

# INTRODUCTION

## VISION, VALUES, MISSION & GOALS OF THE UNIVERSITY OF WISCONSIN OSHKOSH

December 2001

### GOVERNING IDEAS FOR THE UNIVERSITY OF WISCONSIN OSHKOSH

---

#### SELECT MISSION OF THE UNIVERSITY OF WISCONSIN OSHKOSH

In addition to the system and core missions, UW Oshkosh has the following select mission:

Ours is a comprehensive public university with unique ties to both urban and rural environments. We have a tradition of strong programs in the arts and sciences and in select professional career fields. Our faculty and staff are united in believing that the fundamental purpose of a university education is to develop thinking men and women capable of independent growth and adaptation in all roles of life. Accordingly, our select mission as a university is:

- a. To acquire, preserve, and disseminate knowledge.
- b. To provide undergraduate course-work designed to develop learning proficiencies and to cultivate the values and perspectives of educated citizens--in particular, respect for human dignity and cultural diversity, commitment to personal excellence, and the habit of taking thought.
- c. To challenge students to develop their talents, intellectual interests, and creative abilities; to promote an appreciation for both continuity and change; to provide the impetus for a lifelong commitment to, and enthusiasm for, learning; and to prepare persons for critical evaluation and decision making.
- d. To expect scholarly activity, including research, scholarship, and creative endeavor that supports its programs at the associate and baccalaureate degree level, its selected graduate programs, and its special mission.
- e. To provide a broad range of undergraduate degree programs in the arts and sciences, business administration, education, and nursing.
- f. To offer an array of master's and specialist level graduate programs which grow clearly from areas of undergraduate strength and meet the emerging needs of the regions which we serve.
- g. To develop and offer programs and services responding to the needs of the people, institutions, and communities which we serve.

#### ABRIDGED SELECT MISSION STATEMENT

*In sum, the Select Mission of the University of Wisconsin Oshkosh is to serve **people** by:*

- Providing **students** with access to a high-quality, affordable, comprehensive education that enables them to develop their general intellectual capacities, specific interests, and abilities through academic programs and personalized student development services.
- Fostering the scholarly activities of **faculty, students, and staff** related to teaching, research, intellectual activities, creative expression, and service.
- Sharing its intellectual and specialized capabilities with **individuals, organizations, and communities** in our Wisconsin region and beyond in a way that is responsive to the needs of the people we serve.

## THE UNIVERSITY OF WISCONSIN OSHKOSH VISION: ENGAGING PEOPLE AND IDEAS

The University of Wisconsin Oshkosh will be a national model as a responsive, progressive, and **scholarly public service community** known for its accomplished record of **engaging people and ideas for common good**. It will be admired for:

- **Enrichment and Leadership** that emphasizes intellectual, civic, ethical, and personal development for students, faculty, and staff.
- **The Centrality of the Student-Faculty Relationship** that is distinguished by active learning, mutual respect, and collaborative scholarship.
- **Teaching Excellence** that is characterized by diversity, discovery, engagement, innovation, dialogue, and dissemination.
- **Scholarly Achievement** that furthers new knowledge through diverse methods of inquiry and is applicable to multiple audiences.
- **Partnerships** that mutually serve, stimulate, and shape the University and the broader public.

### SIX SETS OF CORE VALUES

*The University of Wisconsin Oshkosh community values:*

- **Knowledge and Continuous Learning.** We believe that the pursuit of knowledge, understanding, meaning, and personal development should be encouraged across all stages of life.
- **Diversity and Inclusivity.** We believe that a university community connects the perspectives and backgrounds of diverse social and academic groups of people. To meet this aim, a university community must be inclusive in its composition and support a civil atmosphere and a tolerant environment for learning.
- **Quality and Achievement.** We believe that the university should provide a wide range of high-quality educational and scholarly opportunities that stimulate activity and recognize achievement by students, faculty, and staff.
- **Freedom and Responsibility.** We believe that members of a university community must be free to pursue academic, artistic, and research agendas that are essential to the University Mission, while contributing to an open and collegial environment that promotes reasoned inquiry, intellectual honesty, scholarly competence, and the pursuit of new knowledge.
- **Engagement and Support.** We believe the vitality of ideas is supported by mutually reinforcing relationships that involve students, faculty, staff, administrators, and the broader community. The student-faculty relationship is the most central relationship in the university. This spirit of engagement must also extend beyond the borders of our campus as we seek to stimulate, serve, and shape our society.
- **Social Awareness and Responsiveness.** We believe that educators and students should explore and engage the challenges that confront regional, national, and global communities, using their intellectual and creative capabilities to understand, investigate, and solve problems. Social awareness will allow us to respond to domestic and international needs for equitable and sustainable societies.

## FIVE STRATEGIC DIRECTIONS

### **1. *Develop a Diverse, Engaged Community of Lifelong Learners and Collaborative Scholars.***

The University of Wisconsin Oshkosh will be regionally based and globally connected. We are a community of critical, creative, and constructive thinkers who approach academic and social issues in an informed and principled way. Our learning community is distinguished by a pervasive commitment to diversity and inclusivity, international perspectives, support for those with disabilities or special needs, and engaged community service.

### **2. *Enhance Teaching Excellence, Active Learning and Dynamic Curricular Programs.***

The University of Wisconsin Oshkosh will enhance the scholarly and physical environment we provide for teaching excellence, active learning, and dynamic curricular programs. The university will encourage, support, and intensify efforts to engage students inside and outside of the classroom.

### **3. *Foster Research, Intellectual Activity, and Creative Expression.***

The University of Wisconsin Oshkosh will sustain, support, and enhance a vigorous scholarly environment for research, intellectual activity, and creative expression. We will encourage faculty, students, and staff to generate and maintain connections to professional communities and the people, institutions, and communities we serve. Faculty, staff, and students will seek opportunities to work together to discover, share, and apply knowledge.

### **4. *Expand Regional Outreach and Domestic and International Partnerships.***

The University of Wisconsin Oshkosh will expand and support collaborative relationships that contribute to the development of knowledge and its application in new situations while maintaining its core values. We encourage principled and responsive relationships that draw on the ideas, ambitions, and talents of the university and its external partners.

### **5. *Promote Representative Leadership, Responsive Shared Governance, and Flexible Resource Stewardship.***

The University of Wisconsin Oshkosh will promote accessible, representative, and altruistic leadership, responsive shared governance, and flexible resource stewardship. We will be broad, open, and inclusive in governance processes and will align our human, physical, and financial resources to meet our established priorities.

This page is intentionally blank.

# University of Wisconsin Oshkosh

## FACULTY AND ACADEMIC STAFF HANDBOOK

### Table of Contents

<b>INTRODUCTION</b>	i
VISION, VALUES, MISSION & GOALS OF THE UNIVERSITY OF WISCONSIN OSHKOSH	i
 <b>GOVERNANCE</b>	 1
<b>Statutory References</b>	1
GOV 0. STATUTORY REFERENCES	1
Chapter 36, Wisconsin Statutes (Excerpts)	1
Section 19.31, Wisconsin Statutes {Open Records Law}	14
Section 19.81, Wisconsin Statutes {Open Meeting Law}	26
Section 103.13, Wisconsin Statutes {Personnel Records Law}	33
 <b>Faculty Governance</b>	 34
GOV 1. THE FACULTY CONSTITUTION	34
ARTICLE I. The Faculty	34
ARTICLE II. The Faculty Senate: Powers and Functions	35
ARTICLE III. The Faculty Senate: Membership and Elections	37
ARTICLE IV. The Faculty Senate: Officers and Executive Committee	38
ARTICLE V. The Faculty Senate: Meetings	39
ARTICLE VI. The Faculty Senate: Committees	40
ARTICLE VII. Joint Committees	40
ARTICLE VIII. Department or Equivalent Unit Affairs	40
ARTICLE IX. College and School Affairs	43
ARTICLE X. Sources of Parliamentary Rules Governing the Faculty	44
ARTICLE XI. Amendments	44
ARTICLE XII. Ratification	45
 GOV 2. BYLAWS OF FACULTY SENATE	 46
ARTICLE I. Membership, Terms, Constituencies	46
ARTICLE II. Senate Elections	46
ARTICLE III. Selection of Senate Officers	47
ARTICLE IV. Senate Officers	48
ARTICLE V. Senate Meetings	48
ARTICLE VI. Disposition of Business	48
ARTICLE VII. Committees of the Senate	48
ARTICLE VIII. Faculty Committees	50
ARTICLE IX. Amendments to the Bylaws	50
ARTICLE X. Ratification of the Bylaws	50
 GOV 3. FACULTY SENATE COMMITTEES	 51
GOV 3.1. Academic Policies Committee	51
GOV 3.2. Administrators Evaluation Committee	52
GOV 3.3. Assessment Committee	52
GOV 3.4. Budget Committee	53
GOV 3.5. Compensation Committee	53
GOV 3.6. Conference Committee	53
GOV 3.7. Faculty Advocacy Committee	54
GOV 3.8. Hearings Committee	54
GOV 3.9. Improvement of Instruction Committee	54
GOV 3.10. Nominations Committee	55

GOV 3.11.	Personnel Policies Committee	55
<b>Academic Staff Governance</b>		56
GOV 4.	ACADEMIC STAFF GOVERNANCE	56
GOV 4.1.	Academic Staff Governance Rights	56
GOV 4.2.	Senate of Academic Staff Bylaws	56
GOV 4.3	Senate of Academic Staff	60
<b>College Bylaws</b>		62
GOV 5.	COLLEGE BYLAWS	62
GOV 5.1.	College of Business Bylaws	62
GOV 5.2.	College of Education and Human Services Bylaws	68
GOV 5.3.	College of Letters and Science Bylaws	77
GOV 5.4.	College of Nursing Bylaws	86
GOV 5.5.	Polk Library Bylaws	94
GOV 5.6.	Graduate Council Bylaws	96
<b>Other Governance Documents</b>		100
GOV 6.	GOVERNANCE DOCUMENTS	100
GOV 6.1.	Faculty Voting Rights for Instructional Academic Staff	100
GOV 6.2.	Principles Concerning All-University or Joint Committees and Related Governance Structures	101
GOV 6.3.	Limited Appointments and Other Appointments	109
GOV 6.4.	University of Wisconsin Oshkosh Policies Relating to Search and Screen Committees for Limited Appointments and Selected Academic Staff Positions	113
GOV 6.5.	Faculty Involvement in Administrator Evaluation	117
GOV 6.6.	Principles Relating to the Review of Irregularities in the Conduct of Department Affairs	119
GOV 6.7.	Criminal Background Check Policy	120
<b>GENERAL PERSONNEL MATERIALS -- FACULTY AND ACADEMIC STAFF</b>		125
<b>GEN 1. University Policies and Procedures</b>		127
GEN 1.1.	Introductory Note	127
GEN 1.2.	Shared Principles to Guide Interactions Among Members of the University Community	127
GEN 1.2.(1)	Affirmative Action	130
GEN 1.2.(2)	Disability Accommodation Policy and Procedures	131
GEN 1.2.(3)	Communicable Diseases and Life-Threatening Medical Conditions	135
GEN 1.2.(4)	Racist and Discriminatory Conduct	138
GEN 1.2.(5)	Relationship Violence Policy	139
GEN 1.2.(6)	Sexual Harassment Policy	140
GEN 1.2.(7)	Consensual Relationships	143
GEN 1.2.(8)	Workplace Violence Prevention Policy	143
GEN 1.3.	Computing and Data Policies	144
GEN 1.3.(1)	Acceptable Use of Computing Resources Policy	144
GEN 1.3.(2)	Data Access and Data Security Policy	150
GEN 1.3.(3)	Student Email Policy	154
GEN 1.3.(4)	Address Policies	155
GEN 1.4.	Alcohol, Drugs, and Smoking	155
GEN 1.4.(1)	Alcohol and Other Drug Abuse	155
GEN 1.4.(2)	Alcoholic Beverages, Possession and Consumption	156
GEN 1.4.(3)	Smoking Policy	157
GEN 1.5.	Research Policies	158
GEN 1.5.(1)	Research Participants Policy	158

GEN 1.5.(2)	Scientific Misconduct in Research Funded by the Federal Government	158
GEN 1.5.(3)	Care and Use of Animals	161
<b>GEN 1.6. Other Policies</b>		162
GEN 1.6.(1)	Bloodborne Pathogen Policy	162
GEN 1.6.(2)	Complimentary Tickets for Athletic and Cultural Events	162
GEN 1.6.(3)	Honorary Degrees, Guidelines	163
GEN 1.6.(4)	Facility Naming Policy	164
 <b>GEN 2. Compensation Considerations</b>		 166
GEN 2.1.	Administration of Merit	166
GEN 2.2.	Salary Adjustment Guidelines	166
GEN 2.3.	Summer Session	170
GEN 2.4.	Compensation for Additional Services (CAS)	170
GEN 2.5.	Overload Payments	170
GEN 2.6.	Method of Salary Payment	171
GEN 2.7.	Deductions	171
GEN 2.8.	Extramural Support Policy	172
GEN 2.9.	Faculty Internal Salary Equity Process	172
GEN 2.10.	Faculty in Administration Position and Return to Faculty	173
GEN 2.11	Professorial Salary Increase Guidelines	173
 <b>GEN 3. Employment Considerations</b>		 175
PART A. OUTSIDE ACTIVITIES		175
GEN 3.A.1.	UWS 8 {Unclassified Staff Code of Ethics}	175
GEN 3.A.2.	Code of Ethics (UWS 8)	181
GEN 3.A.3.	Definition in Reporting of Outside Activities	181
GEN 3.A.4.	Consideration and Appeal	182
GEN 3.A.5.	Record Maintenance	182
GEN 3.A.6.	Investigator's Financial Disclosure Policy (IFDF)	182
PART B. BENEFITS		184
GEN 3.B.1.	Insurance Benefits	184
GEN 3.B.2.	Sick Leave	185
GEN 3.B.3.	Vacation	186
GEN 3.B.4.	Holidays	187
GEN 3.B.5.	Religious Observance Awareness Statement	188
GEN 3.B.6.	Family Leave	188
GEN 3.B.7.	Catastrophic Leave	189
GEN 3.B.8.	Saving for Retirement	190
GEN 3.B.9.	Travel Regulations	190
GEN 3.B.10.	Job-Related Absence	190
GEN 3.B.11.	Faculty Absences from Regular Duties	191
GEN 3.B.12.	Jury Duty	191
GEN 3.B.13.	Leaves of Absence	191
GEN 3.B.14.	Service as an Expert Witness or to Agencies Granting Funds	192
GEN 3.B.15.	Leave Reporting	192
GEN 3.B.16.	Tuition Reimbursement	192
GEN 3.B.17.	Graduate Course Enrollment	193
GEN 3.B.18.	Use of University Facilities	193
GEN 3.B.19.	Emeritus Status	196
GEN 3.B.20.	Transitional Return to Work	196
 <b>Gen 4. Instructional Policies</b>		 198
PART A. COPYRIGHT POLICY		198
GEN 4.A.1.	Overview	198
GEN 4.A.2.	Ownership Policy	198
PART B. CLASSROOM/TEACHING POLICIES		200

GEN 4.B.1.	Academic Advisement of Students	200
GEN 4.B.2.	Academic Calendar Principles	200
GEN 4.B.3.	Academic Misconduct (UW System Rules)	201
GEN 4.B.4.	Change in Admissions Requirements	201
GEN 4.B.5.	Class Attendance Policy	201
GEN 4.B.6.	Class Lists	202
GEN 4.B.7.	Common Course Scheduling Policy	202
GEN 4.B.8.	Course Syllabi Policy	203
GEN 4.B.9.	Emergencies, Class Absences Notification Procedures	203
GEN 4.B.10.	Field Trips	204
GEN 4.B.11.	Grades	206
GEN 4.B.12.	Off-Campus Study Programs	206
GEN 4.B.13.	Office Hours	207
GEN 4.B.14.	Proctoring	207
GEN 4.B.15.	Project Assistants	207
GEN 4.B.16.	Religious Accommodation	207
GEN 4.B.17.	Students with Disabilities Policies and Procedures	208
GEN 4.B.18.	Student Nondiscrimination Policy	216
GEN 4.B.19.	Student Records (Buckley Amendment)	217
GEN 4.B.20.	Winter Weather Policy and Procedures	218

**FACULTY PERSONNEL MATERIALS** 219

**Faculty Chapter One**

INTRODUCTION		221
PART A. FACULTY ROLE AND RESPONSIBILITY		221
FAC 1.A.1.	Introduction	221
FAC 1.A.2.	Academic Freedom	221
FAC 1.A.3.	Core of Academe	221
FAC 1.A.4.	Professional Ethics	227
FAC 1.A.5.	Liability and Indemnification	228
PART B. DEFINITIONS AND PROCEDURES		229
FAC 1.B.1.	UWS 1 {Definitions}	229
FAC 1.B.2.	Administrative Offices and Personnel Committees	229
FAC 1.B.3.	UWS 3.09 {Notice Periods}, 3.10 {Absence of Proper Notification}, and 3.11 {Limitation}	230
FAC 1.B.4.	Time Deadlines	230
FAC 1.B.5.	Wisconsin Open Meeting Law	230
FAC 1.B.6.	Faculty Personnel Records	232
FAC 1.B.7.	Incorporation of College Personnel Materials	233
PART C. NATURE AND STATUS OF RULES		234
FAC 1.C.1.	UWS 2 {Faculty Rules, Coverage and Delegation}	234
FAC 1.C.2.	Enforcement	234
FAC 1.C.3.	Implementation	234

**Faculty Chapter Two**

FACULTY RECRUITMENT		235
FAC 2.0.	Incorporation of College Personnel Materials	235
FAC 2.1.	UWS 3.02 {Faculty Appointments}	235
FAC 2.2.	Announcements	235
FAC 2.3.	Faculty Staffing Flexibility	235

**Faculty Chapter Three**

FACULTY APPOINTMENT		237
FAC 3.0	Incorporation of College Personnel Materials	237
FAC 3.1.	UWS 3.01 {Types of Appointments}, 3.03 {Appointments-- General}, and 3.04 {Probationary Appointments}	237
FAC 3.2.A.	Probationary Appointments	238

FAC 3.2.B.	Stopping or Suspending the Tenure Clock	239
FAC 3.3.	Concurrent Appointments	239
FAC 3.4.	Granting of Years of Experience	240
FAC 3.5.	Multiple-Year Contracts	240
FAC 3.6.	Letter of Appointment	240
FAC 3.7.	Immigration Law	240
FAC 3.8.	Graduate Faculty	241
FAC 3.9.	Changes of Status	242
FAC 3.10.	Leaves of Absence	242
FAC 3.11.	Appointment of Adjunct Professors	243

## Faculty Chapter Four

FACULTY RENEWAL AND TENURE		244
FAC 4.0.	Incorporation of College Personnel Materials	244
PART A. FACULTY RETENTION		245
FAC 4.A.1.	Faculty Retention	245
FAC 4.A.2.	Faculty Development	245
FAC 4.A.3.	Sabbaticals	245
PART B. FACULTY RENEWAL AND NONRENEWAL		249
FAC 4.B.0.	Incorporation of College Personnel Materials	249
FAC 4.B.1.	UWS 3.06 {Renewal of Appointments and Granting Tenure} and 3.07(1)(a) {Renewal of Probationary Appointments, Rules and Procedures}	249
FAC 4.B.2.	Renewal and Tenure Forms	250
FAC 4.B.3.	Notice Periods	250
FAC 4.B.4.	Renewal for Multiple Years	250
FAC 4.B.5.	Criteria	251
FAC 4.B.6.	Evidence	251
FAC 4.B.7.	Procedure	253
FAC 4.B.8.	Responsibilities of Individuals and Committees	253
FAC 4.B.9.	Constituency of the Initial Level of Review	255
FAC 4.B.10.	Additional Considerations	256
PART C. RECONSIDERATION OF NONRENEWALS OR DENIALS OF TENURE		258
FAC 4.C.1.	UWS 3.07(1)(b) {Nonrenewal of Probationary Appointments: Reconsideration}	258
FAC 4.C.2.	Reconsideration Procedures	258
FAC 4.C.3.	Reconsideration Proceedings	259
PART D APPEALS OF NONRENEWALS OR DENIALS OF TENURE		260
FAC 4.D.1.	UWS 3.08 {Appeal of a Nonrenewal Decision}	260
FAC 4.D.2.	Rules and Procedures	260
PART E. FACULTY TENURE		263
FAC 4.E.0.	Incorporation of College Personnel Materials	263
FAC 4.E.1.	General Considerations	263
FAC 4.E.2.	Tenure Through Renewal of a Probationary Appointment	263
FAC 4.E.3.	Early Tenure	263
FAC 4.E.4.	Tenure Upon Appointment	264

## Faculty Chapter Five

FACULTY PROMOTION		265
FAC 5.0.	Incorporation of College Personnel Materials	265
PART A. INTRODUCTION		266
FAC 5.A.1.	Overview	266
FAC 5.A.2.	Combined Promotion and Tenure Process	266
PART B. CRITERIA AND EVIDENCE		267
FAC 5.B.1.	Overview	267
FAC 5.B.2.	Degree, Experience, Time in Rank (General)	267
FAC 5.B.3.	Teaching Effectiveness	268

FAC 5.B.4.	Professional and Scholarly Growth	268
FAC 5.B.5.	Institutional and Extra-Institutional Services	270
PART C. PROCEDURES		271
FAC 5.C.1.	Timetable	271
FAC 5.C.2.	General Procedures	271
FAC 5.C.3.	Detailed Procedures	271
PART D. SPECIAL PROMOTIONS CRITERIA		274
FAC 5.0.	Incorporation of College Personnel Materials	274
FAC 5.D.1.	Performing Arts Criteria	274
FAC 5.D.2.	Libraries & Learning Resources Criteria	275
FAC 5.D.3.	Social Work Criteria	276
FAC 5.D.4.	Journalism Criteria	277

## Faculty Chapter Six

FACULTY PERFORMANCE REVIEW		278
FAC 6.0.	Incorporation of College Personnel Materials	278
FAC 6.1.	UWS 3.05 {Faculty Appointments: Periodic Review}	278
FAC 6.2.	Pre-Tenure Review	278
FAC 6.3.	Post-Tenure Review	278
FAC 6.4.	Faculty Teaching Evaluation	278
FAC 6.5.	UW System Policy on Student Evaluation of Instruction	280
FAC 6.6.	University of Wisconsin Oshkosh Policy and Procedures	283

## Faculty Chapter Seven

FACULTY EMPLOYMENT CONSIDERATIONS		286
PART A. GENERAL		286
FAC 7.A.0.	Incorporation of College Personnel Materials	286
FAC 7.A.1.	Faculty Responsibilities	286
FAC 7.A.2.	Non-teaching Assignments	286
PART B. FACULTY WORKLOAD POLICY		287
FAC 7.B.1.	Faculty Workload	287
FAC 7.B.2.	Workload Determination	287
FAC 7.B.3.	Performance Expectations	287
PART C. FACULTY RECOGNITION		288
FAC 7.C.1.	Distinguished Teaching Award	288
FAC 7.C.2.	John McNaughton Rosebush University Professorship for Excellence in Teaching and Professional Achievement	289
FAC 7.C.3.	Endowed University Professorships	289
FAC 7.C.4.	Barbara G. Sniffen Faculty Governance Service Award	290
FAC 7.C.5.	Recognition of Faculty, Academic Staff, and Classified Staff for Length of Service	290

## Faculty Chapter Eight

EMPLOYMENT SEPARATION		291
PART A. FACULTY LAYOFF		291
FAC 8.A.1.	UWS 5 {Layoff and Termination for Reasons of Financial Emergency}	291
FAC 8.A.2.	Faculty Consultative Committee	297
FAC 8.A.3.	Seniority	297
FAC 8.A.4.	Faculty Hearing Committee	298
FAC 8.A.5.	Hearing Procedures	298
FAC 8.A.6.	Reappointment Rights	298
FAC 8.A.7.	Rights of Faculty Members on Layoff	298
PART B. FACULTY DISMISSAL		299
FAC 8.B.1.	UWS 4 {Procedures for Dismissal}	299
FAC 8.B.2.	Standing Faculty Committee	302
PART C. DISMISSAL OF FACULTY IN SPECIAL CASES		303

FAC 8.C.1	UWS 7 {Procedures for Dismissal of Faculty in Special Cases}	303
PART D. OTHER SEPARATIONS		307
FAC 8.D.1.	Resignations	307
FAC 8.D.2.	Retirement	307

## **Faculty Chapter Nine**

REVIEWING FACULTY CONCERNS		308
PART A. FACULTY SENATE HEARING COMMITTEE		308
FAC 9.A.1.	Faculty Hearing Committee	308
FAC 9.A.2.	Formation of Faculty Hearing Subcommittees	308
FAC 9.A.3.	Procedures for Subcommittees	308
PART B. FACULTY COMPLAINTS		311
FAC 9.B.1.	UWS 6.01 {Complaints}	311
FAC 9.B.2.	Definition and Purpose	311
FAC 9.B.3.	Complaints Against Faculty Members	311
PART C. FACULTY GRIEVANCES		314
FAC 9.C.1.	UWS 6.02 {Grievances}	314
FAC 9.C.2.	Definitions	314
FAC 9.C.3.	Grievance Procedure	314
FAC 9.C.4.	Required Form for the Presentation of Grievances	315
FAC 9.C.5.	Records	315

## **ACADEMIC STAFF PERSONNEL MATERIALS** 317

### **Academic Staff Chapter One**

INTRODUCTORY MATERIALS		319
ACS 1.0.	Introduction	319
ACS 1.1.	Academic Staff Defined	319
ACS 1.2.	Conditions of Academic Staff Appointments	319
ACS 1.3.	Procedure for the Amendment of the Rules	319

### **Academic Staff Chapter Two**

ACADEMIC STAFF APPOINTMENTS		321
ACS 2.0.	Types of Academic Staff Appointments	321
ACS 2.1.	Fixed-Term Academic Staff Appointments	321
ACS 2.2.	Probationary and Indefinite Academic Staff Appointments	323

### **Academic Staff Chapter Three**

RECRUITMENT OF ACADEMIC STAFF		324
ACS 3.0.	Recruitment of Academic Staff	324

### **Academic Staff Chapter Four**

LETTER OF APPOINTMENT AND ORIENTATION		
ACS 4.0.	Letter of Initial Appointment	325
ACS 4.1	Orientation	325

### **Academic Staff Chapter Five**

CHANGES IN APPOINTMENT		326
ACS 5.0.	Changes in Assignment	326
ACS 5.1.	Transfers	326
ACS 5.2.	Conversions Between Classified Staff and Academic Staff	326
ACS 5.3.	Conversions Between Academic Staff and Faculty	327
ACS 5.4.	Academic Staff to Limited Appointment	327

### **Academic Staff Chapter Six**

EVALUATION		328
------------	--	-----

ACS 6.0.	Evaluation of Academic Staff	328
ACS 6.1.	Instructional Academic Staff	328
ACS 6.2.	Professional/Administrative Academic Staff	328

## **Academic Staff Chapter Seven**

CONTRACT RENEWAL		330
ACS 7.1.	Contract Renewal	330
ACS 7.2.	Renewal Schedule	330
ACS 7.3.	Notice Provisions	330
ACS 7.4	Leaves of Absence	331
ACS 7.5.	Split Assignments	331
ACS 7.6.	Notice of Renewal	331
ACS 7.7.	Notice of Nonrenewal	331

## **Academic Staff Chapter Eight**

APPEAL OF NONRENEWAL		332
ACS 8.1.	Nonrenewal Rights	332
ACS 8.2.	Reasons	332
ACS 8.3.	Reconsideration	332
ACS 8.4.	Appeal Procedures	332

## **Academic Staff Chapter Nine**

CAREER PROGRESSION		335
ACS 9.1.	Instructional Academic Staff	335
ACS 9.2.	Professional/Administrative Academic Staff	335
ACS 9.3.	Salary Adjustment	337
ACS 9.4.	Procedures for Promotion	337

## **Academic Staff Chapter Ten**

CHANGE OF TITLE		338
ACS 10.0.	Introduction	338
ACS 10.1.	Procedure	338
ACS 10.2.	Review by Committee	339
ACS 10.3.	Academic Staff Titling Committee	339

## **Academic Staff Chapter Eleven**

DISTINGUISHED PREFIX		341
ACS 11.0	Introduction	341
ACS 11.1.	Definitions	341
ACS 11.2.	Professional Series	341
ACS 11.3.	Documentation Required	341

## **Academic Staff Chapter Twelve**

SALARY EQUITY		344
ACS 12.0	Introduction	344
ACS 12.1.	Procedure	344

## **Academic Staff Chapter Thirteen**

AWARDS		345
ACS 13.0.	Outstanding Service Award	345
ACS 13.1.	Eligibility	345
ACS 13.2.	Criteria	345
ACS 13.3.	Selection Process	345
ACS 13.4	Academic Staff Regents Award for Excellence	346
ACS 13.5	Recognition of Employees for Length of Service	346

## **Academic Staff Chapter Fourteen**

LAYOFF		347
ACS 14.0.	Introduction	347
ACS 14.1.	Purpose	347
ACS 14.2.	Consideration and Consultation Prior to Layoff Decisions	347
ACS 14.3.	Seniority as Applied to Layoff	348
ACS 14.4.	Hearing Body	350
ACS 14.5.	Alternate Employment	351
ACS 14.6.	Reappointment Rights of Academic Staff on Layoff	352
ACS 14.7.	Rights of Academic Staff on Layoff	353

## **Academic Staff Chapter Fifteen**

GRIEVANCES		354
ACS 15.0.	Grievances by Academic Staff	354
ACS 15.1.	General Considerations	354
ACS 15.2.	Grievance Procedures	354

## **Academic Staff Chapter Sixteen**

COMPLAINTS		356
ACS 16.1.	Complaints	356
ACS 16.2.	Form	356
ACS 16.3.	Procedure	356

## **Academic Staff Chapter Seventeen**

DISMISSAL FOR CAUSE		359
ACS 17.0.	Dismissal of Academic Staff for Cause	359
ACS 17.1.	Dismissal Procedure	359

## **APPENDICES**

<b>APPENDIX A</b>	<b>COLLEGE MATERIALS</b>	365
	College of Business	367
	College of Education and Human Services	375
	College of Letters and Science	380
	College of Nursing	382
<b>APPENDIX B</b>	<b>ACADEMIC PROGRAM REVIEW</b>	391
	Academic Program Policies and Procedures	393
	Curriculum Policies and Academic Approval Procedures	393
	Academic Program Review Process	400
	Certificate Program Review Process	405

<b>INDEX</b>		409
--------------	--	-----

This page is intentionally blank.