT RESEARCH PROTECTION.....	49
9.13	ACADEMIC STAFF ETHICS COMMITTEE	49
9.14	SANCTIONS	49
UW-Green Bay Chapter 10 - RETIREMENT, RECOGNITION AND STATUS.....		51
10.01	CERTIFICATES.....	51
10.02	EMERITUS/EMERITA STATUS.....	51
ARTICLE I - ACADEMIC STAFF GOVERNANCE RIGHTS AND RESPONSIBILITIES		53
ARTICLE II - PREAMBLE		53
ARTICLE III - ACADEMIC STAFF COMMITTEE.....		54
A.	Jurisdiction of the Academic Staff Committee.....	54
B.	Membership of the Academic Staff Committee	54
C.	Election of Committee Members	54
D.	Meetings.....	55
E.	Organization.....	55
F.	Responsibilities	56
G.	Full Meetings of the Academic Staff	57
ARTICLE IV - ELECTIVE AND APPOINTIVE COMMITTEES		59
A.	Overview of the Committee Structure	59
B.	Leadership & Involvement Committee.....	59
C.	Personnel Committee	60
D.	Professional Development Allocations Committee	61
E.	Legislative Committee	62
F.	Professional Development Programming Committee	62
G.	Subcommittees and Task Forces.....	63
Article V - AMENDMENTS		64
APPENDIX I - PRIOR RELEVANT YEARS OF SERVICE		65
A.	DEFINITION	65
B.	GUIDELINES FOR NEW HIRES	65
C.	GUIDELINES FOR CURRENT EMPLOYEES.....	65
D.	PROCEDURE FOR REQUESTING AND GRANTING PRIOR RELEVANT SERVICE.....	66
APPENDIX II - UW-GREEN BAY ACADEMIC STAFF LEAVE OF ABSENCE.....		68
A.	General Leave of Absence Provisions	68

B.	Types of Leave.....	69
C.	Leave of Absence Request Process.....	69
D.	Guidelines for Granting or Denying Leave of Absence Requests.....	70
E.	Leave of Absence Extensions	70
F.	Record Keeping	70
APPENDIX III – PERFORMANCE EVALUATION.....		71
APPENDIX IV – INSTRUCTIONAL ACADEMIC STAFF (LECTURER) PERFORMANCE EVALUATION		72
APPENDIX V - UW-GREEN BAY CAMPUS POLICIES.....		73

ACADEMIC STAFF GOVERNANCE

The Academic Staff of the University of Wisconsin-Green Bay participates in the governance of the University by code and by tradition. Chapter 36 of the State of Wisconsin Statutes authorizes our Academic Staff to advise the Chancellor on the policies and procedures in the University of Wisconsin Administrative Code, Chapters 8-13, which cover codes of ethics, authorization to advise the administration, academic staff appointments, layoffs, and complaints and grievances. In addition, the UW-Green Bay administration and faculty have sought the advice of the Academic Staff on educational and institutional policy by tradition.

All the rules and regulations that follow have been developed over many years of practice and legal precedent and are intended to make governance fair and above board. Openness and fairness have been the guiding principles throughout the evolution of the rules and regulations, and they will continue to guide future changes.

The Office of the Secretary of the Faculty and Academic Staff supports governance by seeing that the rules and regulations passed by the Academic Staff and the Board of Regents are available to you, monitored, and interpreted consistently. The *Academic Staff Handbook* that follows brings together the rules and regulations that we have created, within the code of the UW System.

Best wishes,

Clifford F. Abbott
Secretary of the Faculty and Academic Staff

THE MISSION OF THE UNIVERSITY OF WISCONSIN-GREEN BAY

The mission statement which follows describes the general purposes and character of the University of Wisconsin-Green Bay. The statement is presented in three sections:

Section I: The System Mission

As an Institution of the University of Wisconsin System, UW-Green Bay shares in the purpose of the entire System.

Section II: The Core Mission

As an Institution in the University Cluster of the System, UW-Green Bay shares in the purposes of this Cluster.

Section III: The Select Mission

Purposes particular to the University of Wisconsin-Green Bay are stated in this section.

When approved by the Board of Regents, this select mission statement becomes the foundation planning document for the University of Wisconsin-Green Bay. However, the select mission statement does not in and of itself provide any particular program entitlement not specifically authorized on its own merits by the Regents.

The select mission statement should be regarded as a living document subject to change. When it is clear that modification in the select mission statement would support more effective service, a recommendation for such change can be brought forward for consideration and action by the Board of Regents.

I. The System Mission

The University of Wisconsin-Green Bay shares in the mission of the University of Wisconsin System. The mission of this System is to develop human resources, to discover and disseminate knowledge, to extend knowledge and its application beyond the boundaries of its campuses, and to serve and stimulate society by developing in students heightened intellectual, cultural, and humane sensitivities; scientific, professional, and technological expertise; and a sense of value and purpose. Inherent in this mission are methods of instruction, research, extended education, and public service designed to educate people and improve the human condition. Basic to every purpose of the System is the search for truth.

II. The Core Mission

As an Institution in the University Cluster of the University of Wisconsin System, the University of Wisconsin-Green Bay shares the following core mission with other institutions of the Cluster:

- a) Provide associate and baccalaureate degree level and selected graduate programs within the context of its approved select mission.
- b) Provide an environment that emphasizes teaching excellence and meets the educational and personal needs of students through effective teaching, academic advising and counseling, and through university-sponsored cultural, recreational and extra-curricular programs.
- c) Provide a core of liberal studies that support university degrees in the arts, letters, and sciences, as well as for specialized professional/ technical degrees at the associate and baccalaureate level.
- d) Provide a program of pre-professional curricular offerings consistent with the university's mission to serve the needs of citizens in its service area.
- e) Expect scholarly activity, including research, scholarship and creative endeavor that support its programs at the associate and baccalaureate degree level, its selected graduate programs, and its approved mission statement.
- f) Promote the integration of the extension function, assist University of Wisconsin-Extension in meeting its responsibility for statewide coordination, and encourage faculty and staff participation in outreach activity appropriate to its select mission.
- g) Participate in inter-institutional relationships in order to maximize educational opportunity for the people of the state effectively and efficiently through the sharing of resources.
- h) Serve the needs of women, minority disadvantaged, disabled and nontraditional students and seek racial and ethnic diversification of the student body and the professional faculty and staff.
- i) Support activities designed to promote the economic development of the state.

III. The Select Mission

The University of Wisconsin-Green Bay provides an interdisciplinary, problem-focused educational experience that prepares students to think critically and address complex issues in a multicultural and evolving world. The University enriches the quality of life for students and the community by embracing the educational value of diversity, promoting environmental sustainability, encouraging engaged citizenship, and serving as an intellectual, cultural, and economic resource.

Faculty Senate Approved 21 October 1987

Approved by the Board of Regents June 1988

Faculty Senate Revised and Approved 18 April 2007

Approved by the Board of Regents 7 September 2007

UNIVERSITY OF WISCONSIN-GREEN BAY
ACADEMIC STAFF PERSONNEL POLICIES AND PROCEDURES

UW-Green Bay Chapter 1 - COVERAGE, DELEGATION AND DEFINITION

1.01 COVERAGE

Pursuant to UWS 9.01, these policies and procedures apply to all academic staff appointments at the University of Wisconsin-Green Bay.

1.02 DELEGATION

Pursuant to UWS 9.02, the University of Wisconsin-Green Bay establishes the Academic Staff Committee to advise the Chancellor in the development of policies and procedures relative to the academic staff.

1.03 DEFINITION

Academic staff members are professional and administrative personnel other than faculty members, limited appointees, and classified staff with duties, and subject to types of appointments, that are primarily associated with higher education institutions or their administration. For clarification of limited appointment categories, see Chapter 2.

UW-Green Bay Chapter 2 - ACADEMIC STAFF APPOINTMENTS

2.01 TYPES OF APPOINTMENTS

Academic Staff appointments may be fixed-term, probationary, or indefinite under UWS 10.01. Only fixed-term appointments have been authorized by UW-Green Bay administration. In the event of authorization of probationary and indefinite appointments at UW-Green Bay, the governing provisions shall be UWS 10 and such policies and procedures as are developed by the Academic Staff Committee and approved by the Chancellor.

2.02 FIXED-TERM APPOINTMENT SCHEME

**Academic Staff Assembly approved revisions May 21, 1997 (1) (c) 1) and (5)
Chancellor Perkins approved December 17, 1997, effective January 1, 1998**

(1) Fixed-term appointments shall be for a definite period of time specified in the letter of appointment or renewal. In accordance with UWS 10.03 (1), academic staff appointees shall be afforded appropriate assurance of job security and the right to due process protection as specified in Chapter 5.

(a) All decisions to grant or extend fixed-term appointments or fixed-term appointments with rolling horizons (defined as appointments which automatically extend multiple-year appointments by one year on an annual basis) shall be reached on the basis of the results of the annual performance evaluations. These decisions may also be based on budgetary and/or programmatic considerations. Rolling horizons are not guaranteed, but the opportunities for them are considered beginning with the 7th year of service.

(b) If a decision is made not to grant or continue the progression of a rolling horizon associated with a fixed-term appointment, the appointee shall be continued on the appropriate fixed-term appointment as specified in 2.02 c)(3)(a) and 2.02 c)(4)(a) below. Rolling horizons may be reinstated if performance, budgetary, and programmatic factors warrant.

(c) Assurance of job security shall be provided for in part by a sequential progression of fixed-term appointments. Academic staff appointees, excluding appointees as defined in 2.02 (2), shall be granted as follows:

- 1) First two (2) years of service = one (1) year annual fixed-term appointment.
- 2) Three (3) through six (6) years of service = two (2) year fixed-term appointments.
- 3) Beginning with the seventh (7th) year of service through the 14th = three (3) year fixed-term appointments with consideration for a rolling horizon. The appointment scheme is designed to provide for consideration of a three-year rolling horizons associated with the fixed-term. This shall be accomplished by action of the Chancellor, upon written recommendation of the supervisor and hiring authority, as described in (a) below.

- a) At the beginning of the seventh year, a three-year fixed-term appointment with consideration for a rolling horizon may be given. This may be followed by annual one-year extensions beginning with the end of the seventh year. If the annual extension is not granted, the appointee shall be given sequential three-year fixed-term appointments beginning with the start of the subsequent fiscal year, unless notice of intent to terminate is given.
 - b) The University shall ensure that reasons for not granting a three-year appointment with a rolling horizon, or subsequent extensions, are explained to the affected appointee in writing within the established Renewal Notice Timeline referenced in 2.09.2.
- 4) Beginning with the fifteenth (15th) year of service = five (5) year fixed-term appointment with consideration for a rolling horizon. The appointment scheme is designed to provide for consideration of a five-year rolling horizons associated with the fixed term. This shall be accomplished by action of the Chancellor, upon written recommendation of the supervisor and hiring authority, as described in (a) below.
- a) At the end of the fourteenth year, a five-year fixed-term appointment with consideration for a rolling horizon may be given. This may be followed by annual one-year extensions beginning with the end of the fifteenth year. If the annual extension is not granted, the appointee shall be given sequential five-year fixed term appointments, beginning with the start of the subsequent fiscal year, unless notice of intent to terminate is given.
 - b) The University shall ensure that reasons for not granting a five-year appointment with a rolling horizon, or subsequent extensions, are explained to the affected appointee in writing within the established Renewal Notice Timeline referenced in 2.09.2.
- (2) Academic staff appointees as defined by the following shall receive annual one-year appointments unless described by 2.02 (3), or otherwise recommended by the supervisor and hiring authority and approved by the Chancellor:
- (a) Appointment on less than a one-half (50%) time basis.
 - (b) Appointment as a lecturer on a one-half (50%) time or greater basis. Lecturers will receive a one-year appointment through the fourth year of employment. In special circumstances lecturers may be appointed for two or three years (cf. 51.10 (a) Faculty Governance Handbook). Beginning no later than the fifth year of consecutive employment, they will receive a two-year appointment; beginning no later than the eleventh year of consecutive employment, they will receive a three-year appointment. All appointments will be fixed-term appointments and will be subject to all provisions (including notification periods) governing fixed-term appointments. This provision for multiple-year appointments will hold true only for persons on 102 or predictable funding.

(c) Less than one-half (50%) of salary funded by general purpose revenue funds (GPR 102), non-allocable segregated student fee funds (128), or other predictable funding (104, 136)

(3) A staff member whose initial position is funded in whole or in part from GPR or predictable funds may subsequently be funded in whole or in part from other funds upon written notification. If such a change in funding occurs for reasons other than demonstrated budgetary needs or significant programmatic changes, the fixed-term or fixed-term with a rolling horizon appointment in effect shall be maintained and credit for service and progression status shall continue during alternate funding. If demonstrated budgetary constraints or significant programmatic changes require a change in funding, fixed-term or fixed-term with a rolling horizon appointment shall be maintained until the applicable appointment ends. A staff member whose position is funded from alternate non-predictable sources may subsequently be funded from GPR or predictable sources and receive full credit for all years of service.

(4) In placing new employees in this appointment scheme, prior relevant service may be counted after the first three years of service at UW-Green Bay. After the first three years of service, the appointee must be moved ahead to the type of appointment that reflects the number of years of prior relevant service being counted in addition to the three years of service at UW-Green Bay. The amount of prior relevant service granted shall be part of the initial letter of appointment (Reference Appendix I).

(5) Full-year appointments normally run from July 1 to June 30. Persons appointed after December 31 will not be considered to have completed a full year during the partial fiscal year of service and will not be entitled to count that time toward the progression of appointments or the notice periods specified in 2.09.

2.03 LIMITED APPOINTMENTS

(1) Definition: A limited appointment under s. 36.17 is a special appointment to a designated administrative position and is subject to the provisions of UWS 15. Limited appointees with concurrent academic staff appointments are eligible to participate in academic staff governance by virtue of their concurrent appointment. Limited appointees with concurrent faculty appointments are eligible to participate in faculty governance to the extent allowed by faculty policy. Limited appointees with no concurrent academic staff or faculty appointment are eligible to participate in academic staff governance, although they are not academic staff and it must be understood that participation in governance in no way changes the terms and conditions of a limited employees appointment, nor does it include them in academic staff procedures and policies as outlined in the Academic Staff Handbook. Rather, eligibility to participate in academic staff governance confers the right to vote for academic staff representatives and serve fully on governance committees.

(2) Limited appointments apply to those positions designated by the Chancellor and must be so specified during recruitment, in the letter of appointment, in the job description, and in all subsequent notices of renewal.

Academic Staff approved revisions May 2006 [2.03 (1)]
Chancellor Shepard approved July 28, 2006

2.04 CONCURRENT APPOINTMENTS

(1) A staff member whose initial appointment is a limited appointment may also be given a concurrent fixed-term academic staff appointment, as appropriate, which shall be effective within a specific operational area after the first year of employment

(2) A member of the academic staff with a fixed term appointment who assumes a new limited appointment shall be given a fixed-term concurrent, academic staff appointment which shall be effective within a specific operational area. The title and duties of the concurrent are determined by the appointing authority, and may or may not be the staff member's current UW-Green Bay position. The length and type of fixed-term concurrent appointment will be determined by appropriately applying the "Prior Relevant Years of Service" policy (Reference Appendix I).

(3) A member of the academic staff who has a limited appointment, and also has a fixed-term concurrent academic staff appointment shall retain the existing concurrent appointment.

(4) A member of the academic staff serving in a limited appointment shall be entitled to all the rights that are applicable to their fixed-term, concurrent academic staff appointment, and in the event an academic staff member assumes a limited appointment, there will be no loss of existing rights to an academic staff appointment by accepting the limited appointment.

(5) In the event that an academic staff member is not reappointed to a limited appointment, there shall be no loss of sick leave, vacation, or other benefits. In the event that an academic staff member is not reappointed to the limited appointment, and is requested to return to an applicable concurrent appointment, the salary associated with the concurrent appointment will commence with the start date of the concurrent appointment responsibilities. The appointment length of the concurrent appointment will also commence with the start date of the concurrent appointment responsibilities. According to UW System UPG #4.04 "When an academic staff member leaves a limited position and the concurrent academic staff appointment does not specify a title and salary range entitlement, the title and salary range shall be determined based on the functions to be performed in the academic staff appointment, and the salary upon return to an academic staff position shall be established within the salary range limits.

2.05 OTHER LIMITED APPOINTMENTS

(1) Limited appointments may also be given to personnel holding an appointment as faculty or classified staff, or to persons who hold no other university appointment; such appointees are not academic staff as described in UWS 15.01.

2.06 LETTERS OF APPOINTMENT AND RENEWAL

(1) The terms and conditions of appointment shall be specified in a written letter of appointment signed by the appropriate hiring authority. The appointment letter shall be mailed to the academic staff member at his/her permanent residence and shall contain details as to the terms and conditions of the appointment, including, but not limited to the following:

- (a) Title and name of the person in immediate supervision of the employee.
- (b) Type of appointment, whether fixed-term, and/or limited (if applicable).
- (c) Eligibility to participate in academic staff governance
- (d) Position title and the operational area of the appointment.
- (e) Placement within the UW System Academic Staff Title and Compensation Plan and the current salary of that pay grade.
- (f) Duration of appointment including starting and ending date.
- (g) The required period for notice of nonrenewal, if applicable.
- (h) Initial evaluation period of Section 2.02 (1) (c) 1, of these Rules.
- (i) Amount of prior service counted toward placement in one of the fixed-term appointment sequential progressions.
- (j) A statement of the salary and the source of funding.
- (k) General position responsibilities.
- (l) Approval of the appointment by the Board of Regents, if applicable.
- (m) The office of the Faculty and Academic Staff Governance maintains a copy of the Academic Staff Handbook on their web site, which is available to each new employee.
- (n) Renewal letters shall contain title, type, duration of appointment, and salary. Definition of operational area and general position description shall be included only if they are changed from the previous appointment. If significant change in the existing conditions of the

appointment occurs during the appointment period, these conditions shall be communicated directly to the employee.

2.07 OFFICIAL PERSONNEL FILE

(1) The office of the Secretary of the Faculty and Academic Staff shall maintain the official personnel file for each academic staff member. The contents and uses of such official personnel files are governed by the current policies of the Secretary of the Faculty and Academic Staff office.

(2) Staff members may challenge inclusion of material in their files in accordance with established grievance procedures in Chapter 8.

2.08 RECRUITMENT

(1) Each hiring authority is responsible for initiating an active recruitment procedure for academic staff consistent with Board of Regents policy and state and federal laws with respect to non-discrimination and equal employment procedures. Authorization for recruitment shall be contingent upon demonstration of compliance with renewal rights provided to laid-off academic staff personnel in UWS 12.09. Notice for recruitment of personnel shall contain the following minimum informational items:

- (a) Position title
- (b) Date posted
- (c) Essential job functions
- (d) Qualifications
- (e) Starting date
- (f) Conditions of appointment
- (g) Salary range
- (h) Person to contact and list of materials required to complete application
- (i) Application deadline
- (j) Equal Opportunity/Affirmative Action Employment statement

2.09 NOTICE PERIODS

Academic Staff Assembly approved revisions May 21, 1997

Chancellor Perkins approved December 17, 1997, effective January 1, 1998

(1) The notice periods of UWS 10.05 shall apply to all members of the academic staff at UW-Green Bay except as specified below. Notice periods are summarized in the following tables.

(a) During the initial 1st year appointment, academic staff shall be given a three-month notice of intent to nonrenew.

(b) During the second through fourth year of service, academic staff shall be given a six-month notice of intent to nonrenew. Lecturers on academic year appointments will receive a three-month notice of intent to nonrenew for the first two years and a six-month notice of intent to nonrenew for the third through fourth year.

(c) Starting the fifth year of service, academic staff (including lecturers) holding two-year, three-year, or five-year fixed-term appointments shall be given at least a one-year notice of intent to nonrenew prior to the end of the appointment.

(d) Academic staff holding one-year appointments funded by non-predictable funding shall be given three months notice during their first year of service and six months notice thereafter.

(2) If proper notice of nonrenewal is not given in accordance with 2.09 (1) (a-d), the appointment shall be extended so that at least the required notice is provided.

Non-Instructional Academic Staff (NIAS) Notices

Applicable in What Full Year(s) of Service?	Appointment Type	Start Date	Renewal Notification	Sequential Appt. following Renewal
1st year	fixed term	July 1-December 31	3 months – by March 31	1 year fixed term
1st year (or initial appt. period)	fixed term	January 1-June 30	3 month, not later than March 31 of the following fiscal year	1 year fixed term
1st year	Non-predictable funding	July 1	3 months – March 31 All subsequent years – 6 months – by December 31	1 year fixed term
2nd year	1 year fixed term	July 1	6 months – by December 31	2 year fixed term
3rd and 4th years	2 year fixed term	July 1	6 months – by December 31 of the 4 th year	2 year fixed term
5th and 6th years	2 year fixed term	July 1	1 year – by June 30 of the 5 ^h year	3 year fixed term
7th thru 14th years Eligible for rolling horizon: If rolling horizon is not granted... If rolling horizon is granted....	3 year fixed term	July 1	1 year – by June 30 of the second year of the fixed term contract.	3 year fixed term until 14 th year, then 5 year fixed term.
	3 year fixed term with rolling horizon	July 1	Notice to renew or not to renew the roll can occur at any time annually.	Rolling 3 year appointment with annual one-year extensions. If roll is stopped, a new 3 year fixed term appointment w/o the rolling horizon will begin July 1 of the subsequent fiscal year.
15th year + Eligible for rolling horizon: If rolling horizon is not granted... If rolling horizon is granted....	5 year fixed term	July 1	1 year – by June 30 of the fourth year of the fixed term contract.	5 year fixed term
	5 year fixed term with rolling horizon	July 1	Notice to renew or not to renew the roll can occur at any time annually.	Rolling 5 year appointment with annual one-year extensions. If roll is stopped, a new 5 year fixed term appointment w/o the rolling horizon will begin July 1 of the subsequent fiscal year.

Note – Any Prior Relevant Service that is granted at time of hire is only counted after the first 3 years of service as it relates to appointment type.

Instructional Academic Staff (IAS) Notices

Applicable in What Full Year(s) of Service?	Appointment Type	Start Date	Renewal Notification	Sequential Appt. following Renewal
1st and 2nd Years	1 year fixed term	July 1	3 months – by March 31	1 year fixed term
3rd and 4th Years	1 year fixed term	July 1	6 months – by December 31	2 year fixed term
5th thru 10th years	2 year fixed term	July 1	1 year - by June 30 of the 5 th , 7 th , and 9 th years.	2 year fixed term until the 10 th year, then a 3 year fixed term
11th year +	3 year fixed term	July 1	1 year – by June 30 of the 12 th , 15 th , 18 th , 21 st years, etc.	3 year fixed term

Limited Appointment Notices

Applicable in What Full Year(s) of Service?	Appointment Type	Start Date	Renewal Notification	Sequential Appt. if Renewed	Sequential Appt. if NOT Renewed
1 st year and all subsequent years.	Limited without a concurrent academic staff appt.	July 1	Serves at the pleasure of the hiring authority during the period of appointment and can be non-renewed without notice. *	1 year fixed term Limited	None
1 st year and all subsequent years.	Limited with a concurrent academic staff appt.	July 1	Serves at the pleasure of the hiring authority during the period of appointment and can be non-renewed without notice. * (Changes in the length of concurrent appointment, salary, and responsibility occur in line with the notice.)	1 year fixed term Limited	The concurrent, academic staff appointment would begin with the start date of concurrent responsibilities. (with type, length and salary level applied consistent with the appt. letter.)

* UW System Ch. 15 recommends that whenever possible, 3 months notice be given.

**Academic Staff Assembly approved revisions May 21, 1997 (one-year appointments)
Chancellor Perkins approved December 17, 1997, effective January 1, 1998**

UW-Green Bay Chapter 3 - PERFORMANCE REVIEW

3.01 PURPOSE

The evaluation permits the employee to assess his or her own performance for the year in relation to the position description and the goals established by the employee and the supervisor. In addition, it permits the supervisor to evaluate the employee's performance and, working with the employee, set goals for the next evaluation period.

3.02 PROCESS

Every academic staff member shall be reviewed annually by the supervisor.

(1) Non-instructional Academic Staff

(a) The staff member completes the Pre-Evaluation Statement to describe activities and accomplishments on the job for the past year as they relate directly or indirectly to his/her job description and to the goals established for the evaluation period. This may be in the form of a list or a narrative description. Appropriate topics include but are not limited to: primary position duties and responsibilities; achievements of pre-established goals; professional development activities; innovations and/or special projects; research; committee work; university governance activities; and community outreach. The staff member identifies goals for the coming year that support institutional, divisional, and/or departmental goals.

(b) The supervisor completes the Evaluation Narrative to evaluate the staff member's performance with respect to the following criteria, as appropriate: quality of work; productivity; judgment/decision making; problem-solving ability; organizational ability; interpersonal skills; communication skills; leadership and/or supervision; independent learning ability, initiative, teamwork, and contribution to university mission and principles. The supervisor discusses and approves the staff member's goals for the coming year.

(c) A conference between the staff member and the supervisor shall be scheduled. The staff member must be given a minimum of two working days to review the supervisor's Evaluation Narrative. The conference shall include a review of the employee's Position Description.

(d) Following the conference, the staff member completes the Employee Response section (if desired), and the staff member and supervisor both sign the form.

(e) The Academic Staff Performance Evaluation form (ref. Appendix III), with the attached Pre-Evaluation Statement, Evaluation Narrative, and Employee Response, is sent to the employee's official personnel file through the appropriate hiring authority

(2) Instructional and Research Academic Staff

- (a) The supervisor completes the evaluation appropriate to the lecturer's unit and attaches it to the Instructional Academic Staff (Lecturer) Performance Evaluation Form (ref. Appendix IV).
- (b) The supervisor sets a time for a conference with the lecturer. The lecturer must be given a minimum of two working days to review the supervisor's evaluation before the conference, at which time the supervisor and lecturer discuss the performance for the past year.
- (c) Following the conference, the lecturer may write a response to the supervisor's evaluation and attach it to the form. Both supervisor and lecturer sign the bottom of the form
- (d) The Instructional Academic Staff (Lecturer) Performance Evaluation form, with the attachments, is sent to the employee's official personnel file through the appropriate hiring authority.

**UW-Green Bay Academic Staff Committee Revised 17 April 1996
Chancellor Perkins Approved 24 May 1996**

**UW-Green Bay Academic Staff Committee Updated March 1997 [3.02 (2)]
Provost Howard Cohen Approved 27 May 1997**

UW-Green Bay Academic Staff Committee Updated December 2002 [3.02 (2)]

UW-Green Bay Chapter 4 - ACADEMIC STAFF TITLE ASSIGNMENT AND CHANGE PROCEDURES

4.01 PRINCIPLES AND RESPONSIBILITIES

- (1) The purpose of establishing an official title for each unclassified position or group of positions is to permit comparability of substantially similar positions across institutions and academic administrative units. (UWS Unclassified Personnel Guideline (UPG)1.03 #1)
- (2) The System President extends to the chancellors, delegated authority to assign formal unclassified titles to all unclassified at his/her institution except as provided in this guideline or as required by the Regent policy or state statutes. (UPG 1.03 #3)
- (3) An appeal mechanism should be established at each institution to resolve disputes regarding formal title assignments. The appeal process may be designed to meet the particular organizational needs and governance structures of the institution. (UPG 1.03 #4)
- (4) Institution policies and procedures for the administration of the unclassified title structure should provide for ongoing review of formal title assignments with position descriptions that are accurate and current. Most title assignment changes will involve major changes in duties (job reclassification) or they will reflect greater experience, expertise and applied ability in a particular specialty area (career progression). As a general rule, formal title changes due to job reclassification may take effect at appropriate times throughout the fiscal year. However, to the extent possible, formal title changes that reflect usual career progress in the specialty area should coincide with the annual budget process. (UPG 1.03 #5)
- (5) A title change is a correction that reflects more accurately current, new, or changed responsibilities (ex. – a title changed from a marketing specialist to a program manager), which is distinguished from a title progression which reflects movement due to increased professional skills and stature within a professional or instructional/research staff title series (ex. – moving from an associate marketing specialist to a marketing specialist, no-prefix).
- (6) Approved title changes will be effective July 1 to correspond with the beginning of the fiscal year, and will be reflected in the academic staff member's new notice of appointment.

4.02 "PROFESSIONAL" TITLES

(1) Definitions of Professional Titles

- (a) Professional titles include both those that require specialized certification, a specific degree or other specific professional credentials and related qualifications for entry into the series, and those that do not. With the exception of Special Assistant, four prefixes are defined for all unclassified professional functions. The first three professional prefix levels-- Associate, No Prefix, and Senior--reflect successively greater experience, expertise, and applied ability in a particular specialty area. As described below, these three prefix levels

constitute a "natural career progression" track through which professional academic staff might be expected to progress in the area of specialty.

(2) Prefix Definitions for Professional Titles

(a) Associate - At this level, a professional is expected to perform at the entry level of proficiency. This includes performing all or any of the basic duties and functions as defined for the specialty or by the level of certification or licensure.

(b) No Prefix - An individual at this level performs those duties and responsibilities expected of a fully competent professional. Typically, such duties and responsibilities require knowledge and skills gained only through considerable experience. A fully competent professional works independently in applying the approaches, methods, and techniques of his or her profession and is active in developing or assisting in the development of new approaches to resolving problems.

(c) Senior - A professional at the Senior level performs program functions at a level of proficiency typically requiring extensive experience (e.g., a minimum of at least seven years of professional experience and advanced knowledge and skills). At this level, the professional has a consistent record of exemplary performance. A Senior professional is expected to develop new approaches, methods, or techniques to resolve problems with little or no expert guidance and to cope independently with new, unexpected, or complex situations. At this level, a professional can be expected to guide or train other professionals or to oversee their work.

(d) Distinguished - A professional at the Distinguished level performs at a level of proficiency typically requiring extensive experience and advanced knowledge and skills. The expertise of a professional at this level is commonly recognized by his or her peers and through a reputation that extends beyond his or her work unit. A Distinguished professional is expected to develop new approaches, methods, or techniques to resolve problems with little or no expert guidance and to cope independently with new, unexpected or complex situations. At this level, a professional can be expected to guide or train other professionals or to oversee their work.

1) An academic staff member recognized as Distinguished at UW-Green Bay has consistently performed at an exceptionally meritorious level. The professional's extraordinary achievements are recognized by peers, possibly regionally, nationally or internationally, but certainly beyond the University. Superior attainments will have been demonstrated through, for example, special honors or recognition in the individual's field of professional expertise, and much higher than average merit pay increases. These accomplishments have been made over a sustained and significant period of time, although seniority or longevity alone would not be sufficient for award of the designation.

(3) Career Track Progression Process for Professional Titles

(a) Definition

A career track progression reflects increased professional skills and stature for academic staff with Professional titles. Progression is from Associate to No Prefix or No Prefix to Senior. An academic staff member in the Professional or Lecturer series will typically show career advancement through the Associate, No Prefix, and Senior prefix levels. The prefix level of Distinguished is not included in this Career Track Progression.

(b) Review Process

1) Before initiating a review, the staff member should consult with the Human Resources Representative, and in some cases the Affirmative Action Officer, in order to receive counsel regarding both the substance and the timing of the request. The Human Resources Representative shepherds the process through its various stages, maintains the integrity of the files, and assures timely completion of the various stages.

2) For Professional titles, documentation should be placed in the individual's official personnel file, which should contain:

- a) An updated position description questionnaire.
- b) The previous position description (if any).
- c) A completed title review form from the Office of Human Resources.
- d) A written rationale for the title progression.

3) The procedure begins when the staff member formally presents the title review form and written rationale, or the documentation packet for review to the Distinguished level, to his or her supervisor. Ordinarily this will occur during the fall of the year to ensure adequate processing time.

4) By the end of October, the supervisor sends the title review form and supporting documentation to the hiring authority with a written rationale recommending approval or denial. Only the information included in the individual's official personnel file and the supporting documentation may be considered in this review.

5) The hiring authority sends the file containing documentation from both staff member and the supervisor to the Human Resources Representative. The file is also reviewed at this step by the Affirmative Action Officer.

6) The hiring authority, upon receipt of the written advice from the Human Resources Representative and the Affirmative Action Officer, prepares his or her own written rationale recommending approval or denial.

- a) If the hiring authority's recommendation is negative, he or she sends the case file

to the Human Resources Representative for completion of the records and notifies the supervisor. The supervisor may informally notify the staff member. The Human Resources Representative shall formally notify the staff member with a letter that includes information on the appeal process.

b) If the hiring authority's recommendation is positive, he or she sends the case file to the Human Resources Representative who completes the records and transmits the file to the Chancellor.

7) Before reaching a decision, the Chancellor may seek additional information from the hiring authority or others, or return the recommendation to the hiring authority for reconsideration. The review process ends when the Chancellor reaches a final decision.

a) If the decision of the Chancellor is negative, the Human Resources Representative shall notify the staff member in writing. A negative decision by the Chancellor may not be appealed.

b) If the decision of the Chancellor is positive, the Chancellor shall notify the staff member in writing of the decision.

(4) Appeal Process for Progression Denial

(a) A staff member may appeal a negative decision of the hiring authority to the Academic Staff Personnel Committee within 20 working days of receiving the written notice of a negative decision.

(b) A written rationale supporting an appeal should be submitted by the staff member to the Human Resources Representative, who shall transmit the appeal documents and the original request file to the Academic Staff Personnel Committee.

(c) The Academic Staff Personnel Committee shall review the case file and transmit a written response through the Human Resources Representative to the hiring authority no more than 40 working days after the appeal is submitted.

(d) The hiring authority shall consider the appeal documents and the Academic Staff Personnel Committee's advice and transmit his or her recommendation through the Human Resources Representative to the Chancellor no more than 20 working days after receiving the response from the Academic Staff Personnel Committee.

(e) The decision of the Chancellor is sent to the staff member and the hiring authority no more than 20 working days after receiving the hiring authority's recommendation. The Chancellor's decision is final.

(5) Special Requirements and Process for Distinguished Prefix

(a) To be considered for a review for the Distinguished level, those with Professional titles must, at a minimum, submit specific documentation as evidence of at least three distinct areas of exceptional competence and/or achievement in their occupational fields. Examples may include, but not be limited to, the following:

- 1) Making presentations before regional, national, or international professional organizations.
- 2) Receiving awards of achievement that recognize significant contribution to the professional field from regional, national, or international professional organizations.
- 3) Producing a history of professional publications in professional journals, periodicals and/or newsletters.
- 4) Serving as a consultant for regional, national, or international organizations; agencies or private businesses; or industries.
- 5) Providing expert testimony directly related to the professional field.
- 6) Presenting educational or training programs for external, post-secondary organizations and institutions to other professionals.
- 7) Developing innovative methods, techniques, or professional skills that are recognized and applied regionally, nationally, or internationally by other professionals in the field.

(b) For the Distinguished prefix, the following documentation must be provided:

- 1) A letter of support from the unit head or department chair. Since the most important consideration is the excellence of the academic staff member, the letter should describe the distinctive capabilities, performance, and contributions of the individual in which excellence has been demonstrated. A statement from the unit or department evaluating the staff member's value in the department or unit mission, as well as to the program, would be helpful.
- 2) A position description for the current position including the nature and scope of the duties and responsibilities.
- 3) A detailed resume/curriculum vitae indicating background and experience, annotated as appropriate to provide information on previous training, job responsibilities, and professional development efforts.
- 4) A chronological listing or description of accomplishments, achievements, awards, publications, grants, etc. Achievements should not be listed chronologically by category but by year. For example, all outstanding achievements occurring in 1992 documenting excellence related to the criteria listed in the document would be listed together.

5) A minimum of four and a maximum of six letters of recommendation from those who can speak to the talents of the academic staff member and evaluate his/her performance. At least two letters of recommendation from outside of the University of Wisconsin System are desirable. Letters should compare the quality and productivity of the academic staff member with others of similar rank and experience, if applicable. Also, a brief explanation of how these individuals were selected for this process and their relationship to the academic staff member should be included.

6) Any additional material the academic staff member believes to be helpful in the evaluation process. This may include, but is not limited to, letter(s) or statement(s) from the academic staff member, teaching evaluations, and unsolicited letters of support from clients, patients, students, outside agencies, etc.

7) The supporting documentation for the Distinguished prefix should be bound and include a table of contents with all pages numbered sequentially. The following order is suggested as optimum for presentation and preparation of the document.

- a) Section 1: Cover letter from the academic staff member initiating the process of title review.
- b) Section 2: Letter of support from the supervisor.
- c) Section 3: Position description.
- d) Section 4: Résumé/curriculum vitae.
- e) Section 5: Chronological listing of accomplishments.
- f) Section 6: Letters of recommendation.
- g) Section 7: Other supporting documentation.

(6) Title Change (other than Progression)

Refer to Section 4.07 of the UW-Green Bay Academic Staff Governance Handbook.

(7) Salary Adjustments

Refer to Section 4.08 of the UW-Green Bay Academic Staff Governance Handbook.

4.03 PROGRAM MANAGER TITLES

(1) Definition of Program Manager Titles (UWS UPG 1.04 (9))

(a) Program Manager titles are used to describe positions that manage a specific program. A Program Manager title is appropriate when the program or activity is not large and/or complex enough to justify an Administrative Director title. A program is a coordinated, defined set of services or activities usually focusing on a single objective. Whether ongoing and well established or fledgling, programs are not synonymous with the functional areas from which they operate. Program Manager titles should be applied to positions where the

program managed typically is recognized as a free standing and distinct program function. Although primarily a non-supervisory activity, program management often requires the coordination of work within the unit and/or across a number of administrative units.

(b) Program Managers often function quite independently. Typically, the services provided by a Program Manager are primarily developed and provided by the position incumbent rather than by subordinates. Program Managers can be distinguished from Directors in that Program Managers focus on policy implementation and they perform and supervise the activities of the unit, whereas Directors focus on policy development and they serve in management/leadership roles.

(c) A large and/or complex program, or one undergoing rapid growth may require that the Program Manager supervise support staff. However, a position carrying major supervisory responsibilities over several persons should have its title reviewed to consider whether it might better to conform to an Administrative Director title.

(2) Levels of Program Manager Titles (UWS UPG 1.04 (9))

Each Program Manager function has level designations of I, II, and III, which represent increasing size and/or complexity of similar functions. Determination of an appropriate level within the function is based on the institution rating of each position using the title evaluation instrument (Position Description Questionnaire). A complete Program Manager title will include both a function description and a level designation.

(3) Title Change

Refer to Section 4.07 of the UW-Green Bay Academic Staff Governance Handbook.

(4) Salary Adjustments

Refer to Section 4.08 of the UW-Green Bay Academic Staff Governance Handbook.

4.04 ADMINISTRATIVE DIRECTOR TITLES

(1) Definition of Administrative Director Titles

Director titles are reserved for the administrative heads of non-academic units and major functional areas of the institution. Titles in this category are responsible for planning the objectives and directing the activities of the unit. Depending on the prefixes assigned, they have extensive budgetary and supervisory authority and are responsible for the development of final policy recommendations and policy implementation based on the evaluation of unit policy, procedures, and operations.

(2) Prefix Definitions

Prefixes for Administrative Directors reflect the hierarchical organization structure of units and institutions in which their functions are performed. The prefixes include: Assistant, Associate, and No Prefix.

(a) Assistant

An Assistant Director manages a subunit of a major department and reports to a Director or Associate Director. At the Assistant level, a Director supervises three or more staff members excluding his or her personal secretary, develops and recommends an annual unit budget, and develops or assists in developing and recommending policy to the Director. An Assistant Director is responsible for the day-to-day administrative management and policy implementation activities of an administrative unit. The role of an Assistant Director is primarily supervisory and managerial as contrasted with a Program Manager whose primary responsibility is direct service delivery and whose job is largely non-supervisory.

(b) Associate

An Associate Director is defined as a deputy director who assists in directing the administrative and policy development and implementation endeavors of a major administrative unit under the general supervision of the Director. An Associate Director acts on behalf of a Director (No Prefix) on an on-going basis as well as in the Director's absence. There is no more than one Associate Director per unit. An Associate Director title is typically defined in units of sufficient size and scope of responsibility such that secondary decision making must be shared with or allocated to an Associate Director. Under very exceptional circumstances where a very large administrative unit exists, the assignment of more than one Associate Director title can be made if the title is specifically approved by System Administration.

(c) No Prefix

A Director (No Prefix) directs all the administrative, policy development, and implementation endeavors of a major administrative unit.

(3) Title Change

Refer to Section 4.07 of the UW-Green Bay Academic Staff Governance Handbook.

(4) Salary Adjustments

Refer to Section 4.08 of the UW-Green Bay Academic Staff Governance Handbook.

4.05 INSTRUCTIONAL AND RESEARCH ACADEMIC STAFF TITLES

(1) Definition for Instructional Academic Staff Titles

Provide for-credit instruction and training to students in an academic discipline. Instruction or training includes classroom and/or laboratory and/or clinical teaching duties. The assignment of function titles and prefixes is delegated to the chancellor with the expectation that assignments for non-professorial Instructional Academic Staff functions and prefixes (such as Lecturer as is used at UW-Green Bay) will be in compliance with systemwide definitions.

(2) Definition for Lecturer Prefixes

(a) Associate

An Associate Lecturer is one who independently teaches a course(s) subject to broad guidelines describing the scope of the subject matter to be taught and the topics to be covered. Effective classroom delivery, testing, and grading are the primary duties expected of lecturers at this level.

(b) No Prefix

A Lecturer at this level has the experience and academic qualifications needed to develop and teach a course(s) subject to broad guidelines describing the scope of the subject matter to be covered. However, the specific topics to be covered and the degree of topic emphasis are left to the independent judgment of the Lecturer (No Prefix). At this level, a Lecturer may be involved in various instruction related activities. These may include undergraduate advising, assisting in developing lab safety protocols, course scheduling, curriculum development, participating in departmental outreach programs, or other instructional activities.

(c) Senior

A Senior Lecturer has extensive teaching experience and subject matter expertise in an academic discipline. A Lecturer at this level has gained a reputation among his or her peers for demonstrably sustained superior contributions to teaching within a department or division. At this level, the independent selection, organization, and development of course contents and instructional materials approaches used is expected. Involvement with committees engaged in supporting this development is typical. However, the direct delivery of instruction is the primary responsibility of this title.

(3) Definition for Research Academic Staff Titles

Research Academic Staff participate in conducting research, identify research problems, design research methodology, perform or supervise research and prepare results for presentation to professional organizations or for scholarly publications. A PhD of the

equivalent experience and/or knowledge required to conduct research activities at the level of a principal investigator or co-principal investigator is ordinarily required to hold one of the titles in this title group. The assignment of function titles and prefixes is delegated to the chancellor with the expectation that assignments for non-professorial Research Academic Staff functions and prefixes will be in compliance with systemwide definitions.

(4) Career Track Progression Process for Instructional and Research Academic Staff Titles

(a) Definition - Reflects increased professional skills and stature for academic staff with Instructional and Research titles. Progression is from Associate to No Prefix or No Prefix to Senior. An academic staff member in the Professional or Lecturer series will typically show career advancement through the Associate, No Prefix, and Senior prefix levels. The prefix level of Distinguished is not included in this Career Track Progression.

(b) Documentation should be placed in the individual's official personnel file, and should include an updated position description questionnaire, the previous position description (if any), a completed title review form from the Office of Human Resources, and a written rationale for the title progression.

(c) The procedure begins when the staff member formally presents the title review form and written rationale, or the documentation packet for review for the Distinguished level, to his or her supervisor. Ordinarily this will occur during the fall of the year to ensure adequate processing time.

(d) By the end of October, the supervisor sends the title review form and supporting documentation to the hiring authority with a written rationale recommending approval or denial. Only the information included in the individual's official personnel file and the supporting documentation may be considered in this review.

(e) The hiring authority sends the file containing documentation from both staff member and the supervisor to the Human Resources Representative. The file is also reviewed at this step by the Affirmative Action Officer.

(f) The hiring authority, upon receipt of the written advice from the Human Resources Representative and the Affirmative Action Officer, prepares his or her own written rationale recommending approval or denial.

1) If the hiring authority's recommendation is negative, he or she sends the case file to the Human Resources Representative for completion of the records and notifies the supervisor. The supervisor may informally notify the staff member. The Human Resources Representative shall formally notify the staff member with a letter that includes information on the appeal process.

2) If the hiring authority's recommendation is positive, he or she sends the case file to the Human Resources Representative who completes the records and transmits the file to the Chancellor.

(g) Before reaching a decision, the Chancellor may seek additional information from the hiring authority or others, or return the recommendation to the hiring authority for reconsideration. The review process ends when the Chancellor reaches a final decision.

1) If the decision of the Chancellor is negative, the Human Resources Representative shall notify the staff member in writing. A negative decision by the Chancellor may not be appealed.

2) If the decision of the Chancellor is positive, the Chancellor shall notify the staff member in writing of the decision.

(5) Appeal Process for Progression Denial

(a) A staff member may appeal a negative decision of the hiring authority to the Academic Staff Personnel Committee within 20 working days of receiving the written notice of a negative decision.

(b) A written rationale supporting an appeal should be submitted by the staff member to the Human Resources Representative, who shall transmit the appeal documents and the original request file to the Academic Staff Personnel Committee.

(c) The Academic Staff Personnel Committee shall review the case file and transmit a written response through the Human Resources Representative to the hiring authority no more than 40 working days after appeal is submitted.

(d) The hiring authority shall consider the appeal documents and the Academic Staff Personnel Committee's advice and transmit his or her recommendation through the Human Resources Representative to the Chancellor no more than 20 working days after receiving the response from the Academic Staff Personnel Committee.

(e) The decision of the Chancellor is sent to the staff member and the hiring authority no more than 20 working days after receiving the recommendation from the hiring authority. The Chancellor's decision is final.

4.06 OTHER UNCLASSIFIED TITLES

Refer to the UWS Unclassified Personnel Guidelines #1 for a complete listing and the guidelines for several other unclassified titles that fall within the Academic Staff category. UW-Green Bay does not currently utilize these title assignments within Academic Staff, thus they are not covered within this governance handbook.

4.07 TITLE CHANGES (OTHER THAN PROGRESSION)

(1) Definition - A title change is a correction to reflect a more accurately current, new, or changed responsibilities. Most title changes will involve major changes in duties. Career progression for Associate to No Prefix, or from No Prefix to Senior in the Professional title series would not be considered a title change.

(2) Review Process - A title review may occur anytime throughout the year and will comply with the following review process:

(a) When initiating the review, the staff member should contact the Office of Human Resources to obtain the necessary forms.

(b) The procedure begins when a staff member presents the updated position description questionnaire, title review form, and any other written rationale to his or her supervisor.

(c) The supervisor reviews the documentation and provides a written rationale supporting or denying the need for a title change

(d) The supervisor sends the documentation to the hiring authority who will request the Human Resources Representative conduct a review.

(e) The Human Resources Representative will prepare a written recommendation to justify the appropriate title and submit this recommendation to the hiring authority.

(f) The hiring authority will approve or deny the recommendation and prepare a notification to the supervisor and staff member to request the Human Resources Representative to prepare such notification. A copy of this notification is sent to the Office of the Secretary of the Faculty and Academic Staff.

(3) Appeal Process

(a) A staff member may appeal a negative decision of the hiring authority to the Academic Staff Personnel Committee within 20 working days of receiving the written notice of a negative decision.

(b) A written rationale supporting an appeal should be submitted by the staff member to the Human Resources Representative, who shall transmit the appeal documents and the original request file to the Academic Staff Personnel Committee.

(c) The Academic Staff Personnel Committee shall review the case file and transmit a written response through the Human Resources Representative to the hiring authority no more than 40 working days after the appeal is submitted.

(d) The hiring authority shall consider the appeal documents and the Academic Staff Personnel Committee's advice and transmit his or her recommendation through the Human Resources Representative to the Chancellor no more than 20 working days after receiving the response from the Academic Staff Personnel Committee.

(e) The decision of the Chancellor is sent to the staff member and the hiring authority no more than 20 working days after receiving the recommendation from the hiring authority. The Chancellor's decision is final.

4.08 SALARY ADJUSTMENTS FOR TITLE CHANGES AND PROGRESSION

(1) Salary increases will occur when:

(a) A move is made in the career track progression.

(b) A title change occurs and the new title is in a higher pay grade.

(c) A move is made to the Distinguished prefix

(2) Salary adjustments - All salary adjustments will be at least a 3% increase or movement to the minimum of the new pay grade, whichever is greater. The salary adjustment will be in addition to the annual increase. In no instance will there be a salary decrease. Further salary adjustment is left to the discretion for the hiring authority.

(3) No salary increase will occur when the new title is in the same pay grade as the old title.

UW-Green Bay Chapter 5 - NONRENEWAL OF FIXED-TERM EMPLOYEES

5.01 COVERAGE BY DUE PROCESS PROTECTION

As specified in UWS 10.03 (1), appropriate due process protection shall be the right of all members of the academic staff. Employees who have relevant service of less than 7 years and do not have multiple-year appointments or who have less than a 50% appointment at UW-Green Bay are provided with such protection in 5.02 and 5.03. Employees who have relevant service of at least 7 years, have multiple-year appointments, and have a 50% or greater appointment have the additional protection provided in 5.04 and 5.05.

5.02 STATEMENT OF REASONS FOR NONRENEWAL

Prior to forwarding a recommendation of nonrenewal, the supervisor shall formulate and retain written reasons for the decision. The supervisor shall inform the academic staff member in writing of the decision before the recommendation is forwarded to the hiring authority. If the staff member requests written reasons, they become a part of the official personnel file. The academic staff member's request must be made in writing within 20 working days of receiving notice of nonrenewal.

5.03 LETTER OF DISAGREEMENT AND RIGHT TO MEETING

If the academic staff member disagrees with the written reasons, he/she may so state, providing reasons and, if desired, supporting evidence, in an official letter of disagreement which shall then be placed in his/her personnel file. A copy of the letter may be sent to the supervisor and to the hiring authority. The academic staff member may also request a meeting with the supervisor making the recommendation and the hiring authority to review and discuss the decision. This is not a formal hearing as in UWS 11.03, but a meeting to review the matter. Such actions may be taken at any time prior to the expiration of the appointment.

5.04 RECONSIDERATION OF NONRENEWAL FOR APPOINTEES WITH SEVEN OR MORE YEARS OF RELEVANT SERVICE AND MULTIPLE-YEAR APPOINTMENTS

If the supervisor of an academic staff member has forwarded a recommendation for nonrenewal and the hiring authority accepts the recommendation, the academic staff member has the right to request reconsideration from the hiring authority. A written request to the hiring authority shall be made within 20 working days of notice of nonrenewal (25 days if notice is by first class mail and publication). The meeting shall be held within 10 working days of receipt of the request and the staff member shall be notified of the meeting in writing at least 3 working days in advance. The time limits may be extended by mutual consent of the parties. The meeting shall be informal; its only purpose is to allow the staff member a genuine opportunity to persuade the hiring authority to change his/her decision by challenging the stated reasons and/or by offering additional evidence. Upon the request of either party an impartial observer may be present. The

observer shall be selected by consent of the parties from a panel of three chosen by the Academic Staff Committee. The observer shall be a member of the UW-Green Bay faculty or academic staff. The hiring authority shall inform the academic staff member of his/her decision in writing within 10 working days.

5.05 HEARING FOR APPOINTEES WITH SEVEN OR MORE YEARS OF RELEVANT SERVICE AND MULTIPLE-YEAR APPOINTMENTS

(1) An academic staff member who has been nonrenewed after a reconsideration may request a hearing before the Academic Staff Personnel Committee within 20 working days after the reconsideration. Such a hearing shall be held not later than 20 working days after the request except that the time limit may be extended by mutual consent of the parties or by order of the hearing body. If the academic staff member wishes to have counsel present, he/she must so advise in writing, the chairperson of the Personnel Committee so that the Committee may have counsel present. The burden of persuasion in such a review shall be on the nonrenewed academic staff member and the scope of the review shall be limited to the question of whether the decision was based in any significant degree upon one or more of the following factors, with material prejudice to the individual.

(a) Conduct, expressions, or beliefs which are constitutionally protected, or actions which are consistent with an appropriate professional code of ethics;

(b) Employment practices proscribed by applicable state or federal law; or

(c) Improper consideration of qualifications for renewal. For purposes of this section, "improper consideration" shall be deemed to have been given to the qualifications of a staff member in question if material prejudice resulted because of any of the following:

- 1) the procedures required by the Academic Staff Code were not followed;
- 2) available data bearing materially on the quality of performance were not considered;
- 3) unfounded, arbitrary, or irrelevant assumptions of fact were made about work or conduct.

(2) The Personnel Committee shall report its recommendation as to the validity of the appeal to the supervisor, the hiring authority, and to the Chancellor. Such a report may include remedies that may, without limitation because of enumeration, take the form of a reconsideration by the decision maker, a reconsideration by the decision maker under instructions from the Committee, or a recommendation directly to the Chancellor. The decision of the Chancellor will be final in all such matters. Within UW-Green Bay, any questions concerning the interpretation of section 5.05 shall be resolved by the Personnel Committee.

**UW-Green Bay Academic Staff Assembly Revised December 21, 1995 [5.04 and 5.05]
Chancellor Perkins Approved February 7, 1996**

UW-Green Bay Chapter 6 - DISMISSAL FOR CAUSE

6.01 RESPONSIBILITY FOR CHARGES

An allegation concerning the conduct of an academic staff member which appears to be substantial and which, if true, might lead to dismissal under this chapter, should be brought to the attention of the Chancellor. The Chancellor shall act upon receipt of the allegation pursuant to the procedures set forth in UWS 11 and UW-Green Bay Chapter 6.

6.02 DISMISSAL FOR CAUSE: FIXED-TERM ACADEMIC STAFF APPOINTMENTS

A member of the academic staff holding a fixed-term appointment and having completed an initial specified period of time as provided for in Chapter 2.02, may be dismissed prior to the end of the contract term only for just cause under UWS 11.11 and UW-Green Bay Chapter 6 .02 or for reasons of budget or program under UWS 12 and UW-Green Bay Chapter 7 . For an academic staff member on a fixed-term appointment who has served UW-Green Bay for less than three years, a dismissal for cause shall not become effective until the individual concerned has received a written notification of specific charges and has been offered an opportunity for a hearing before the appropriate hiring authority or his/her designee. Dismissals for cause shall be appealable as provided for in Chapter 6.07-6.09. The burden of proof as to the existence of just cause on appeal shall be on the hiring authority or an authorized official. Dismissal for cause of a member of the academic staff who has served UW-Green Bay for three or more years shall proceed under UWS 11.02 to 11.10 and UW-Green Bay Chapter 6.01-6.09.

6.03 PREPARATION OF CHARGES

Pursuant to UWS 11.02, the hiring authority or his/her designee shall seek to resolve the allegation informally with the academic staff member. If this discussion does not result in a resolution of the allegation, the hiring authority or his/her designee shall prepare a written statement of specific charges not later than 15 working days after the informal meeting with the staff member, except that this deadline may be extended by written consent of all of the parties.

6.04 SERVICE OF CHARGES

Service of the formal statement of charges shall proceed as set forth in UWS 11.02 (2). Failure by the administration to observe the procedures and time limits stated in UWS 11 and UW-Green Bay Chapter 6 shall be deemed a withdrawal of charges.

6.05 HEARING

If an academic staff member requests a hearing of dismissal charges under UWS 11.02 such hearing shall proceed under UWS 11.03-11.07 and UW-Green Bay Chapter 7 .

6.06 TIME LIMITATIONS

The time limits stated in UWS 11.04 and 11.10 as a specified number of days shall be considered to be working days under these policies and procedures. Failure by the academic staff member to meet the time limits of UWS 11.04 shall constitute waiver of the right to a hearing.

6.07 HEARING BODY

The Academic Staff Personnel Committee shall serve as the hearing body in cases of dismissal for cause involving all members of the academic staff except lecturers. Pursuant to UWS 11.03 (2), the Faculty Rights and Responsibilities Committee shall be the hearing body for academic staff members appointed solely as lecturers. The hearing body for members of the academic staff who have appointments as lecturers, but whose responsibilities are not solely as lecturers, shall consist of four members of the Academic Staff Personnel Committee and three members of the Rights and Responsibilities Committee. Each Committee shall select its representatives for the hearing body. The hearing body may, on the motion of either part, disqualify any one of its members by a majority vote. The vote on such motion shall be in closed session. Any member of the hearing body who has heard a grievance involving the academic staff member requesting the hearing shall be disqualified. If one or more of the members of this hearing body disqualify themselves or are disqualified, the Academic Staff Committee or the University Committee (depending on the appointment type of the disqualified members) shall select, by majority vote, a number of replacements equal to the number who have been disqualified. The vote on replacements shall be in closed session and results shall be binding. The process of membership replacement shall be conducted in such a manner as to ensure that the hearing body membership is representative of the operational areas of the University.

6.08 LEGAL COUNSEL

If requested by the hearing body, the Chancellor shall provide legal counsel. The functions of legal counsel shall be to advise the hearing body and to consult with them on legal matters.

6.09 RECOMMENDATIONS

The hearing body shall send to the Chancellor and to the academic staff member concerned, within 30 days of the conclusion of a hearing, a verbatim record of the testimony, which might be a sound recording, and a copy of its report, findings, and recommendations. After reviewing the matter on record and considering written arguments if submitted by the parties, the Chancellor shall issue a written decision pursuant to UWS 11.07 and 11.09 within 20 working days of receipt of the hearing body's recommendations. This period may be extended by order of the Chancellor. The decision of the Chancellor is final unless the Board of Regents, upon request of the academic staff member, grants a review based on the record as provided in UWS 11.10.

UW-Green Bay Chapter 7 - LAYOFF OF ACADEMIC STAFF FOR REASONS OF BUDGET OR PROGRAM

7.01 GENERAL

As provided in UWS 12.01, program decisions which may result in the layoff of Academic Staff members shall be discussed by the Chancellor with the Academic Staff Committee. This consultation is for informational purposes and shall be held at least one year prior to the implementation of the layoff decision. In instances that make the one-year period impractical, the Academic Staff Committee shall be consulted as early as possible prior to the implementation of the layoff decision. The Committee shall consider information including but not limited to the following: budget detail regarding program decisions such as those which show a need to lay off a specified number of academic staff members; criteria applied in determining the operational units(s) which has (have) been designated for reduction in positions; criteria applied in determining that a member of the academic staff, rather than another employee, should be subject to layoff; and criteria to be applied within the operational area in determining the individual(s) who will be affected by the reduction in academic staff positions. The Academic Staff Committee shall advise the Chancellor or the Chancellor's designee concerning the viability of the proposed layoff plan and suggest feasible alternatives to it.

7.02 DEFINITION

Layoff is the suspension of an academic staff member's employment by the University of Wisconsin-Green Bay during the appointment period for reasons of budget or program reduction, discontinuance, curtailment, modification, or reduction.

7.03 SENIORITY POLICY FOR LAYOFF DECISION

Pursuant to UWS 12.03, layoffs of academic staff members with fixed-term appointments shall follow seniority based on their original date of appointment at UW-Green Bay. Seniority shall be calculated in terms of years, months, and days of service at the University regardless of changes in the appointment. Appointments less than 50 percent shall be pro-rated according to the percentage of time of the appointment. For academic staff members on limited appointments, seniority shall accumulate in the concurrent academic staff appointment.

7.04 ORDER OF LAYOFFS FOR ACADEMIC STAFF MEMBERS WITH FIXED-TERM APPOINTMENTS

If layoffs occur within an operational area and the academic staff members involved do the same or similar work, seniority shall determine the order of layoff. Exceptions to the order of layoff as defined in this section may be made by the hiring authority to maintain specific expertise within the operational area. Exceptions shall be approved by the Chancellor upon the recommendation of the Academic Staff Committee.

7.05 REVIEW AND HEARING FOR LAYOFF DECISIONS FOR FIXED-TERM ACADEMIC STAFF APPOINTMENTS

Notice shall be given in accordance with UWS 12.03 and UW-Green Bay Chapter 2.09. A layoff designee shall be informed in writing of his/her employment status, the effective date of layoff, program and budget reasons compelling layoff, review and hearing rights, and reappointment rights. Any academic staff member who has been given a written notice of layoff may request a hearing regarding that decision in accordance with UWS 12.05 and 12.06. The request for a hearing shall not delay a layoff. The hearing shall proceed under UWS 12.04-12.06 and UW-Green Bay Chapter 7.

7.06 HEARING BODY

The Academic Staff Personnel Committee shall serve as the hearing body as provided in UWS 12.04. Pursuant to UWS 12.05 (1) (b), Academic Staff Personnel Committee members must be disqualified if they participated in the layoff process leading to the layoff of the academic staff member, or if they are material witnesses in the case. On the motion of either party in the case, the Personnel Committee may disqualify any one of its members for cause by a majority vote. If one or more of the Personnel Committee members disqualify themselves or are disqualified, the remaining members may select a number of other replacements equal to the number who have been disqualified to serve. The vote on the motion and the replacements shall be in closed session and the results shall be binding. The process of membership replacement shall be conducted in such a manner as to ensure that the Personnel Committee membership is representative of the operational areas of the University.

7.07 LEGAL COUNSEL

The Chancellor shall provide legal counsel and other assistance for the hearing body as provided in UWS 12.05 (3) (b).

7.08 HEARING

The hearing for academic staff members with fixed-term appointments shall proceed in accordance with UWS 12.05. Time limits stated in UWS 12.05 as a specified number of days shall be considered to be working days under these policies.

7.09 RECOMMENDATIONS

The hearing body shall send to the Chancellor and to the academic staff member concerned, as soon as practical after the conclusion of hearing, but not exceeding 20 working days, a verbatim record, which might be a sound recording, of the testimony and a copy of its report, findings, and recommendations. The Chancellor shall review the matter, decide whether the

staff member should be laid off, and issue a written decision to the hearing body and academic staff member within 15 working days of receipt of the hearing body's recommendations. This decision shall be final unless the Board of Regents, upon request of the academic staff member, grants review based on the record, pursuant to UWS 12.05 (8).

7.10 LAYOFF CONDITIONS

Conditions governing the layoff status of academic staff members will be in accordance with UWS 12.07. A staff member on layoff status has 20 working days in which to respond to an offer of alternative employment or reappointment. Failure to respond shall terminate the academic staff member's alternative employment or reappointment rights. Dismissal of an academic staff member in accordance with Chapter 3.02 (1) (a) or (b) and (c) 1) is not a layoff for reasons of program or budget.

7.11 ALTERNATIVE EMPLOYMENT AND FINANCIAL ASSISTANCE

(1) UW-Green Bay shall devote its best efforts to securing alternative employment in accordance with UWS 12.08. The head of the operational area responsible for the layoff (or designee) is encouraged to identify and inform the employee of any comparable positions in related operation areas. An academic staff member of layoff may be hired without an open recruitment into an academic staff position in another area at the discretion of that department or unit and in accordance with the academic hiring policy. Members of the academic staff on layoff status or on notice of layoff shall have the right of first referral to all academic staff vacancies for which they may reasonably qualify. The Human Resource Office prior to posting of position vacancies shall make such referrals. Prospective employers must consider these persons before consideration of other referrals, if any, and before 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.

(2) Academic staff members on layoff shall have 5 working days from the date of such a referral to request consideration for a particular position. If a request for consideration is not received within the relevant time period, the head of the operational area or his or her designee may proceed with open recruitment.

(3) The head of the operational area shall have access to the personnel file of the academic staff member on layoff status as well as the ability to interview the individual, to review credentials, and obtain other information relevant to the hiring decision. The academic staff member on layoff shall have the ability to update the resume or other information contained in the personnel file at any time.

(4) The Chancellor shall seek to provide financial assistance for academic staff members who are to be laid off, to readapt within UW-Green Bay where such re-adaption is feasible within one year's time. Such financial assistance may include underwriting the cost of job-related training under the University of Wisconsin System Unclassified Personnel Guideline 8 (Appendix IV).

For purposes of this chapter, Section 8.02 (2) from UWS Guideline 8 may also include such retraining as is deemed necessary for a staff member on layoff to accept an alternative appointment in a related field.

(5) Units and/or departments are encouraged to provide release time to academic staff members being laid off for such purposes of retraining, job interviewing, career counseling or job searches.

7.12 REAPPOINTMENT RIGHTS

An academic staff member on layoff shall have reappointment rights pursuant to UWS 12.09. The senior appointees within each operational area shall be recalled first in order of seniority. Exceptions to the order of reappointment as defined in this section may be made by the hiring authority to obtain specific expertise within the operational area. Exceptions shall be approved by the Chancellor upon the recommendation of the Academic Staff Committee.

7.13 RETENTION OF POSITION AND SALARY

Any academic staff member reappointed within three years after layoff to reasonably comparable duties within the operational area shall be reappointed with a position on the UW System Academic Staff Title and Compensation Plan at least equivalent to his/her position when laid off, together with such other rights and privileges which may have accrued at the time. The person's salary shall be equal to his/her salary at the time of layoff plus the annual increases subsequently allotted by the State of Wisconsin. The only exception is that portion of salary associated with a limited appointment, if the limited appointment is not part of the reappointment.

7.14 RIGHTS OF ACADEMIC STAFF MEMBERS ON LAYOFF

Academic staff members on layoff have rights as defined in UWS 12.11. These rights include the same privileges accorded an employed academic staff member concerning the use of UW-Green Bay facilities, service, and voting privileges on university committees and similar bodies, and the use of office space if available.

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UW-Green Bay Chapter 8 - COMPLAINTS AND GRIEVANCES

8.01 DEFINITIONS

(1) A complaint is an allegation subject to written confirmation made by persons other than the academic staff member's supervisor(s) or hiring authority concerning conduct which violates UWS or UW-Green Bay rules or policies or which adversely affects the academic staff member's performance or obligations to the University, but which is not serious enough to warrant dismissal proceedings under UWS Chapter 11 or UW-Green Bay Chapter 6.

(2) A grievance is a personnel problem involving an academic staff member's written allegation of a violation of the federal or state constitution, a federal or state law, an employment contract, or a UWS or UW-Green Bay policy.

8.02 COMPLAINT PROCEDURES

Note: an academic-related complaint filed by a student on an instructional academic staff member should follow the procedures outlined in the "Complaints and Grievances" section of the Student Resource Handbook prepared by the Dean of Students Office.

(1) A complaint shall be filed with the academic staff member's immediate supervisor.

(2) If a complaint cannot be resolved between the complainant and the supervisor, the academic staff member shall be notified of the complaint action.

(3) In those cases wherein the complaint cannot be otherwise resolved, the Chancellor may direct the Academic Staff Personnel Committee to make investigations including holding hearings on written complaints from interested persons. The Academic Staff Committee, upon directive from the Chancellor, shall conduct an investigation, make findings, and develop recommendations concerning the enforcement of UWS and UW-Green Bay rules and policies. Any hearing held under this provision shall be a non-adversary proceeding.

(4) If the results of an investigation disclose that an academic staff member has engaged in conduct which violates UWS rules or policies, or which adversely affects the academic staff member's performance or obligations to UW-Green Bay, the Committee may issue a recommendation to the Chancellor for appropriate action within these rules and the UWS administrative code.

(5) If the results of the investigation disclose that the complaint was without foundation, the Committee shall so find and file such findings and recommendations with the Chancellor.

(6) Copies of the Committee's recommendations shall be served on all parties of the investigation.

8.03 GRIEVANCE PROCEDURES

(1) The academic staff member shall discuss any grievance with the immediate supervisor within 20 working days from the date of awareness of the precipitating action or condition. The supervisor shall give the academic staff member a written decision on the grievance within 5 working days of the discussion.

(2) If the academic staff member is dissatisfied with the decision from the supervisor, he/she may appeal that decision in writing within 7 working days following the date of the written decision. The first avenue of appeal is the immediate superior of the supervisor, or, if this person is directly involved in the grievance, his/her supervisor. The person to whom the appeal is made shall make a determination and communicate this written judgment to the grievant within 5 working days of receipt of the appeal.

(3) Grievances upon which a decision has been rendered after completion of the foregoing procedure may be appealed within 15 working days from the date of the final decision to the Chancellor who shall, if requested, arrange for a hearing under the mechanism specified in Chapter 6.05 through 6.09.

8.04 FREEDOM FROM REPRISAL

Academic staff members who use the grievance procedure are guaranteed freedom from reprisal. Direct or subtle action taken by the supervisor intended to harass the employee shall be considered a reprisal. Normal administrative prerogatives and procedures such as reassignment of duties or employee evaluation are not forms of reprisal unless intent of harassment can be substantiated. An academic staff member who believes that reprisal is being threatened or effected may bring a statement of facts to the chairperson of the Academic Staff Committee who will investigate the alleged situation and report the findings with a recommendation to the Chancellor. The Chancellor will act upon this recommendation within 10 working days of receipt.

UW-Green Bay Chapter 9 - OUTSIDE ACTIVITIES AND CONFLICT OF INTEREST

9.01 BASIC POLICY

Every academic staff member, at the time of appointment, makes a personal commitment to professional honesty and integrity. It is a violation of this commitment for staff members to pursue outside interests or to seek financial gain for themselves, their immediate families, or organizations with which they are associated through activities that conflict with their responsibilities as employees of UW-Green Bay. Thus, the rules and procedures governing outside activities are designed to ensure devotion to all normal staff responsibilities, while permitting participation by staff in public service or other endeavors, including activities related to their fields of interest.

9.02 DEFINITIONS

(1) "Anything of value" means any money or property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include:

(a) Any salary, expenses, or other compensation received by a member of the academic staff from the university for his/her services;

(b) Any compensation, honoraria, or expenses derived from outside activities permitted under this chapter;

(c) Political contributions which are reported under Chapter 11 of Wisconsin State Statutes;
or

(d) Hospitality extended for a purpose unrelated to university business.

(2) "Associated," when used with reference to an organization, means that a person or a member of a person's immediate family is a director, officer, or trustee, or owns or controls, directly or indirectly, and severally or in the aggregate, at least 10 percent of the outstanding equity.

(3) "Confidential university information" means information relating to university financial operations or personnel which is obtained from university records or in the course of official university business and which is not available to the general public upon request.

(4) "Contracting personnel" means those persons who are designated in writing by the Chancellor of UW-Green Bay or the President of the University of Wisconsin System to negotiate, review, approve, or sign contracts for the purchase of goods and services on behalf of UW-Green Bay, the System, or the Board of Regents. The term does not include persons who do either or both of the following:

(a) Contract only with outside agencies for research or for services to be performed by the university; or

(b) Negotiate, review, approve, or sign only employment contracts.

(5) "Immediate family" means:

(a) A staff member's spouse; and

(b) Any person who receives, directly or indirectly, more than one-half of his/her support from a staff member or from whom a staff member receives, directly or indirectly, more than one-half of his/her support.

(6) "Organization" means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust, or other legal entity other than an individual or body politic.

9.03 OUTSIDE ACTIVITIES

(1) Members of the academic staff are free to engage in outside activities, whether or not such activities are remunerative or related to staff members' fields of interest or specialization. However, no member of the staff may engage in an outside activity if it conflicts with his or her public responsibilities to the System or at UW-Green Bay.

(2) Reportable outside activities. The following outside activities must be reported to the staff member's dean, director, or area leader:

(a) Associations with organizations, as defined in 9.02 and 9.06, related to a staff member's field of interest or specialization;

(b) Private remunerative relationships between staff members and non-governmental sponsors of university research for which the staff member is a principal investigator; and

(c) Remunerative outside activities, including but not limited to consulting, and whether the staff member earns for such activities \$5,000 or more in a year from a single source.

9.04 STANDARDS OF CONDUCT

(1) Personal Conduct

(a) No member of the academic staff may, in a manner contrary to the interests of the System, use or attempt to use his/her public position or state property, including property leased by the state, to gain or attempt to gain anything of substantial value for the private benefit of the staff member, his/her immediate family, or any organization with which he/she is associated.

(b) No member of the academic staff may solicit or accept from any person or organization anything of value pursuant to an express or implied understanding that his/her conduct of university business would be influenced thereby.

(c) No member of the academic staff may intentionally use or disclose confidential university information in any way that could result in the receipt of anything of value for himself/herself, for his/her immediate family, or for any other person or organization with which he/she is associated.

(2) Contracting and Leasing

(a) No member of the academic staff, member of his/her immediate family, or any organization with which he/she is associated, may enter into any contract or lease involving payments of \$3,000 or more within a 12-month period, derived in whole or in part from university funds, if he/she is in a position to approve or influence, in his/her official capacity, the university's decision to enter into the contract or lease.

(b) If the staff member is not in a position to approve or influence the university's decision, he/she may enter into a contract or lease described in 9.04 (2) (a) if he/she first makes written disclosure of the nature and extent of any such relationship to the dean, director, or area leader and is approved. The dean, director, or area leader shall approve a staff member's interest in a lease or contract unless he/she determines that the staff member's personal interest in the agreement will conflict substantially and/or materially with the staff member's discharge of his/her university responsibilities.

(c) This subsection does not affect the application of subsection 946.13, Stats.

(3) Nepotism and Related Matters. In order to encourage and foster, to the fullest extent practicable, the accessibility of employment and education to qualified persons regardless of possible relationship through affinity or consanguinity to any academic staff member, academic staff members shall avoid any possible conflict of interest with such persons by observing the following:

(a) No member of the academic staff may participate, formally or informally, in the decision to hire, retain, promote or determine the salary of a member of his/her immediate family or a person with whom he/she is domiciled.

(b) No member of the academic staff may, in the supervision or management of another employee who is a member of his/her immediate family or a person with whom he/she is domiciled, give preferential or favored treatment.

(c) Every member of the academic staff is cautioned that situations may arise with individuals who are not members of the immediate family or domiciled with the staff member, which may also be subject to complaints against the staff member under UW-Green Bay Chapter 8, Complaints and Grievances. Examples of this might include individuals with whom an academic staff member has an emotional relationship, even though they are neither married, otherwise related, nor sharing a domicile. Any academic staff member in a situation that might involve the evaluation, hiring, or supervision of any such person is urged to seek the advice of his/her immediate supervisor(s) or the Academic Staff Ethics Committee (9.13) to arrange means to avoid conflicts of interest.

(d) Academic staff members who supervise students, teach or make decisions on student matters should exercise caution to avoid conflicts of interest and potential liabilities similar to those specified in (a), (b), and (c) above. In particular, staff members are advised to arrange with their supervisor(s) for alternative means for evaluating the work of, or making awards to, and decisions on, any students with whom they are domiciled, to whom they are married or otherwise related, or with whom they have or have had an emotional relationship.

9.05 REPORTING OF SUBSTANTIAL OUTSIDE ACTIVITIES

There are two forms of reporting incumbent upon academic staff members engaging in substantial outside activities: annual, and changed circumstances.

(1) An annual report of the previous calendar year outside activities must be filed by each staff member on or before April 30, with the Secretary of the Faculty and Academic Staff--notice and form to be supplied in advance.

(2) If significant increases occur in the nature and scope of reportable outside activities during the academic year, the staff member shall report in writing to his/her dean, director, or area leader the changed circumstances.

(3) Information required to be reported under this section shall, unless otherwise privileged by law, be a matter of public record.

9.06 CONFLICT OF INTEREST

The following are examples of activities likely to present the possibility of conflict of interest, and the staff member should seek the advice of his/her dean, director, or area leader regarding the changed circumstances:

(1) Extensive or recurring paid consulting;

(2) Associations, as defined in 9.02 (2), with for-profit organizations;

(3) University research funded in whole or part by non-governmental sponsors through contract, grant, or restricted gift, where the staff member has a financial interest in the sponsor or the research results;

(4) Activities involving a private remunerative relationship between a staff member and a non-governmental sponsor of university research for which the staff member is a principal investigator;

(5) Situations that may result in research that would normally be carried out at the university being diverted to a private establishment to the detriment of the university;

(6) Situations giving to a private entity exclusive access to information resulting from a staff member's university research;

(7) Situations in which a staff member directs a student into research from which the member expects to receive financial gain.

9.07 ACTION TO AVOID POSSIBLE CONFLICT OF INTEREST

If, after review of any of the reports called for in 9.03, the staff member's dean, director, or area leader determines that a staff member's outside activities are excessive or improper, he/she shall inform the staff member of possible or actual conflict of interest between the staff member and the university (See UWS 8.04 for administrative procedures).

9.08 APPEAL OF A DECISION OF IMPROPRIETY

If the staff member's outside activities are judged improper by his/her dean, director, or area leader, the staff member has 15 working days after notification in which to appeal the decision to the Academic Staff Personnel Committee.

9.09 ABSENCE FROM REGULARLY SCHEDULED DUTIES

A member of the academic staff who expects to be absent from office or other duties to fulfill outside activities must inform his/her dean, director, or area leader in writing, and, if the absence is to be recurring or continuing, shall inform his/her dean, director, or area leader in writing.

9.10 REPORTING OF ANY INTENDED SERVICE AS AN EXPERT WITNESS IN LEGAL PROCEEDINGS, OR AS STAFF ADVISOR OF OR CONSULTANT TO GRANTING AGENCIES

Any staff member who intends to serve as an expert witness in legal proceedings shall inform in writing his/her dean, director, area leader of the nature of the proceedings. Any staff member

who is asked to serve as advisor or consultant, or in any other capacity, with a public or private agency which grants money or decides policy for grants, shall determine whether his/her participation will adversely affect the university's eligibility for funds from the agency involved, and shall report this determination in writing to his/her dean, director, or area leader.

9.11 USE OF UNIVERSITY FACILITIES

University facilities, equipment, supplies, and personnel ordinarily shall not be used by staff members for purposes other than carrying out their institutional responsibilities. If for any reason a staff member deems it essential to use such facilities, equipment, supplies, or personnel for personal or commercial activities, appropriate arrangements shall be made in advance and in writing with the dean, director, or area leader.

9.12 STUDENT RESEARCH PROTECTION

A staff member who engages students in research under his/her supervision shall inform such students of any financial interest which the staff member has in the research activity, including, but not limited to, financial arrangements involved in the direct support of the activity, agreements made by the staff member to obtain data for the research, or agreements concerning copyright or patent rights arising from the research.

9.13 ACADEMIC STAFF ETHICS COMMITTEE

The Academic Staff Committee is hereby designated as the UW-Green Bay Academic Staff Ethics Committee, as called for in UWS 8.03 (5). In this capacity, its function shall be to provide to any member of the academic staff consultation and advice on the application of this chapter. 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. However, summaries of advice provided by the Academic Staff Ethics Committee, which do not disclose identities of persons requesting such advice, shall be made public in an annual report.

9.14 SANCTIONS

(1) Any person may file a written complaint charging a violation of Chapter 9. The complaint shall state the name of the academic staff member alleged to have committed a violation and describe the violation.

(2) A complaint involving a member of the UW-Green Bay academic staff shall be submitted to the Chancellor. Upon receiving a complaint, the Chancellor shall proceed under Chapter 8 and UWS 11 or UWS 13.01, as appropriate.

(3) Notwithstanding the other provisions of this section, the Chancellor may investigate possible violations of Chapter 9 whenever the circumstances warrant and proceed in accordance with UWS 13.01.

UW-Green Bay Chapter 10 - RETIREMENT, RECOGNITION AND STATUS

10.01 CERTIFICATES

A *Certificate of Recognition* signed by the President of the Board of Regents, the Chancellor, and the Secretary of the Faculty and Academic Staff will automatically be sent to those retirees receiving emeritus/emerita status as defined in 10.02. For other retiring academic staff, departments may request a *Certificate of Appreciation* signed by the Chancellor by contacting the Office of Human Resources. If an employee has twenty or more years of State service, the employee will receive a certificate signed by the Governor.

10.02 EMERITUS/EMERITA STATUS

Emeritus/emerita status is an honorary title that may be conferred only upon individuals who have had permanent employment with UW-Green Bay and who are eligible to activate their annuities from the Wisconsin Retirement System. Emeritus/emerita appointments generally are for the lifetime of the individual and are terminated only for cause.

(1) Eligibility

(a) Emeritus/emerita status is limited to faculty, academic staff, and limited appointees retiring after extensive service at UW-Green Bay.

- 1) Academic staff and limited appointees must have completed ten or more years of service at the University just prior to retirement to be eligible for such recognition.
- 2) Academic staff may be granted emeritus/emerita status in their limited appointment, but not in their academic staff concurrent appointment.

(2) Process for Obtaining Emeritus/Emerita Status - The recommendation must originate with the candidate's supervisor and be sent to the area leader. If the area leader concurs with the recommendation, he/she forwards to the Chancellor. The Chancellor shall determine whether or not to grant the appointment after consultation with the Academic Staff Committee.

(a) The recommendation should include the following:

- 1) a narrative summary citing the professional accomplishments and record of University service of the retiring academic staff;
- 2) the expected date of retirement (a copy of the letter of retirement);
- 3) area leader approval.
 - a) Recommendations may be submitted throughout the year.

(3) Privileges of Emeritus/Emerita Status

(a) Perquisites of emeritus/emerita designation are privileges extended by the various offices of the University rather than rights inherent in Emeritus/Emerita status per se. Some privileges are available to all retirees and not merely to those who have formally been designated emeritus/emerita. Emeritus/emerita status includes the following privileges:

- 1) Names of emeriti academic staff are published in all official listings and directories of faculty and academic staff.
- 2) Emeriti academic staff may march in Commencement or other academic processions.
- 3) Emeriti academic staff may participate in all social affairs of the University.
- 4) Emeriti academic staff are awarded a *Certificate of Recognition*.
- 5) Emeriti academic staff retain the UW-Green Bay ID and all the privileges it provides. Individual privileges will vary depending on the individual's anticipated future contribution to the institution.
- 6) Emeriti academic staff may, under certain circumstances, receive assistance in continuing their professional activities.

(b) Departmental prerogatives, such as access to office space and equipment are subject to departmental and budgetary limitations and shall be determined on a case-by-case basis at the discretion of the department chair.

(c) Nothing in the above paragraphs is meant to alter other currently established policies concerning priorities for use of certain facilities by students, faculty, staff, or visitors, nor is there any intent to limit the authority of individual program units to recommend such priority-use policies.

(4) Responsibilities of Emeritus/Emerita Status

All appropriate State, UW System, and UW-Green Bay rules and regulations, including those governing the use of University facilities and conduct on University property, apply to emeritus/emerita appointments.

ACADEMIC STAFF GOVERNANCE BYLAWS

*Accepted by the Academic Staff of the
University of Wisconsin-Green Bay, 24 January 1991
Approved by UW System Administration August 1991*

*Amendments accepted by the Academic Staff Assembly of the
University of Wisconsin-Green Bay, 15 February 1996
Transmitted to UW System Administration March 1996*

*Amendments accepted by the Academic Staff Assembly of the
University of Wisconsin-Green Bay, 21 April 1999*

ARTICLE I - ACADEMIC STAFF GOVERNANCE RIGHTS AND RESPONSIBILITIES

The Governor on August 28, 1985, signed into law Sec. 36.09(4m) of the Wisconsin statutes to create a statutory role in institutional governance for academic staff. The section reads as follows:

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.

ARTICLE II - PREAMBLE

Academic Staff share a professional commitment to higher education and to the realization of the goals and mission of the University of Wisconsin-Green Bay. As specialists in their respective fields, Staff members strive to create and maintain an environment in which the academic, administrative, and community outreach activities of the University can occur with maximum effectiveness. In recognition of this commitment and in order to promote the professional development of the Academic Staff and to encourage the active participation of members in the activities of the University, we hereby subscribe to the following governance structure.

ARTICLE III - ACADEMIC STAFF COMMITTEE

A. Jurisdiction of the Academic Staff Committee

- 1) The Academic Staff Committee shall represent the Academic Staff in all matters within the jurisdiction of the Academic Staff and shall be known as the Committee.
- 2) The Committee is authorized to request action by the full Academic Staff.

B. Membership of the Academic Staff Committee

- 1) Representatives The Committee comprises six eligible Academic Staff members two elected each year for three-year terms. Members of the Committee should broadly represent the campus community.
- 2) Ex officio Members The Chancellor, Associate Chancellor(s), Assistant Chancellor(s) and Vice Chancellor/Provost shall be *ex officio*, non-voting members.

C. Election of Committee Members

- 1) Eligible Voters and Committee Members
 - a) All members of the Academic Staff with fixed-term appointments of 50 percent time or more, and limited appointments under the terms of 2.03 shall be eligible to vote for and represent the academic staff at-large as Committee members.
 - b) If an Academic Staff member has an appointment in which there is an apparent conflict of interest, as determined by the Academic Staff Committee, he or she will not be eligible for election to the Committee.
 - c) *Ex Officio* members are not eligible for election as Committee members.
- 2) Election Process
 - a) Names of all persons eligible to serve on the Academic Staff Committee shall be distributed to all voters by the Leadership and Involvement Committee. Persons willing to serve shall reply to the Leadership and Involvement Committee and have their names added to the election ballot.
 - b) The election ballot, including all eligible and willing Academic Staff members, shall be distributed by the Leadership and Involvement Committee. The ballot shall include two nominees when possible for each open Committee seat. Voters may vote for as many candidates as there are open Committee seats.
 - c) When a vacancy occurs, the person receiving the next highest vote in the last election assumes full membership until the expiration of the term. If there are no available

candidates, the Academic Staff Committee shall determine, in consultation with the Leadership and Involvement Committee, whether to appoint a replacement or to authorize a special election.

3) Term of Office Each Committee member shall have a term of office of three years. Terms correspond to the University's fiscal year. A representative shall not serve more than two consecutive terms.

D. Meetings

- 1) The Committee shall meet bi-weekly during the academic year and monthly during the summer, or as business dictates.
- 2) Special Committee meetings may be called by the Chair or by petition of two Committee members.
- 3) A simple majority of the elected Committee members constitutes a quorum.
- 4) Any member of the University community (students, faculty, or other employees of UW-Green Bay) may be recognized by the Presiding Officer to speak on any matter on the agenda.
- 5) Committee members shall receive a Committee meeting agenda prior to meetings and shall have access to summary minutes of the meeting.
- 6) Robert's Rules of Order shall be followed at all meetings.

E. Organization

- 1) The Presiding Officer of the Committee shall be called the Chair.
- 2) The Chair of the Committee shall be in the second year of his/her three-year term and shall have served as the Vice Chair during his/her first year on the Committee. The term of the Chair shall be one year coinciding with the university's fiscal year. In the event of a vacancy in the Chair position, the Vice Chair shall assume the Chair position for the remainder of the term of the Chair. If the Vice Chair resigns his/her position after the first year on the Committee, a new Chair will be elected by the members of the Committee at the first meeting after the vacancy occurs.
- 3) Duties of the Chair include:
 - a) Preparing the agenda for the Committee meetings in consultation with Committee members.

- b) Coordinating the formation and operation of all Academic Staff committees and assuring that all matters are brought before the appropriate Academic Staff committees.
- c) Reporting to the Committee the disposition of each matter.
- d) Appointing a parliamentarian, if needed.
- e) Reporting the results of all Academic Staff elections and distributing the lists of nominees for appointed committees for approval by the Committee.
- f) Serving as the presiding officer at all meetings of the full Academic Staff.

4) The Vice Chair of the Committee shall be elected from the members of the Committee at the first Committee meeting of the university's fiscal year. The individual elected the Vice Chair shall be in the first year of his/her three-year term. The Vice Chair shall be the presiding officer in the absence of the Chair. If there is a vacancy in the Vice Chair position, a new Vice Chair will be elected by the members of the Committee at the first meeting after the vacancy occurs.

5) The Secretary of the Committee shall be appointed by the newly-elected Academic Staff Committee Chair, and approved by the Academic Staff Committee, at the first meeting of the fiscal year. He or she shall be able to succeed himself/herself. The Secretary shall take minutes at the Committee meetings and oversee their distribution. If there is a vacancy in the Secretary position, a new Secretary will be appointed by the Academic Staff Committee Chair at the first meeting after the vacancy occurs.

6) The Committee shall determine its own organization in further respects, and shall if deemed necessary, create committees whose membership need not be limited to Committee members, and adopt procedural rules for the conduct of its business.

F. Responsibilities

- 1) To advise the Chancellor in administering and approving the changes to the Personnel Policies and Procedures of the UW-Green Bay Academic Staff.
- 2) To recommend and actively participate in the development of campus policies and practices, which are in the best interest of the Academic Staff at-large and consistent with the goals and mission of the University.
- 3) To promote the professional development of Staff members and to promote involvement of the Academic Staff in the activities of the University.
- 4) To appoint and recommend Staff members for University-wide committee service, including search and screen committees for administrative appointments and to approve the creation of joint governance committees.

- 5) To serve as the liaison to faculty and student governance groups.
- 6) To survey needs, review concerns, and identify goals of the Academic Staff.
- 7) To call general and special meetings of the Academic Staff, as deemed necessary.
- 8) To serve as the channel for official communication from the Chancellor in regard to issues affecting the Academic Staff, to consider any matters which may be referred to the Committee by the Chancellor, and to meet regularly with him/her on Staff issues.
- 9) To initiate communication with the Chancellor, other officers, and other employee groups of the institution when appropriate.
- 10) To establish and assign responsibilities to, receive resignations from, and recommend replacements for Academic Staff committees, subcommittees, and task forces
- 11) To annually review the Academic Staff Governance Bylaws and the policy guidelines affecting elected and appointive Academic Staff committees, recommending revisions as needed.
- 12) To receive reports on the conduct of business from each Academic staff elective and appointive committee on a regular and consistent basis.
- 13) To communicate with the Academic Staff on the conduct of its business on a regular and consistent basis, including calling meetings of the full Academic Staff.
- 14) To elect the Academic Staff Representative to the UW System and ensure that UW-Green Bay Academic Staff issues are brought to the attention of other representatives, as appropriate.
- 15) To respond to written petition of ten percent of the eligible Academic Staff concerning Committee action at a regular or special meeting of the full Academic Staff.
- 16) To participate in the selection and annual performance evaluation of the Secretary of the Faculty and Academic Staff.
- 17) To play an ongoing and active role during all stages of the University's strategic planning and budget building process.
- 18) To solicit feedback from Academic Staff on the performance of the University's administrators at least every other year
- 19) To promote the participation of all Academic Staff members in the governance process.

G. Full Meetings of the Academic Staff

- 1) The Committee shall call a minimum of one meeting of the full Academic Staff during the university's fiscal year to share information on Academic Staff business conducted since the last full meeting and to hear concerns from the staff at-large.

2) A special meeting of the full Academic Staff must be called in response to a written petition of at least ten percent of eligible Academic Staff. The petition shall be sent to the Chair, and requests for agenda items must be submitted to the Chair in writing two weeks in advance of the meeting. The meeting must be held within four weeks of receipt of the petition.

3) The Secretary of the Faculty and Academic Staff shall be responsible for notification of all full meetings of the Academic Staff and verification of twenty percent of the eligible Academic Staff as a quorum for conducting business.

Academic Staff Assembly approved revision 15 February 1996 [C (3)]

Academic Staff approved revisions May 10, 2006 [B (1), C (1) (a), F]

Chancellor Shepard approved July 5, 2006

Academic Staff approved revisions December 2007 [E (2)(4); G (1)]

Chancellor Shepard approved March 2008

Academic Staff approved revisions Spring 2010 [F (4)]

ARTICLE IV - ELECTIVE AND APPOINTIVE COMMITTEES

A. The Academic Staff carries out its governance responsibilities through standing committees, subcommittees, task forces, and joint governance committees. The following provisions apply to the standing committees identified in this article.

- 1) Terms of Office - The term of office shall be two years (three for Academic Staff Committee) and shall coincide with the University's fiscal year.
- 2) Officers - The Chair of the Academic Staff Committee shall appoint a convener to call the first meeting of the committee following elections or appointments. He or she shall, in an *ex-officio* capacity, assist in the selection of a committee chair. The chair shall call meetings as necessary and minutes shall be kept. Minutes will be sent to committee members and the Chair of the Academic Staff Committee.
- 3) Reporting Requirements - Mid-year and annual reports summarizing its activities during the fiscal year shall be submitted to the Chair of the Academic Staff Committee and the Secretary of the Faculty and Academic Staff.
- 4) Replacement of Committee Members - When a vacancy occurs on an elective committee, the person receiving the next highest votes in the last election assumes full membership until the expiration of the term. If there are no available candidates, the Academic Staff Committee shall determine, in consultation with the Leadership and Involvement Committee, whether to appoint a replacement or to authorize a special election. When a vacancy occurs on an appointive committee, the Academic Staff Committee shall, in consultation with the Leadership and Involvement Committee, appoint a replacement.
- 5) Eligible Voters and Committee Members - All members of the Academic Staff with fixed-term appointments of 50 percent time or more, and limited appointments under the terms of 2.03 shall be eligible to vote for and represent the academic staff at-large as Committee members.

B. Leadership & Involvement Committee

- 1) Membership - A Leadership & Involvement Committee consisting of five Academic Staff members shall be appointed by the Academic Staff Committee.
- 2) Responsibilities -
 - a) To solicit candidates from among the eligible Academic Staff to serve on elected and appointed committees via a survey annually.

- b) To prepare ballots for the committees named in Article V (B.2.b.) that meet the membership criteria established for each committee, and to strive for broad representation of the campus community.
- c) To facilitate and oversee the voting process, which includes two nominees when possible for each open committee seat, and provide space for write-in candidates.
- d) To submit to the Academic Staff Committee Chair prior to the last Academic Staff Committee meeting of the academic year the numerical results of the election and the recommendations for appointive committee assignments.
- e) To consult with the Office of the Secretary of the Faculty and Academic Staff to determine whether vacancies occurring because of resignations or leaves of absence shall be filled by appointment or special election.
- f) To facilitate retention of Academic Staff and promote/encourage leadership and involvement in Academic Staff governance.
- g) To act as a liaison to Human Resources regarding new Academic Staff hires and the campus-wide new employee orientation process.

C. Personnel Committee

- 1) Membership - The Academic Staff Personnel Committee, hereafter referred to as the Personnel Committee, shall consist of five Academic Staff members elected by the Academic Staff. All members shall be elected at-large. A representative from the Office of Human Resources shall serve as an *ex-officio, non-voting* member of the Personnel Committee. An alternate will be selected by the Committee to replace any Personnel Committee member who must abstain from participation due to conflict of interest in a personnel matter.
- 2) Election - The Leadership and Involvement Committee shall present a slate of candidates for two positions one year, and three positions the next. Space shall be provided on the ballot for write-in candidates. The Leadership and Involvement Committee shall strive for broad representation of the campus community when preparing the slate of candidates.
- 3) Responsibilities -
 - a) To review annually and provide recommendations regarding existing institutional guidelines for the conversion of positions, in accordance to UPG 7, from Classified to Academic Staff, and Academic Staff to Classified.
 - b) To review annually all conversions of positions from Classified to Academic Staff, and Academic Staff to Classified.

- c) To review annually, ascertain compliance with, and provide recommendations regarding existing institutional guidelines for vacant and/or new Academic Staff positions in accordance with UPG #7.
- d) To serve as a hearing body in personnel issues, including but not limited to nonrenewal, denials of position conversion, dismissal for cause, complaints, and grievances and submit its findings to the Chancellor.
- e) To review denials of the promotional process, as defined in the Progression of Fixed-Term Appointments for Academic Staff.
- f) To undertake related special assignments at the request of the Academic Staff Committee.
- g) To submit all findings and recommendations to the Academic Staff Committee, for review and submission to the Director of Human Resources and the Chancellor.

D. Professional Development Allocations Committee

- 1) Membership - The Academic Staff Professional Development Allocation Committee, hereinafter referred to as the Allocation Committee, shall consist of five Academic Staff members elected by the Academic Staff.
- 2) Election - The Leadership and Involvement Committee shall present a slate of candidates for two positions one year and three the next. Space shall be provided on the ballot for write-in candidates. The Leadership and Involvement Committee shall strive for broad representation of the campus community when preparing the slate of candidates.
- 3) Responsibilities -
 - a) To notify academic staff of the availability of professional development funds, meet to review funding requests, and inform applicants of the committee's decision in accordance with the "Guidelines for Use of Professional Development Funds."
 - b) To report on their activities as established in the "Guidelines for Use of Professional Development Funds."
 - c) To review the funding procedure and present recommendations to the Academic Staff Committee on an annual basis.
- 4) Review - The funding procedure, as established in the "Guidelines for Use of Professional Development Funds," shall be reviewed each year by the Academic Staff Committee, in consultation with the Allocations Committee, to ensure that it is meeting the

needs of the Academic Staff. Any revisions to the guidelines shall be approved by the Academic Staff Committee.

E. Legislative Committee

- 1) Membership - The Academic Staff Legislative Committee, hereafter referred to as the Legislative Committee, shall consist of three Academic Staff members appointed by the Academic Staff Committee. The Leadership and Involvement Committee shall present candidates to the Academic Staff Committee for available positions and shall strive for broad representation of the campus community when preparing the slate of candidates.
- 2) Appointment - The members serve staggered two-year terms.
- 3) Responsibilities -
 - a) To monitor legislative and Board of Regents activities which may affect the university at-large and the academic staff in particular.
 - b) To monitor the progression of legislative and/or Board of Regents policies of specific concern to academic staff and recommend appropriate action to the Committee.
 - c) To collaborate as appropriate with the University government affairs officer to assist in the advancement of legislative agendas of benefit to UW-Green Bay and the UW System.

F. Professional Development Programming Committee

- 1) Membership - The Academic Staff Professional Development Programming Committee, hereafter referred to as the Programming Committee, shall consist of five Academic Staff members appointed by the Academic Staff Committee. The Leadership and Involvement Committee shall present candidates to the Academic Staff Committee for available positions and shall strive for broad representation of the campus community when preparing the slate of candidates.
- 2) Appointment - The members serve staggered two-year terms.
- 3) Responsibilities -
 - a) To survey the academic staff annually and consult with campus officers to determine professional development needs and priorities.

- b) To develop and present to the Academic Staff Committee by mid-October of each year a Professional Development Program Plan which provides a description and schedule of planned activities.
- c) To plan, publicize, and conduct professional development training programs in accordance with the "Guidelines for Use of Professional Development Funds."
- d) To provide a quarterly update of professional development program planning and expenditures to the Academic Staff Committee.

G. Subcommittees and Task Forces

- 1) Establishment - Motions accepted by the Academic Staff Committee for the creation of a task force or subcommittee shall designate the manner in which appointments shall be made, the responsibilities of the group, and that body's tenure. Such actions shall be reported to the full Academic Staff.
- 2) Membership - Subcommittees and task forces may include in their membership persons other than Academic Staff, provided that at least two-thirds of the appointees have Academic Staff appointments.
- 3) Responsibilities - Subcommittees and task forces shall perform such duties and have such powers as designated in the resolution calling for their creation.
- 4) Quorum - A simple majority of the membership of a subcommittee or task force shall constitute a quorum for the transaction of business.

H. Joint Governance Committees

Members of the Faculty, Academic Staff, or administration may propose the creation of joint governance committees. The proposal must specify a charge, or set of responsibilities, and a method of determining membership (including number, distribution, terms, and voting rights). The proposal must secure the approval of the Faculty Senate, the Academic Staff Committee, and an appropriate administrator in order to advise or act on behalf of shared governance.

Academic Staff approved revisions May 2006 [Article IV A(5)]

Chancellor Shepard approved July 28, 2006

Academic Staff approved combining Nominating and Orientation Committees and changing the Committee name, December 2007, [Article IV B(1)(2)]

Chancellor Shepard approved March 2008

Academic Staff approved revisions Spring 2010 [Article IV A, H]

Article V - AMENDMENTS

Amendments to these bylaws are under the jurisdiction of the eligible Academic Staff and must be approved by a two-thirds majority of the eligible Academic Staff voting either at a meeting of the full Academic Staff or by a special mail ballot at any time.

**Academic Staff Assembly Approved Amendments to Governance Bylaws
November 16, 1994 [Document #94-2]**

**Academic Staff Assembly Approved Amendments to Governance Bylaws
February 15, 1996 [Document #95-2]**

Chancellor Mark Perkins Approved March 28, 1996

**Academic Staff Assembly approved Elimination of the Assembly and
Membership on the Academic Staff Committee [Document #98-3], June 16, 1999
Various Revisions to the Governance Bylaws [Document #98-1] April 21, 1999**

APPENDIX I - PRIOR RELEVANT YEARS OF SERVICE

A. DEFINITION

Prior Relevant Service includes the years of service in previous positions prior to the academic staff's appointment to UW-Green Bay that have been granted to the staff member resulting in the placement of the staff member into an appointment length and type. It is a privilege, not a right. It is understood that the granting of prior relevant service is not a right, but a privilege, and is appropriate only when exceptional circumstances prevail as determined by the area leader (i.e. Chancellor, Provost, or Vice/Assistant Chancellors) in consultation with the Director of Human Resources.

B. GUIDELINES FOR NEW HIRES

In recognition that individuals recruited from outside UW-Green Bay may possess outstanding experience that is applicable and beneficial to their new appointment, certain prior relevant service may be granted at the time the original appointment is made. The following guiding principles will be used in granting prior relevant service for new hires:

- 1) The granting of prior relevant service may be used to attract outstanding candidates to UW-Green Bay in exceptional circumstances
- 2) The maximum number of years of prior relevant service, which may be granted, is 10.
- 3) All decisions concerning prior relevant service shall be made before the letter of offer is written and shall be included in the letter of offer.
- 4) Any prior relevant service granted will apply to the person's length of appointment after 3 years of continuous service at UW-Green Bay has been completed.
- 5) Seniority for reasons of layoff will be based on the original date of appointment at UW-Green Bay as specified in Chapter 7.03

C. GUIDELINES FOR CURRENT EMPLOYEES

In recognition that individuals moving from within UW-Green Bay may possess outstanding experience that is applicable and beneficial to their new appointment, prior relevant service may be granted at the time the new appointment is made. The following guiding principles will be used in granting prior relevant service:

- 1) Academic Staff Moving Within a Department or Unit
 - a) The years of prior relevant service granted in the case of movement to a Program Manager title or a title progression within the Professional or Instructional/Research

series within a particular department or unit will include the total years of service at UW-Green Bay and will include the number of years of prior relevant service originally granted in the employee's first appointment.

b) The years of prior relevant service granted in the case of movement to a limited appointment within a particular department or unit will be applicable to the concurrent academic staff appointment, and will include the total years of service originally granted in the employee's first appointment.

2) Academic Staff Moving to a Different Department or Unit

a) The years of prior relevant service granted in the case of movement of an academic staff member moving to a different department or unit will include the total years of service at UW-Green Bay. Credit for the prior relevant service originally granted in the employee's first appointment at UW-Green Bay can also be requested following procedures outlined in section B.

b) The years of prior relevant service granted in the case of movement to a limited appointment in a different department or unit will be applicable to the fixed term, concurrent academic staff appointment and will include the total years of service at UW-Green Bay. Credit for the prior relevant service originally granted in the employee's first appointment at UW-Green Bay can also be requested following procedures outlined in section B.

c) The years of prior relevant service granted in the case of an academic staff person moving to a different department or unit, but keeping the same UW System academic staff title will include the total years of service at UW-Green Bay, and will include the total years of prior relevant service originally granted in the employee's first appointment.

3) All decisions regarding prior relevant service granted shall be made before the letter of offer is written, and will be included in the letter of appointment.

4) Seniority for reasons of layoff will be based on the original date of appointment at UW-Green Bay as specified in Chapter 7.03.

D. PROCEDURE FOR REQUESTING AND GRANTING PRIOR RELEVANT SERVICE

In reviewing all new appointments for prior relevant service, the procedure shall be as follows:

1) Prior to an offer of employment being extended, the immediate supervisor of the position will submit a recommendation to the hiring authority on whether or not prior relevant service should be granted to the appointee. This will be done by completion of the Prior Relevant Service Recommendation form.

- 2) The area leader will review the recommendation with the Director of Human Resources who will advise the Area Leader of the implications related to the granting of any prior relevant service.
- 3) The amount of prior relevant service to be granted will be specified in the letter of offer.
- 4) The completed form and the accepted letter of offer will be retained in the new employee's personnel file.

**UW-Green Bay Academic Staff Committee Revised March 15, 1995 [A. (4)]
Chancellor Perkins Approved June 1, 1995**

APENDIX II - UW-GREEN BAY ACADEMIC STAFF LEAVE OF ABSENCE

Leaves of Absence A leave of absence (LOA) is defined as an extended absence from full or partial University responsibilities that is requested by an employee and for which no salary is received from UW-Green Bay sources. The leave is considered to be of a temporary nature and for purposes as indicated below. This definition does not include leaves for illness, military service, or political activity.

A. General Leave of Absence Provisions

- 1) A leave of absence cannot be open-ended but must be for a specific period of time.
- 2) Initial leaves are generally for one year or less in duration subject to a discretionary extension for a second year. A leave extension must be applied for and approved according to the same procedures as an initial leave request.
- 3) Any extension beyond the second year must be approved by the Board of Regents and must be for a fixed period of time.
- 4) All leaves of absence are predicated on an agreement between the employee and the University that the employee will return to the University at the conclusion of the leave; each employee requesting a leave should be informed that failure to return to the University at the conclusion of the approved leave period constitutes a resignation from the University.
- 5) All leave of absences which are granted will be done so with the understanding that at the conclusion of the leave, the employee will return to the same position he/she held at the time the leave was granted.
- 6) While there are no restrictions on the number of contiguous leaves of absence without pay that may be granted, the availability of replacement staff, budgetary implications, and the need for programmatic continuity are factors that may be considered in granting or denying requests.
- 7) Leaves of absence without pay shall not constitute a break in service toward eligibility to multiple-year and rolling appointments.
- 8) An employee on leave of absence may be eligible for salary increases following the procedures used for salary administration during the LOA.
- 9) The employee granted a LOA must contact Human Resources prior to the start of the leave in order to learn how the leave will affect his/her fringe benefits.

B. Types of Leave

Leaves may be granted for the following reasons:

- 1) Educational Pursuits - which would enhance an employee's professional capabilities. These leaves are defined as a request by an employee to pursue a degree or advanced training at a recognized institution of higher education and in a specified program.
- 2) Professional Development - which would enhance an employee's professional capabilities. Such leaves could include but are not limited to the opportunity to work at another institution of higher education or in private industry to expand an employee's current skills and return to his/her present position with experience that will benefit the employee, his/her department and/or the University.
- 3) Exceptional Personal Reasons - which are not related to educational pursuits or professional enhancement. A leave of this nature is for personal reasons and does not relate to the University or the position in any way but is deemed acceptable by the department.

C. Leave of Absence Request Process

- 1) Preliminary discussions with the supervisor should be initiated, as far in advance as possible so adequate replacement staffing availability can be determined.
- 2) Except in special or unusual circumstances, the academic staff member shall submit in writing to his/her immediate supervisor a leave of absence request at least 90 days prior to the requested starting date. The request must include the reasons for the leave of absence and the beginning and ending dates of the leave. If a part-time leave of absence is being requested, the letter must indicate the percent of time the individual wishes to be on leave.
- 3) The immediate supervisor will review the request, attach an explanation of approval or denial, and submit the request to his/her supervisor. Hiring authorities will follow the same action until the request is submitted to the appropriate area leader (i.e., Assistant Chancellor or Provost) within 15 working days of the date of the request.
- 4) The area leader will review the request as well as the various recommendations from the supervisors and make a decision. The area leader's decision (with reasons if the request is denied) will be communicated in writing to the employee within 20 working days of the date of the immediate supervisor's receipt of the original request. The area leader will inform the Chancellor of granted leaves of absence.

D. Guidelines for Granting or Denying Leave of Absence Requests

While there may be a wide variety of reasons to grant or deny a leave of absence request, decisions may be based on but not limited to:

- 1) Operational needs of the department and whether or not the department can continue to effectively operate without the employee.
- 2) The availability of qualified replacements and whether or not the major areas of the employee's workload will be able to be completed by a limited-term employee.
- 3) Past performance and annual evaluations which indicate above average performance by the employee.
- 4) Potential future benefits to the employee, division, department, or University.
- 5) Adequate advance notice.
- 6) The number of other employees within the same unit who have already been granted any type of leave of absence for the same or adjacent period.

A supervisor should make every attempt to reasonably accommodate the employee's request by investigating possible options before reaching a decision. In the event of a negative finding, the employee may join the supervisor in reviewing the request with the appropriate area leader.

E. Leave of Absence Extensions

Extensions for a LOA beyond the original agreed-upon time must follow the same request procedure. However, there is no appeal process for a denied LOA extension.

F. Record Keeping

A copy of the LOA Request/Authorization Form will be filed with the Human Resources. The Request/Authorization Form with documentation will be placed in the employee's personnel file in the Secretary of the Faculty and Academic Staff Office.

UW-Green Bay Academic Staff Assembly Approved September 26, 1991
UW-Green Bay Academic Staff Assembly Revised January 16, 1992

APPENDIX III – PERFORMANCE EVALUATION

University of Wisconsin-Green Bay

ACADEMIC STAFF/LIMITED PERFORMANCE EVALUATION

This evaluation is prepared in accordance with Chapter 3.02 and should address the performance and professional development of the staff person in terms of responsibilities and duties outlined in the letter of appointment or renewal as specified in Chapter 2.06.

Name _____ Evaluation Period _____ To _____

Unit _____ Title _____

Date Submitted to Employee _____

PROCEDURE:

- 1. The Staff member completes a Pre-Evaluation Statement as described below, signs it, attaches it to this form and returns it to the supervisor. (Limit, 1-3 pages)
2. The Supervisor completes an Evaluation Narrative as described below, signs it, attaches it to this form, and sets a time for a conference with the staff member. The staff member must be given a minimum of 2 working days to review the supervisor's evaluation narrative.
3. A conference session will take place in which the supervisor and employee discuss annual performance and set goals for the coming year.
4. Following the conference, the staff member completes the Employee Response section (if desired), and the staff member and supervisor sign the bottom of the form.
5. This form, with the attachments, is sent to the personnel file through the appropriate administrative structure.

DIRECTIONS FOR THE EMPLOYEE PRE-EVALUATION STATEMENT: Date Completed: _____

- 1. Activities and Accomplishments - The staff member describes activities and accomplishments on the job for the past year as they relate directly or indirectly to his/her job description and to any goals that may have been established for the evaluation period. This may be in the form of a list or a narrative description. Appropriate topics include but are not limited to:
- Primary Position Duties and Responsibilities
- Achievement of Pre-established Goals
- Professional Development Activities
- Innovations and/or Special Projects
- Research
- Committee Work
- University Governance Activities
- Community Outreach
2. Goals - The staff member identifies goals for the coming year which support institutional, divisional, and/or departmental goals.

DIRECTIONS FOR THE SUPERVISOR EVALUATION NARRATIVE: Date Completed: _____

- 1. Assessment of Performance - The supervisor evaluates the staff member's performance with respect to the following criteria, as appropriate:
- Quality of Work (accuracy, completeness, results)
- Productivity (quantity of work, efficiency)
- Judgment/Decision Making
- Problem Solving Ability
- Organizational Ability
- Interpersonal Skills
- Communication Skills (written and oral)
- Leadership and/or Supervision
- Independent Learning Ability, Initiative, & Teamwork
- Contribution to University Mission and Principles
2. Goals and Expectations - The supervisor discusses and approves the goals for the coming year.

DIRECTIONS FOR EMPLOYEE RESPONSE: (Optional)

After the evaluation session and upon receipt of the supervisor evaluation narrative, the staff member may choose to attach a brief narrative response to the supervisor's evaluation. This form should then be signed by both the supervisor and staff member and forwarded, along with all attached signed narrative statements, to the personnel file through the appropriate administrative officers.

Date of Evaluation Session _____

Staff Member Signature _____

Supervisor Signature _____

Position Description Reviewed by Staff Member and Supervisor:

_____ No Change

_____ Revised Position Description Attached

APPENDIX IV – INSTRUCTIONAL ACADEMIC STAFF (LECTURER) PERFORMANCE EVALUATION

University of Wisconsin-Green Bay
**INSTRUCTIONAL ACADEMIC STAFF (LECTURER)
PERFORMANCE EVALUATION**

Name _____ Evaluation Period _____ To _____

Unit _____ Title _____

Date Submitted to Lecturer _____

PROCEDURE:

1. The Supervisor completes the evaluation appropriate to the Lecturer's unit and attaches it to this form.
2. A time is set for a conference between the Supervisor and the Lecturer. The Lecturer must be given a minimum of two working days to review the Supervisor's evaluation before the conference. The conference session will take place in which the Supervisor and the Lecturer discuss the Lecturer's performance for the past year.
3. Following the conference, the Lecturer may write a response to the Supervisor's evaluation and attach it to this form. Both the Supervisor and the Lecturer sign the bottom of this form.
4. This form, with the attachments, is sent to the personnel file through the appropriate administrative channels.

DIRECTIONS FOR THE EMPLOYEE RESPONSE: (Optional)

After the evaluation session and upon receipt of the Supervisor's evaluation narrative, the Lecturer may choose to attach a brief narrative response to the Supervisor's evaluation. This form should then be signed by both the supervisor and Lecturer and forwarded, along with all attached signed narrative statements, to the personnel file through the appropriate administrative officers.

Date of Evaluation Session _____

Lecturer's Signature _____

Supervisor's Signature _____

APPENDIX V - UW-GREEN BAY CAMPUS POLICIES

Sexual Harassment Policy

This policy applies to all members of the university community who are encouraged to report promptly complaints about sexual harassment. Persons found to be in violation of this sexual harassment policy shall be subject to disciplinary action that may include, but is not limited to, written warning, demotion, transfer, suspension or dismissal. The full policy can be found on the Human Resources Website at

<http://www.uwgb.edu/hr/Policies/SexualHarassment/sexualharass.htm>

Statement on Consensual Relations

This statement describes the university's policy on romantic and/or sexual relationships between faculty or other instructional staff/academic staff and students, or between supervisors and subordinates. The complete statement can be found on the Human Resources Website at

<http://www.uwgb.edu/hr/Policies/Consensual/index.htm>

Affirmative Action/Equal Opportunity Statement

The University actively seeks an environment that is free of discrimination and values its faculty, staff and students. To this end, UW-Green Bay firmly states that there shall be no discrimination against any student and/or employee, or applicant for admission or employment, because of race, color, ethnic identity, national origin, ancestry, creed, political or religious affiliation, age, sex, marital status, refusal of sexual attentions, sexual orientation, arrest or conviction record; identify as an individual with a disability, a disabled veteran, a Vietnam era veteran; membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state, or other protected class. The complete statement can be found on the Human Resources Website at <http://www.uwgb.edu/hr/aaeo/index.htm>

As an institution within the University of Wisconsin System and as a public university, UW-Green Bay faculty and staff have several policy and procedure resources available to them. A complete listing of policies that apply to all university employees can be found on the Human Resources Website at <http://www.uwgb.edu/hr/Policies/index.htm>

Board of Regents Approved March 1982

Board of Regents Approved and Revised July 1989

UW-GREEN BAY ACADEMIC STAFF GOVERNANCE HANDBOOK INDEX

ABSENCE FROM REGULARLY SCHEDULED DUTIES	48
ACADEMIC STAFF APPOINTMENTS (Chapter 2)	10
<u>Election Process</u>	54
<u>Eligible Voters and Committee Members</u>	54
ACADEMIC STAFF COMMITTEE (Article III)	54
Academic Staff Committee, Organization of	55
Academic Staff COVERAGE	9
Academic Staff DEFINITION	9
Academic Staff DELEGATION	9
ACADEMIC STAFF GOVERNANCE RIGHTS AND RESPONSIBILITIES (Article I)	53
ACADEMIC STAFF TITLE ASSIGNMENT AND CHANGE PROCEDURES (Chapter 4)	21
<u>Administrative Director Prefix Definitions</u>	28
ADMINISTRATIVE DIRECTOR TITLES	27
<u>Affirmative Action/Equal Opportunity Statement</u>	73
Allocations Committee	61
ALTERNATIVE EMPLOYMENT AND FINANCIAL ASSISTANCE	40
AMENDMENTS (Article V)	63
APPEAL OF A DECISION OF IMPROPRIETY	48
<u>Appeal Process for Progression Denial (Professional Titles)</u>	24
<u>Appeal Process for Progression Denial (Research and Instructional Staff)</u>	31
APPOINTMENT AND RENEWAL LETTERS	14
Appointments, Fixed and Rolling Horizon	10
CAMPUS POLICIES (Appendix IV)	73
COMPLAINT PROCEDURES	42
COMPLAINTS AND GRIEVANCES (Chapter 8)	42
CONCURRENT APPOINTMENTS	13
CONFLICT OF INTEREST	47
<u>Consensual Relations</u>	73
CONSULTANT TO GRANTING AGENCIES	48
COVERAGE, DELEGATION AND DEFINITION (Chapter 1)	9
Dismissal for Cause (Chapter 6)	36
DUE PROCESS PROTECTION, Coverage by	34
ELECTIVE AND APPOINTIVE COMMITTEES (Article IV)	58
ETHICS COMMITTEE	49
FIXED-TERM APPOINTMENT SCHEME	10
GRIEVANCE PROCEDURES	43
Grievances and COMPLAINTS	42
HEARING (Dismissal For Cause)	36
HEARING (Layoff Decision)	39
HEARING BODY (Dismissal for Cause)	37
HEARING BODY (Layoff Decision)	39
HEARING FOR APPOINTEES WITH SEVEN OR MORE YEARS OF RELEVANT SERVICE AND MULTIPLE-YEAR APPOINTMENTS	35

<u>Career Track Progression</u>	30
INSTRUCTIONAL AND RESEARCH ACADEMIC STAFF TITLES	29
LAYOFF FOR REASONS OF BUDGET OR PROGRAM (Chapter 7)	38
Layoff, DEFINITION	38
LEAVE OF ABSENCE Policy (Appendix II)	68
<u>Lecturers</u>	29
LEGAL COUNSEL (Dismissal for Cause)	37
LEGAL COUNSEL (Layoff Decision)	39
Legislative Committee	62
LETTERS OF APPOINTMENT AND RENEWAL	14
LIMITED APPOINTMENTS	12
Meetings of the Academic Staff	57
Meetings of the Academic Staff Committee	55
Membership of the Academic Staff Committee	54
MISSION Statements	6
Nepotism	46
Leadership and Involvement Committee	59
Non Renewal, STATEMENT OF REASONS for	34
NONRENEWAL OF FIXED-TERM EMPLOYEES (Chapter 5)	34
NOTICE PERIODS	16
Notices, Instructional Academic Staff	18
Notices, Limited Appointment	18
Notices, Non-Instructional Academic Staff	17
ORDER OF LAYOFFS FOR ACADEMIC STAFF MEMBERS WITH FIXED-TERM APPOINTMENTS	38
OTHER LIMITED APPOINTMENTS	14
OTHER UNCLASSIFIED TITLES	31
OUTSIDE ACTIVITIES AND CONFLICT OF INTEREST (Chapter 9)	44
OUTSIDE ACTIVITIES, Definition of	45
PERFORMANCE EVALUATION (Appendix III)	71
PERFORMANCE REVIEW (Chapter 3)	19
Personnel Committee	60
PERSONNEL FILE, OFFICIAL	15
PREAMBLE (Article II)	53
PRIOR RELEVANT YEARS OF SERVICE (Appendix I)	65
Professional Development Programming Committee	62
<u>Career Track Progression</u>	23
PROFESSIONAL TITLES	21
<u>Professional Titles Prefix Definitions</u>	22
PROGRAM MANAGER TITLES	26
<u>Program Manager Titles-Levels</u>	27
REAPPOINTMENT RIGHTS (Layoff)	41
RECONSIDERATION OF NONRENEWAL FOR APPOINTEES WITH SEVEN OR MORE YEARS OF RELEVANT SERVICE AND MULTIPLE-YEAR APPOINTMENTS	34
RECRUITMENT	15
REPORTING OF SUBSTANTIAL OUTSIDE ACTIVITIES	47

<u>Distinguished Prefix</u>	25
<u>Research Academic Staff Titles</u>	29
Responsibilities of the Academic Staff Committee	56
RETENTION OF POSITION AND SALARY (Layoff)	41
RETIREMENT, RECOGNITION AND STATUS (Chapter 10)	51
REVIEW AND HEARING FOR LAYOFF DECISIONS FOR FIXED-TERM ACADEMIC STAFF APPOINTMENTS	39
RIGHT TO MEETING (Nonrenewal)	34
RIGHTS OF ACADEMIC STAFF MEMBERS ON LAYOFF	41
SALARY ADJUSTMENTS FOR TITLE CHANGES AND PROGRESSION	33
SANCTIONS, Outside Activities and Conflict of Interest	49
<u>Sexual Harassment Policy</u>	73
STANDARDS OF CONDUCT	45
STUDENT RESEARCH PROTECTION	49
TIME LIMITATIONS(Dismissal for Cause)	37
<u>Title Change, Administrative Director</u>	28
<u>Title Change, Program Manager</u>	27
TITLE CHANGES (OTHER THAN PROGRESSION)	32
USE OF UNIVERSITY FACILITIES	49
WITNESS IN Legal Proceedings	48

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