

## Faculty Voting Rights for Instructional Academic Staff

### Other Governance Documents

#### 1 2 **GOV 6. GOVERNANCE DOCUMENTS.**

#### 3 **GOV 6.1. Faculty Voting Rights for Instructional Academic Staff.**

4 History: This document was originally approved by the Faculty Senate in November 1986 and by the  
5 Chancellor in December 1986. After consultation with the Faculty Senate and the Senate of Academic  
6 Staff, the following amendments were approved by Chancellor Kerrigan in December 1992. Revisions  
7 were made to the document and approved by the Faculty Senate on May 3, 1994 and, after consulta-  
8 tion with the Senate of Academic Staff, approved by Chancellor Kerrigan on June 6, 1994. Section II  
9 was revised and received final approval on April 14, 1998.

#### 10 **I. Criteria for Eligibility for Faculty Voting Rights.**

11 Academic staff members will be automatically eligible to exercise faculty voting rights if they are  
12 working in an instructional assignment with an appointment of more than one-half time in an aca-  
13 demic department or equivalent unit and are in their fifth semester with that department or unit.  
14 Academic staff working under a limited appointment are ineligible.

#### 15 **II. Conditions Under Which Voting Rights Are Extended.**

16 Faculty voting rights for Instructional Academic Staff are restricted to departments (or their equiva-  
17 lent) affairs excluding recruitment, tenure, appointment/reappointment and promotion. Instructional  
18 Academic Staff who are in their departments' (or equivalent) merit pool may vote on merit recom-  
19 mendations; all others are excluded. Departments (or equivalent) can determine whether or not  
20 Administrative/Professional Academic Staff be given the same voting rights as Instructional Aca-  
21 demic Staff.

#### 22 **III. Procedures.**

23 Departments (or equivalent units) must inform the senate each year of the instructional academic  
24 staff persons eligible for voting rights in the unit.

Principles Concerning All-University or Joint Committees and Related Governance Structures

**GOV 6.2. Principles Concerning All-University or Joint Committees and Related Governance Structures.**

Revised 12/93

1. Consistent with the principles of shared governance, where there is a clear need, the Chancellor (or designee) may establish all-University or joint committees comprised of representatives selected or nominated by the University's three governance organizations (i.e., the Faculty Senate, the Senate of Academic Staff, and the Oshkosh Student Association).
  - A. Temporary or emerging issues should be addressed through the establishment of ad hoc all-University or joint committees, rather than the creation of another standing committee. Ad hoc committees are generally formed for the purpose of reviewing or addressing a specific issue or problem. Once an ad hoc committee has completed its assignment, it shall be disbanded.
  - B. Requests for nominations of committee members shall be sent to the Presidents of the three governance groups and the representative members of the committees will be nominated by those governance organizations. Unless an exception is stated below for a given committee, the governance group representatives shall serve no more than two consecutive three-year terms on any given committee. [Note: In preparing these materials, we recognize the value of a decision made at the time of merger by former Chancellor Birnbaum that significant student participation on all-University committees is a desired goal, and that we should strive for a minimum student representation level of 20 percent of each committee.] All committee members, regardless of how appointed, will continue to serve as full members until a replacement name has been submitted by the appointing authority. In addition to the identified members, please note that additional persons may regularly or periodically attend meetings in resource or liaison roles.
    - (1) Whenever reference is made to participation by academic staff, requests for appointment shall be presented to the President of the Senate of Academic Staff.
    - (2) Whenever reference is made to participation by faculty, requests for appointment shall be presented to the President of the Faculty Senate.
    - (3) Whenever reference is made to participation by students representing the Oshkosh Student Association, requests for appointment shall be presented to the President of the Oshkosh Student Association.
      - (a) Given the annual change in student government leadership, student terms will be for the duration of the academic year.
    - (4) Whenever reference is made to participation by represented classified staff personnel, requests for appointment shall be presented to the President of the WSEU local union.
    - (5) Whenever reference is made to participation by nonrepresented classified staff personnel, requests for appointment shall be presented to the Director of Human Resources, as liaison to those nonrepresented employees. Please note: The formation of committees, the appointment of classified staff to serve on committees, and the scope of issues addressed by committees impacting on subjects of collective bargaining negotiations with the Wisconsin State Employees Union (WSEU) shall be done in a manner consistent with the contractual requirements pertaining to those employees.
    - (6) Whenever reference is made to participation by administrative representatives, the appointment shall be made by the Chancellor (or designee) or Provost and Vice Chancellor (or designee).
  - C. Committee appointments shall begin effective July 1 and continue through to June 30 of the year of expiration. It is anticipated that most committees will regularly meet during the academic year (September to May) with some committees on occasion meeting during the summer months, provided that suitable and appropriate arrangements have been made to facilitate faculty and student participation and involvement.
2. At the time of their formation, all committees shall receive a written statement of their charge (or of the issue or topic to be addressed). The statement of charge should also be included in the listing of materials that are included in the section that follows in the Faculty and Academic Staff Hand-

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- 1 book. Committees should also be informed of any deadlines for the completion of work by the  
2 committee.
- 3 A. Unless another method of selection is stated at the time the committee is charged, the com-  
4 mittee chair or co-chair, if any, shall be elected by the members of committee at the commit-  
5 tee's organizational meeting.
- 6 B. Each committee should make suitable arrangements to prepare minutes or a summary of pro-  
7 ceedings from committee meetings.
- 8 C. All committees shall operate in accordance with their charge or any other applicable organiz-  
9 ing documents. Committees shall utilize Sturgis as the source of parliamentary authority.
- 10 D. After the end of a given academic year, the last sitting chair of the committee shall assume re-  
11 sponsibility to be the convener of the next committee meeting, unless other suitable arrange-  
12 ments have been made. The administrative representative on a committee shall assist in  
13 convening the committee early in the fall should there be a break in the continuity of the com-  
14 mittee's meeting schedule.
- 15 3. The charge of all-University committees, and their rationale for continued existence, shall be re-  
16 viewed cooperatively by the administration and the governance groups at least once every three  
17 to five years.
- 18 4. The Provost and Vice Chancellor's Office shall serve in a resource role to facilitate the dissemina-  
19 tion of all committee-related information. The Faculty and Academic Staff Handbook shall identify  
20 all existing all-University committees and the applicable information concerning organizational  
21 structure. Rosters of committee members and other materials shall be filed with and maintained  
22 by the Provost and Vice Chancellor's Office.
- 23 5. All University committees shall prepare a written annual report for the Provost and Vice Chancellor  
24 and the governance groups that includes, at a minimum, the following items: (1) the committee  
25 charge; (2) the roster of committee members; (3) the dates of all committee meetings (including  
26 the total number of hours spent in those meetings); and (4) a brief description of committee activi-  
27 ties (e.g., the formation of sub-committees and/or a listing of committee projects and activities).  
28 Note: Some of the committees have established or mandated lines of reportage to functional area  
29 administrators or offices (e.g., Intercollegiate Athletic Committee and the Segregated Fee Commit-  
30 tee).
- 31 A. Committee reports may, as appropriate, include a discussion of the importance of committee  
32 projects or activities to the goals and mission of the University. The report may identify re-  
33 sources or information necessary for the committee to be more effective in accomplishing ob-  
34 jectives or fulfilling its charge. The report may also propose modifications to, or a restatement  
35 of, committee charges. Further, if the members of the committee do not believe that the  
36 committee is fulfilling an important role or function, the report can recommend disbanding the  
37 committee or the consolidation or reorganization of two or more committees.
- 38 B. Copies of the report shall be sent to the Chancellor and to the Presidents of the Faculty Se-  
39 nate, the Senate of Academic Staff, and the Oshkosh Student Association.
- 40 C. Unless a committee is mandated by a source of external authority, committees shall be dis-  
41 solved if one of the governance groups submits such a request to the Chancellor and the oth-  
42 er governance groups concur.

43 In August 2005, the committees listed in this document were modified to reflect those known to be  
44 currently in existence. Committee rosters and updated copies of this information are available upon  
45 request from the Office of the Provost and Vice Chancellor. Proposals to create new committees or to  
46 modify existing charges, composition levels, or provisions relating to the chair should be presented to  
47 the Provost/Vice Chancellor.

## Principles Concerning All-University or Joint Committees and Related Governance Structures

### 1 Academic Computer Users Group

2 Charge: To serve as an advisory group to the Chief Information Officer to address issues regarding the use  
3 of technology for instruction, research, and support services.

4 Composition: Faculty or Instructional Academic Staff – 11 (two each from COBA, COEHS, CON and five  
5 from COLS); Governance – 5 (two from the Faculty Senate, one each from Senate of Academic Staff, Classi-  
6 fied Staff Council, and OSA); Residence Life Staff – 1; Information Technology Staff – 4 (one each from Me-  
7 dia Services, Polk Library, Academic Computing, and Networking, Telecommunications, & Administrative  
8 Programming); Ex Officio – 1 (Chief Information Officer).

9 Chair: Director of Academic Computing.

### 10 Advisory Council for Academic Advising

11 Charge: To provide guidance and support to the Director of Advising and to provide the university community  
12 information and support around issue of academic advising.

13 Composition: Faculty – 7 (one from each professional college and four from Letters & Science/each division);  
14 Academic Staff – 2 (one instructional academic staff member and one administrative/professional administra-  
15 tive/professional staff member to be drawn from the areas of Career Services, Counseling Center, Student  
16 Support Services, Residence Life, Registration, Student Health Center and Undergraduate Advising Re-  
17 source Center (UARC); Students – 2; Classified Staff – 1; Ex Officio – 1 (Director of UARC).

18 Chair: Chosen by committee.

### 19 Allocations Committee.

20 Charge: To review funding requests and make recommendations to the Chancellor on the disbursement of  
21 the allocatable portion of student segregated fees.

22 Composition: Faculty -- 2; Academic Staff -- 2; Students -- 7 (5 voting, 2 non-voting); Advisor (ex officio and  
23 non-voting) -- 1.

24 Chair: A student elected by the committee.

### 25 American Disabilities Act Advisory Committee

26 Charge: To evaluate existing programs, investigate unmet needs, and make recommendations to the Coor-  
27 dinator of Services to Students with Disabilities and the administration of the University in accordance with  
28 Board of Regents' policy 96-6 (nondiscrimination on basis of disability). The committee will have specific re-  
29 sponsibility for hearing disability-related student grievances.

30 Composition: Faculty – 4 (one from each college); Academic Staff – 2; Classified Staff – 2; Students – 2;  
31 Administration – 1; the Coordinator of Services for Students with Disabilities.

32 Chair: The Coordinator of Services for Students with Disabilities.

### 33 Compensation Committee.

34 Charge: To review state or system compensation guidelines and other information, and develop policies and  
35 procedures to administer faculty and academic staff compensation. Serves as the salary review committee.

36 Composition: Faculty -- 8; Academic Staff -- 4; Ex Officio -- 2 -- Provost and Vice Chancellor and Associate  
37 Vice Chancellor; Ex Officio and non-voting -- 2 -- Budget Director and Director of Equity & Affirmative Action.

38 Chair: Provost and Vice Chancellor co-chairs with a member chosen by the committee.

### 39 Council for Equity and Affirmative Action

40 Charge: To provide guidance and support services to individuals, units, departments, the Director of the Of-  
41 fice of Equity and Affirmative Action, and the administration of the University.

42 Composition: Faculty – 6 (3 tenured, representing all four colleges); Academic Staff – 4; Classified Staff – 4;  
43 Students – 2; Administration – 1; Ex Officio – 1 (Director of the Office of Equity and Affirmative Action)

44 Chair: Faculty or Academic Staff chair chosen by committee.

### 45 Distinguished Teaching Award Committee.

46 Charge: To oversee the nomination and selection process for the Distinguished Teaching Award.

47 Composition: Faculty – 7 (1 from each professional college, and 4 from Letters and Science/each division,  
48 including, if possible, a prior award recipient); Instructional Academic Staff -- 3 (including, if possible, a prior  
49 award recipient); Administration -- 1 (appointed by the Provost and Vice Chancellor as an ex officio non-

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1 voting member); Students – 3; Alumni Board -- 1 (the Chancellor should make this appointment based upon  
2 the joint recommendation from the Director of University Relations and the Director of Alumni Affairs).

3 Chair: Chosen by committee.

### 4 Diversity Council.

5 Charge: To provide visionary leadership that is strongly supportive of this University's commitment to diversi-  
6 fication of the campus community.

7 Composition: Faculty – 4; Academic Staff – 2 (one instructional and one administrative/professional); Classi-  
8 fied Staff – 2; Students – 3; Administration -- 2 (appointed by the Chancellor); Director of the Office of Equity  
9 and Affirmative Action; Assistant Vice Chancellor for Academic Support (or a designee); Diversity Recruit-  
10 ment Specialist from the Admissions Office.

11 Chair: Appointed by the Chancellor for a three-year term.

### 12 Employee Assistance Program Advisory Board.

13 Charge: To advise the Director of the Employee Assistance Program regarding the offering of services in-  
14 tended to assist faculty, academic staff, and classified staff whose job performance is being adversely af-  
15 fected by cultural, physical, social or psychological problems.

16 Composition: Faculty -- 3; Academic Staff -- 3; Represented Classified Staff -- 1; Nonrepresented Classified  
17 Staff -- 1; Ex Officio -- 2 to 5 -- Represented Classified Staff, WSEU Local 579; representative(s) from the fol-  
18 lowing designated areas (one person may represent more than one area) -- Chancellor's Office; Human Re-  
19 sources Office; Office of Equity and Affirmative Action; Associate Vice Chancellor.

20 Chair: Chosen by committee.

### 21 Ethics Code Committee.

22 Charge: To provide consultation and advice for unclassified staff members on the application of Chapter  
23 UWS 8, Administrative Code ("Unclassified Staff Code of Ethics"). Each member of this committee shall re-  
24 view Chapter UWS 8 prior to taking any action. (This is a mandated committee.) Created under section UWS  
25 8.035.

26 Composition: Ex Officio -- 5 --Faculty -- 2 (Senate President and President-Elect); Academic Staff -- 2 (Se-  
27 nate President and President-Elect); Administration -- 1 (Associate Vice Chancellor).

28 Chair: The Associate Vice Chancellor.

### 29 Faculty Development Board.

30 Charge: To make recommendations to the Provost and Vice Chancellor on proposed faculty development  
31 projects and administers the Faculty Development Program. The Board monitors program budgets, adminis-  
32 trative procedures, drafts changes in program policy, and organizes the program evaluation efforts.

33 Composition: Faculty -- 10 (two from each college and two at-large members); Ex Officio -- 3 --(designee of  
34 the Provost and Vice Chancellor; designee of the Provost and Vice Chancellor for the Office of Graduate  
35 Studies; Director of Grants). No more than four members of all the same college.

36 Chair: Elected from among the faculty members on the Board.

### 37 Gender Equity Council.

38 Charge: To act in consultation with the Chancellor to: 1) oversee the development of programs that support  
39 goals, objectives and initiatives of the Ten-Year Plan addressing women's Issues; 2) identify persons re-  
40 sponsible for implementing this plan; 3) evaluate the effectiveness of programs designed to accomplish this  
41 plan.

42 Composition: Faculty--4 representing the College of Letters and Science, College of Business Administration,  
43 College of Nursing, College of Education and Human Services; Academic Staff--2 representing administra-  
44 tive/professional and instructional; Classified Staff--2 representing represented staff and non-represented  
45 staff; and representatives from each of the following: Council for Equity and Affirmative Action, Diversity  
46 Council, Women's Studies, Employee Assistance Program, Students (2), Administration (1).

47 Chair: Council members elect Chair.

### 48 Graduate Council.

49 Charge: To formulate policies concerning the graduate programs of the University of Wisconsin Oshkosh,  
50 and to serve as an advisory body to the Office of Graduate Studies concerning the implementation of these

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1 policies. (The specific responsibility of the Graduate Council are outlined in Article II., Section 4., of the Grad-  
2 uate Studies Bylaws.)

3 Composition: Faculty -- 12 (with 8 members of the graduate faculty from units offering graduate programs,  
4 two elected by the graduate faculty of each college and 4 members, each appointed by the applicable college  
5 deans with approval by the Provost and Vice Chancellor); Students -- 2 (graduate students who represent  
6 each of the four colleges on an alternating basis); Ex Officio -- 1 (Director of Graduate Services.)

7 Chair: A graduate faculty member.

### 8 Health and Safety Committee.

9 Charge: To review health and safety concerns, work to resolve issues or problems informally where possible,  
10 and provide recommendations to the administration. (Note: The Committee shall not address any issues  
11 which are or may be matters of negotiation with the Wisconsin State Employees Union.)

12 Composition: Faculty -- 2; Academic Staff -- 2; Represented Classified Staff -- 3; Nonrepresented Classified  
13 Staff -- 2; Students -- 2; Administration -- 1; Ex Officio -- 2 -- Director of Risk Management, Director of Stu-  
14 dent Health Center.

15 Chair: The Director of Risk Management co-chairs with a member chosen by the committee.

### 16 Honorary University Degrees Committee.

17 Charge: To review, consider and recommend candidates for honorary degrees.

18 Composition: Faculty -- 4 (one from each college, with staggered 3 year terms); Academic Staff -- 1 (3 year  
19 term); Student -- 1 (2 year term); Administration -- 1.

20 Chair: The Chancellor will appoint the chair from among the members of the committee.

### 21 Institutional Animal Care and Use Committee.

22 Charge: To oversee compliance with all conditions and requirements established and imposed under federal  
23 or state law, regulations and rules. This committee shall promote the purpose of exercising self-monitoring,  
24 providing adequate veterinary care (including a program of occupational health and sound animal husbandry  
25 practices), and ensuring appropriate maintenance of facilities for housing animals. (This is a mandated com-  
26 mittee; the membership is defined by the U.S. Department of Health and Human Services.)

27 Composition: The committee shall be comprised of at least five members, appointed by the Provost and Vice  
28 Chancellor, to include: a veterinarian with program responsibilities, a scientist experienced in laboratory re-  
29 search, a non-scientist, and an individual who has no other affiliation with the University (except for service  
30 on the committee).

31 Chair: A member selected by the Provost and Vice Chancellor.

### 32 Institutional Review Board.

33 Charge: To safeguard the rights and welfare of human subjects in compliance with current policies issued by  
34 the Office of Protection from Research Risks, National Institute of Health. (This is a mandated committee Na-  
35 tional Institute of Health.)

36 Composition: Faculty -- 8 as recommended by the Faculty Senate (one from each division of the College of  
37 Letters and Science, one from each college and graduate studies); Non-University Representative -- 1; Aca-  
38 demic Staff -- 1; Ex Officio and non-voting -- 1 -- Grants Officer.

39 Chair: Appointed by the Provost and Vice Chancellor to serve a three-year term.

### 40 Intercollegiate Athletic Committee.

41 Charge: To establish policies and make policy recommendations to the administration and governance  
42 groups concerning intercollegiate athletics. The Intercollegiate Athletic Committee will also act as an advisor  
43 to the Director of Intercollegiate Athletics.

44 Composition: Faculty -- 3; Academic Staff -- 2; Students -- 2; Ex Officio -- 2 -- Faculty Representatives to the  
45 WSUC and WWIAC conferences; Ex Officio and non-voting -- 1 -- the Director of Intercollegiate Athletics.

46 Chair: Chosen by committee.

### 47 Lesbian, Bisexual, Gay, Trans, Queer Education & Advocacy Council (LBGTQ)

48 Charge: To provide visionary leadership, education, and advocacy necessary to cultivate an equitable, inclu-  
49 sive, and supportive climate for the UW Oshkosh community members of all sexual identities. More specifi-  
50 cally, the council will meet four community needs: 1) educate the University community members about chal-  
51 lenges and issues faced by LBGTQ faculty, staff, and students; 2) affirm the lives, experiences, and pres-

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1 ence of LBGTQ faculty, staff, and students at the University; 3) advocate to ensure an environment of safety,  
2 equity, and respect for individuals of all sexual and gender identities; and 4) evaluate the UW Oshkosh mem-  
3 bers' efforts toward these ends including an assessment of the effectiveness, impact, and outcomes of the  
4 LBGTQ Education and Advocacy Council.

5 Composition: 15 members: Administration – 1, Faculty Advisor, Rainbow Alliance of HOPE – 1, Faculty – 6,  
6 Academic Staff – 3, Classified Staff – 2, Students – 2. Student representation will be determined in the be-  
7 ginning of the fall semester; students will serve a one-year term with the possibility of re-appointment. Ideally,  
8 the council will have members representing the following groups: (a) all colleges, (b) Dean of Students Office,  
9 (c) Counseling Center, (d) Women's Center, (e) Residence Hall Leadership, (f) Reeve Union Board, (g)  
10 Rainbow Alliance for HOPE, (h) Oshkosh Student Association, and (i) Multicultural Education Center.

11 Chair: Co-chairs chosen by the committee to serve staggered two-year terms.

### 12 Libraries and Learning Resources Advisory Council.

13 Charge: To make recommendations to the Faculty Senate on issues related to learning resources and to  
14 provide advice to the Director of Forrest R. Polk Library regarding library collections, services, policies and  
15 new directions. The council will facilitate reciprocal communication between the library, faculty, students, and  
16 staff.

17 Composition: The committee will include 15 members. Those include four (4) of the Library's department  
18 Heads; one (1) Library Director; one (1) Coordinator, Management Information Office; one (1) Representative  
19 for Information Technology; four (4) Faculty members, one from each college; one (1) Academic Staff mem-  
20 ber; one (1) Classified Staff member (academic department rep if possible); and one or two (1-2) members  
21 from the Oshkosh Student Association.

22 Co-chairs: Polk Library Director and a Faculty Representative.

### 23 Library Fines/Fees Appeals Committee.

24 Charge: To facilitate appeals of library fines and/or fees assessments filed by library users. To set a date and  
25 time for the appellant to appear before the Committee to present his/her case. To uphold, deny, or modify  
26 appeals, with decisions of the Committee being final.

27 Composition: Faculty – 1 (designated by the Libraries and Learning Resources Advisory Committee from its  
28 membership); Academic Staff – 1 (selected by the Senate of Academic Staff); Classified Staff – 1 (selected  
29 by Personnel rules); Students – 2 (selected by the Oshkosh Student Association); Access Services Coordi-  
30 nator, Libraries and Learning Resources (non-voting member).

31 Chair: Chosen by committee.

### 32 Parking Appeals Board.

33 Charge: To assess and make decisions regarding the legitimacy and acceptability of all appeals presented in  
34 a timely manner by violators.

35 Composition: Students -- 2; Academic Staff -- 2; Represented Classified Staff -- 2 (one plus one alternate).  
36 {Note: The representation will be expanded to include 1 faculty, if so requested by the Faculty Senate.}  
37 (Note: The Committee shall not address any issues which are or may be matters of negotiation with the Wis-  
38 consin State Employees Union.)

39 Chair: Chosen by committee.

### 40 Parking Policy Advisory Committee.

41 Charge: To review parking policies and make appropriate recommendations to the Director of Parking and/or  
42 the Vice Chancellor for Student Affairs.

43 Composition: Faculty – 2; Academic Staff – 2; Classified Staff – 2 (appointed by Wisconsin State Employees  
44 Union Local 579; Students – 2 appointed by Oshkosh Student Association (preferably one of the students will  
45 be recommended by United Students in Residence Halls); Ex Officio and non-voting will consist of the Direc-  
46 tor of Parking and the Parking Manager.

47 Chair: Elected by committee from the voting membership.

### 48 Radiation Safety Committee.

49 Charge: To act as a regulatory body with the objective to ensure optimal health standards and to prevent  
50 overexposure of personnel to radioactive material by ensuring appropriate supervision of the uses of all ra-  
51 dioactive material. The committee is concerned with the qualifications of the users and the uses of radioac-  
52 tive material on a University-wide basis. (This is a mandated committee by the U.S. Nuclear Regulatory  
53 Commission. This committee is advisory to the Chancellor.)

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1 Composition: The committee consists of the Radiation Safety Officer; at least one faculty member from each  
2 department which uses radioactive material (as confirmed by the Faculty Senate); the Dean of the College of  
3 Letters and Science (or designee); the University's Risk Manager; and the Executive Director of Administra-  
4 tive Services.

5 Chair: Chosen by committee.

### 6 Reeve Advisory Council.

7 Charge: To seek to represent the interests of University students, faculty, staff, and alumni in advising the Di-  
8 rector of Reeve Memorial Union on policy matters relating to the operation, use, and improvement of Reeve  
9 Memorial Union.

10 Composition: Faculty – 1; Academic Staff – 1; one alumni appointed by the University of Wisconsin Oshkosh  
11 Alumni board; two students appointed by the Oshkosh Student Association; two students appointed by the  
12 Multicultural Education Center; and two students appointed by the United Students in Residence halls; two  
13 student representatives from RUB – Programming Council; two student representatives from the RMU stu-  
14 dent staff, two student-at-large positions; and the director of Reeve Memorial Union will serve as the *ex-*  
15 *officio* members. All appointments are for a term of a maximum of three years, with the exception of one on-  
16 going appointment: The Director to Reeve Memorial Union.

17 Chair: Officers of the council shall be chair and vice chair (also to be considered chair-elect).

### 18 Restructuring Committee.

19 Charge: To develop a set of recommendations regarding principles and guidelines for the assessment and  
20 improvement of academic organization structure, *not* to advocate particular academic structures.

21 Composition: The committee will include eleven (11) members. Faculty: 7 (one faculty member from each  
22 professional college and one from each division of College of Letters and Science), one (1) academic staff  
23 representative, one (1) Oshkosh Student Association representative, one (1) administration representative,  
24 and one (1) classified staff representative.

25 Chair: Chosen by committee.

### 26 Rosebush Professor Review Committee.

27 Charge: To oversee the nomination and selection process for the John McNaughton Rosebush Professor-  
28 ship.

29 Composition: Faculty – 7, one each College of Letters and Science division, and one from each professional  
30 college; Academic Staff -- 3; Students -- 3.

31 Chair: Chosen by committee.

### 32 Segregated Fee Committee.

33 Charge: To provide advice to the Vice Chancellor for Student Affairs on the disbursement of segregated fees.

34 Composition: Faculty -- 2; Academic Staff – 2 (Due to possible conflict of interest, the following areas should  
35 be excluded from A/S representation on this committee: Health Center, Reeve Union, Children's Learning &  
36 Care Center, Athletics, Intramurals.); Students -- 7; Ex Officio and non-voting -- Vice Chancellor for Student  
37 Affairs (or designee).

38 Chair: Student chair chosen by committee.

### 39 Student Conduct Panel (formerly Student Discipline Committee).

40 Charge: To serve on panel which provides members for various student disciplinary hearings. The work of  
41 the committee, including training and selection to serve on various panels, is coordinated by the Office of the  
42 Dean of Students.

43 Composition: Faculty -- 12; Academic Staff -- 8; Students -- 40.

44 Chair: The presiding officer of the appeal board is selected by the members of the board. The Dean of Stu-  
45 dents appoints the presiding officer for all other boards to conduct hearings relating to suspensions or aca-  
46 demic dishonesty.

### 47 University Honors Council.

48 Charge: To supervise the administration of the University Honors Program. Policy, curriculum, and staffing  
49 decisions related to the honors program are made by this committee.

50 Composition: Faculty -- 9 (4 nominated by the Faculty Senate; 4 members nominated to the Senate [one by  
51 each of the college deans for confirmation by the Senate]; 1 appointed by the Director of the Honors Pro-

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- 1 gram); Faculty or Staff -- 1 (appointed by Director of Polk Library); Students -- 4 (appointed by the University  
2 Honors Student Association, with the condition that students do not vote on personnel issues); Academic Ad-  
3 vising representative (voting) recruited by the Provost, approved by Faculty Senate; Ex Officio -- 1 (Director  
4 of the University Honors Program).
- 5 Chair: The Director of the University Honors Program.
- 6 University Planning, Leadership and Needs Council (U-Plan Council)
- 7 Charge: To provide information and advice to the Chancellor relating to the oversight and coordination of the  
8 University's Strategic and Operational Planning Process. To provide leadership and support to the Universi-  
9 ty's process of budgeting and allocating resources in a manner consistent with the planning process and ob-  
10 jectives.
- 11 Composition: Faculty – 2 (from the Faculty Senate); Academic Staff – 2 (from the Senate of Academic Staff);  
12 Students – 2 (from Oshkosh Student Association); Classified Staff -- 2 (from the Classified Staff Advisory  
13 Council); Chancellor's Staff – 6 (Chancellor, Provost and Vice Chancellor, Vice Chancellor of Student Affairs,  
14 Vice Chancellor of Administrative Services, President of the Foundation, Administrative Assistant).
- 15 Chair: Co-chaired by the Chancellor and the Provost.

## Limited Appointments and Other Appointments

### 1 GOV 6.3. Limited Appointments and Other Appointments.

#### 2 UWS 15.01 Limited appointments.

3 (1) A limited appointment under s. 36.17, Stats., is a special appointment to a designated admin-  
4 istrative position. A person in this type of appointment serves at the pleasure of the authorized  
5 official who made the appointment. A member of the academic staff granted a limited ap-  
6 pointment shall not lose existing rights to an academic staff appointment by accepting the li-  
7 mited appointment, and a member of the faculty granted a limited appointment shall not lose  
8 existing rights to a faculty appointment by accepting the limited appointment. Termination of a  
9 limited appointment is not a dismissal under ch. UWS 4 or 11 and is not otherwise appealable.  
10 Wherever possible 3 months' notice of termination should be given if the appointee does not  
11 hold simultaneously another university appointment.

12 (2) Limited appointments apply to the following positions: president, senior vice president, prov-  
13 ost, vice president, associate vice president, assistant vice president, chancellor, vice chan-  
14 cellor, associate chancellor, assistant to the chancellor, vice chancellor, associate vice chan-  
15 cellor, assistant vice chancellor, center system dean, secretary of the board, associate secre-  
16 tary of the board, assistant secretary of the board, trust officer and assistant trust officer, and  
17 such other administrative positions as the board, the president, or the chancellor determines  
18 at the time of the appointment.

19 **History: Cr. Register, October, 1975, No. 238, eff. 11-1-75; am. (1), Register, June, 1977, No. 258,**  
20 **eff. 7-1-77.**

#### 21 UWS 2.02 Limited Appointments (Revised 5/1/06)

22 Regent Resolution #9091 (adopted November 11, 2005) directed that from and after November 11,  
23 2005, notwithstanding any institutional policies to the contrary, limited appointments shall be permitted  
24 only for those positions enumerated in s. 36.17 (2), Wis. Stats., unless an institution demonstrates  
25 circumstances justifying the creation of additional limited appointments and the UW System President  
26 authorizes, in writing, the addition of such a limited appointment.

#### 27 UWS 3.02 Limited Appointments (Revised 5/1/06)

28 Regent Resolution #9091 (adopted November 11, 2005) directs limited appointees entering UW Sys-  
29 tem employment from other institutions and either (s) holding a tenured faculty position elsewhere or  
30 (b) having been recruited to a position with a requirement or expectation of tenurability, and who have  
31 been recommended for tenure by the appropriate UW department may be granted a concurrent tenure  
32 appointment as part of the employment contract process.

33 Regent Resolution #9091 (adopted November 11, 2005) further directs limited appointees entering  
34 UW System from other institutions who do not hold tenure elsewhere and were not recruited with a  
35 tenurability requirement shall not be granted concurrent appointments; however, at the discretion of  
36 the appointing authority, such employees may be granted not more than six months notice of termina-  
37 tion as permitted under s. UWS 15.01, Wisconsin Administrative Code, at the same salary, and with  
38 possible reassignment to other duties during this period.

39 Should a limited appointee with a faculty or academic staff concurrent appointment be terminated from  
40 the limited position, the appointee has no minimum notice rights. However, the appointee has the  
41 right to assume the concurrent appointment without a separation in service.

42 Regent Resolution #9091 (adopted November 11, 2005) directs that the status or length of the term of  
43 a concurrent appointment held by a limited appointee may not be altered while the individual is serving  
44 in the limited appointment. For clarification purposes, the intent of the regent resolution is to not im-  
45 prove the status of or increase the term of the concurrent appointment.

#### 46 UWS 4.02 (5) Board of Regent Policies (Revised 5/12/06)

47 Regent Resolution #9058 (adopted September 9, 2005) directed that all UW institutions shall be re-  
48 quired to seek approval from the UW System President for all settlements involving the termination of  
49 a limited appointment. Such settlements shall be reported to the Board of Regents.

50 Regent Resolution #9058 (adopted September 9, 2005) directed when a ranked faculty member  
51 leaves an administrative limited appointment to return to his/her faculty position, the faculty member

## Limited Appointments and Other Appointments

1 will be compensated at a salary rate consistent with other faculty members of the same rank in the  
2 department while considering years of service, previous salary as a faculty member, length of time  
3 served as an administrator and other factors normally considered when setting faculty salaries. The  
4 UW System Office of Human Resources shall approve all such salaries.

5 UWS 4.04 (5) Faculty Member in an Administrative Position and Return to Faculty position.

6 Regent Resolution #9058 (adopted September 9, 2005) further directs that limited appointees return-  
7 ing to the faculty with transition time for teaching preparation must develop the equivalent of a sabbat-  
8 ical proposal clearly outlining the work to be accomplished during the transition time. At the conclu-  
9 sion of the transition period, the faculty member must prepare a report of work accomplished during  
10 the transition period. The transition period should be no longer than one academic semester unless  
11 the person has served in a limited position for five or more years, whereby two academic semesters  
12 may be allowed. UW System approval of the transition plan is not required. However, the transition  
13 plan and subsequent report of work accomplished should be maintained in the institution's files and be  
14 available if there should be an audit of compliance with this policy.

### 16 CHANCELLORS (UW SYSTEM)

17 The Chancellor is the chief executive officer and is appointed by the Board of Regents. An appoint-  
18 ment as Chancellor is a limited appointment which may include either an academic staff or faculty ap-  
19 pointment.

### 20 LIMITED APPOINTMENTS (University of Wisconsin Oshkosh)

#### 21 1.01 Definition.

22 A limited appointment is a special appointment to a designated administrative position. A person in  
23 this type of appointment serves at the pleasure of the Chancellor based on recommendations of the  
24 limited appointee's supervisor(s).

#### 25 1.02 Coverage.

26 Limited appointments apply to the following positions at University of Wisconsin Oshkosh: Chancellor,  
27 Provost and Vice Chancellor, Assistant to the Chancellor, Vice Chancellor, Associate Vice Chancellor,  
28 Assistant Vice Chancellor, Assistant Chancellor, Dean, Associate Dean, Assistant Dean, all other po-  
29 sitions that require a faculty appointment, and those academic staff titles stipulated in the 1993 Memo-  
30 randum of Agreement with the Office of State Employment Relations (OSER) found in UWS UPG #7,  
31 Attachment 2, section II.A.I.

#### 32 1.03 Concurrent Appointments.

33 All limited appointees, as defined in UWS 15, UWS UPG #2 and #7, shall not lose existing rights to  
34 either a concurrent academic staff appointment or a faculty appointment. A current member of the  
35 academic staff who accepts a limited appointment at University of Wisconsin Oshkosh does not lose  
36 existing rights under a, probationary, or fixed-term academic staff appointment.

37 For individuals employed by University of Wisconsin Oshkosh on limited appointments who must be  
38 granted a concurrent appointment according to Regent Resolution #9091, the appointment is one of  
39 the following:

- 40 A. Faculty - A concurrent appointment as a faculty member will need to be confirmed by mem-  
41 bers of a department, the chairperson, the dean, the Provost and Vice Chancellor, and Chan-  
42 cellor. Concurrent appointments as faculty are generally considered for Vice Chancellors,  
43 deans, associate deans and assistant deans.
- 44 B. Academic Staff - A concurrent appointment as an academic staff member will need to be con-  
45 firmed by supervisors, the Provost and Vice Chancellor, and Chancellor. For individuals em-  
46 ployed by the University of Wisconsin Oshkosh on limited appointments who cannot be  
47 granted a concurrent appointment according to Regent Resolution #9191, the appointment  
48 may be granted not more than six months notice of termination as permitted under s. UWS  
49 15.01. Wisconsin Administrative Code, at the same salary, and with possible reassignment to  
50 other duties during this period.

## Limited Appointments and Other Appointments

### 1.04 Recruitment and Appointment.

After a position designated as a limited appointment has been allocated to a unit or office, the description will be prepared by the appropriate administrative officer and filed with the Human Resources Office to obtain approvals to advertise. Advertising must be consistent with the unit's affirmative action recruitment plan and must adhere to search and screen procedures as appropriate.

Consistent with University of Wisconsin Oshkosh search and screen procedures, the administrative officer wishing to employ the limited appointee shall be responsible for:

- A. Screening candidates and making a final recommendation to the Vice Chancellor of the division.
- B. Preparing the proper appointment forms (available from the Human Resources Office).
- C. Collecting three letters of recommendation; vita; and official copies of all transcripts.
- D. Recommending a base salary.
- E. Filing a description of responsibilities.

The Human Resources Office shall be responsible for preparing and issuing the contract and making the final determination of salary.

### 1.05 Evaluation.

Each limited appointee shall be evaluated annually by the immediate supervisor and the evaluation filed in the Human Resources Office.

### 1.06 Nonrenewal.

- (1) Limited appointees will continue to serve in their positions until removed by the Chancellor. Such removal will normally be made on the recommendation of the appropriate supervisor. A minimum of three months notice of removal shall be given unless extenuating circumstances dictate a lesser time.
- (2) Contractual commitments made by virtue of holding concurrent appointments shall be honored by University of Wisconsin Oshkosh. In the letter terminating the limited appointment, the Chancellor shall inform the individual of the initial assignment in the concurrent position.
- (3) Salary rates for limited appointment positions are generally separate and distinct from the rate of any pre-existing or concurrent position, and reversion to such a position does not require continuance of the limited appointment salary rate. The Chancellor shall set the salary rate in cases where an individual leaves a limited appointment, but does not leave the University.
- (4) Vacation and sick leave provisions for limited appointments are those that apply to academic staff members.
- (5) UWS 8 will be used as a guideline in regulating extensive, recurring, or continuing activities outside the appointee's professional responsibilities for all limited appointments not covered by rules of the State Ethics Board.

### 1.07 Other Rules.

Limited appointments are also subject to UWS 15 and the documents issued by Central Administration titled "Limited Appointments - other than President and Chancellor" (Unclassified Personnel Guideline #3) and "The Office of the Chancellor" (Guideline #2).

## Limited Appointments and Other Appointments

1 **UWS 16.01 Other Appointments.**

2 The board may make or authorize appointments of specified terms for student assistants and em-  
3 ployees in training, such as residents, interns, post-doctoral fellows or trainees or associates. Ap-  
4 pointments made pursuant to this section shall not be subject to the provisions of ss. 36.13 and 36.15,  
5 Stats., and c's. UWS 1-15. Policies and procedures for such appointments shall be determined as ap-  
6 propriate by the president or the Chancellor of each institution after consultation with appropriate fa-  
7 culty and with appropriate student assistants and employees in training.

8 **History: Cr. Register, October, 1975, No. 238, eff. 11-1-75.**

**Policies Relating to Search and Screen Committees for Limited Appointments and  
Selected Academic Staff Positions**

**GOV 6.4. University of Wisconsin Oshkosh Policies Relating to Search and Screen Committees  
for Limited Appointments and Selected Academic Staff Positions.**

March 31, 1989  
Revised, May 13, 1992

These procedures apply to all search and screen committees for limited appointments (and for selected academic staff appointments) at the University of Wisconsin Oshkosh.

**PART ONE. The Formation of Committees.**

1.1 Once the Chancellor approves the authorization to recruit, the appropriate administrator is then responsible for forming and charging the search and screen committee.

1.2 Committees shall be comprised of individuals willing and able to explore all available avenues for recruitment. They shall include representation of women and members of minority groups and shall act in a manner consistent with the University's affirmative action plan, its commitment to equal employment opportunity, and the goal of achieving and sustaining racial and ethnic diversity within all employment categories.

1.3 The administrator forming the committee shall determine the committee's size based on the nature of the position, the expected number of applicants, and the respective interests of the governance groups. As a general rule, search and screen committees should have no fewer than six and no more than thirteen members. The committee shall include at least two representatives appointed by the Faculty Senate, two representatives appointed by the Senate of Academic Staff, one representative appointed by the Oshkosh Student Association, and one representative appointed by the Director of Equity and Affirmative Action. If it is necessary to modify any of the representation levels set forth below, the convener must first consult with the executive committee of the concerned governance group or groups (i.e., the Faculty Senate, the Senate of Academic Staff, or the Oshkosh Student Association).

1.3.1 Faculty. Consistent with Article II, Section 5 of the Faculty Constitution: "The Faculty Senate shall select faculty representatives for search and screen committees for System and university level administrators above the level of dean, specifically including the executive director of libraries and learning resources." Further, as stated in Article IX, Section 4 of the Faculty Constitution: "Search and screen committees for deans and equivalent administrators of faculty units shall be composed of at least 60 percent faculty members elected in accordance with the faculty unit bylaws. In the case of Libraries and Learning Resources, faculty from outside that unit, chosen by the Faculty Senate, may be included in the faculty membership of committees under this section, in which case, at least one-half of such membership shall be faculty from Libraries and Learning Resources elected under that unit's bylaws." A search and screen committee for Provost and Vice Chancellor or for Assistant or Associate Vice Chancellors in areas of primary faculty responsibility shall be composed of at least 60 percent faculty representation, as appointed by the Faculty Senate.

1.3.2 Academic Staff. The Senate of Academic Staff shall select two or more representatives for all search and screen committees. For those positions with significant responsibilities for non-academic matters (i.e., those not related to matters of primary faculty responsibility), the convener shall ask the Senate of Academic Staff to appoint a majority of the members of those committees.

1.3.3 Students. At least 20 percent of the members of committees for positions involving responsibility for developing, formulating, reviewing, or implementing policies and procedures concerning student life, student services and related student interests shall be appointed by the Oshkosh Student Association. (The Oshkosh Student Association shall refer appointments for searches that relate to areas specifically delegated to the Reeve Union Board or United Students in Residence Halls to those respective organizations.)

1.3.4 Affirmative Action. The representative of the Council for Equity and Affirmative Action shall be appointed by the Director of Equity and Affirmative Action after consultation with the Chair of the Council of Equity and Affirmative Action.

**Policies Relating to Search and Screen Committees for Limited Appointments and  
Selected Academic Staff Positions**

**PART TWO. Committee Organization.**

- 2.1 The convener will prepare a position description to be reviewed by the committee prior to the publication.
- 2.2 Prior to appointing the committee chair, the convener may consult with the Director of Equity and Affirmative Action and (as appropriate to the position) the governance group president(s).
- 2.3 Unless otherwise directed by the convener, only the chair (or the chair's designee) is authorized to make statements concerning the committee and its activities. All questions concerning the committee shall be addressed to the chair (who may consult with the convener).
- 2.4 The vice-chair shall be elected by the committee to exercise the responsibilities of the chair in the chair's absence.
- 2.5 The convener may provide a written charge to the committee.
- 2.6 The convener shall make arrangements to cover: (1) the costs associated with committee business; (2) any necessary clerical support for the committee; and (3) the secure storage of committee files and materials.

**PART THREE. The Work of the Committee.**

- 3.1 All committee business shall be in meetings called by the chair with proper notice as required under the Wisconsin Open Meetings law. The committee shall strictly follow the requirements of the open meetings law and the stated exemptions (and procedural requirements) for meeting in closed session.
- 3.2 Sixty percent of the committee will constitute a quorum. Committee members may not vote by proxy or by absentee ballot.
- 3.3 Confidentiality. Any and all inquiries relating to the committee shall be referred to the chair.
- 3.3.1 All committee deliberations and all committee materials shall be considered and kept confidential. All requests for access to, or disclosure of, committee records shall be considered in light of the provisions of the public records law, and the statutory exemptions (and applicable procedures) for denying access. The committee may seek an administrative interpretation from the Chancellor prior to responding to any requests for records or information under the Wisconsin public records law.
- 3.3.2 No committee minutes from closed committee meetings, and no committee records relating to the review of credentials and no other supporting materials shall be copied for circulation among committee members. These confidential documents shall only be available to the committee in an identified location. The personal notes from committee members shall remain filed with the other confidential materials.
- 3.3.3 Committee minutes, documents, and recommendations shall not be subject to review by any governance group.
- 3.3.4 Unless specifically provided for under these procedures, no business of the committee should be discussed outside of committee meetings with non-committee members.
- 3.4 Affirmative Action. The committee member who serves as the Council of Equity and Affirmative Action representative shall consult with the Director of Equity and Affirmative Action prior to the first committee meeting to receive information concerning appropriate affirmative action policies and procedures.
- 3.4.1 The Affirmative Action representative shall provide the committee with assistance and guidance in meeting the requirements of the University's Affirmative Action Plan and ensuring that all committee activities conform to all processes and procedures for providing Affirmative Action and Equal Employment Opportunity.

**Policies Relating to Search and Screen Committees for Limited Appointments and Selected Academic Staff Positions**

- 1 3.4.2 The chair may also consult with the Director of Equity and Affirmative Action, as neces-  
2 sary, during the course of committee deliberations.
- 3 3.5 No committee member may apply for, or be considered for, the position under review by  
4 the committee. (A committee member must resign from the committee before being con-  
5 sidered.)
- 6 3.6 Committees are expected to operate informally. By two-thirds vote, the committee may  
7 adopt other procedures not in conflict with these requirements. If parliamentary authority  
8 is required for matters not addressed here, the committee shall use the current edition of  
9 Sturgis' *Standard Code of Parliamentary Procedure*.
- 10 3.7 Recruitment Plan. Prior to the publication of the position announcement, the committee (in  
11 consultation with the convener and the Director of Equity and Affirmative Action) shall  
12 prepare a recruitment plan. When developing the plan, the committee shall consider the  
13 likely sources of applications and the media sources most likely to encourage the most di-  
14 verse pool of qualified applicants. The plan shall be consistent with the University's Affir-  
15 mative Action Plan and any special hiring goals.
- 16 3.7.1 The committee shall comply with the requirements of section 19.36(7) of the *Wisconsin*  
17 *Statutes*, relating to the identities of applicants for employment at the University. The first  
18 contact with applicants or nominees should include a form noting whether or not they wish  
19 their identity revealed.
- 20 3.7.2 Before the committee proceeds with recruitment, the Director of Equity and Affirmative Ac-  
21 tion and the convener must approve the position announcement and the recruitment plan.
- 22 3.8 Receipt of Applications/Nominations. The committee shall provide acknowledgment of all  
23 applications or nominations as soon as practicable. (The committee will retain copies of all  
24 correspondence.) Separate files (identified by number, name, and date of receipt) should  
25 be created for each person. All files shall be confidential and stored in a secure location  
26 with review limited to committee members.
- 27 3.9 Initial Screening. The initial screening of files to determine whether applicants are quali-  
28 fied for further consideration may be done by a subcommittee. All subcommittee recom-  
29 mendations shall be reviewed and ratified by the full committee. Unqualified candidates  
30 can be notified at the conclusion of this stage. The subcommittee or chair may contact in-  
31 dividuals to ascertain continued interest in the position and to request any additional in-  
32 formation. In advance of each meeting, the chair shall prepare a list of the files to be  
33 screened. Whenever possible, the committee shall be given at least two working days to  
34 review the files scheduled for review.
- 35 3.9.1 During the meeting, each file shall be presented to the committee. The committee may  
36 request additional information from any candidate or from all candidates.
- 37 3.9.2 The committee may reconsider candidates at any time in the process.
- 38 3.9.3 In exceptional cases, where the deadline prevents consideration of a candidate late in ap-  
39 plying, the committee may seek permission from the convener to re-open the search  
40 (through re-advertisement).
- 41 3.10 Semi-Finalists. The chair shall assign committee members the responsibility of presenting  
42 the files of the candidates. All members of the committee shall be afforded an opportunity  
43 to offer comments concerning each candidate. Telephone interviews may be held at this  
44 stage. Notes and records of all interviews and calls should be included in each candi-  
45 date's file.
- 46 3.10.1 After the committee has assessed each candidate, the committee will rank the candi-  
47 dates. On the basis of these rankings and other relevant factors (such as Affirmative Ac-  
48 tion considerations), the committee shall then establish a list of semi-finalists.
- 49 3.10.2 The chair may seek any additional materials necessary to complete the files of all semi-  
50 finalists. The chair may seek letters of recommendation from references (whether sup-  
51 plied by the candidate or as identified from other sources).

**Policies Relating to Search and Screen Committees for Limited Appointments and Selected Academic Staff Positions**

1 3.11 Finalists. The committee shall develop an acceptable procedure to establish the list of  
2 finalists. The unranked list of finalists shall be sent to the convener in alphabetical order.  
3 The committee may forward the tally information as an addendum. If the tally information  
4 is not supplied, the convener may request it from the committee.

5 **PART FOUR. Interviews.**

6 The convener shall review the files of finalists recommended by the committee. The convener shall  
7 consult with the committee chair concerning the results of the review preceding the establishment of  
8 an interview schedule.

9 4.1 With good cause (such as Affirmative Action), and by providing a statement of explana-  
10 tion, the convener may ask the committee to review a request to interview one or more  
11 applicants who were not included on the list of finalists forwarded by the committee. In  
12 formulating its recommendation, the committee shall give considerable weight to the rea-  
13 sons identified by the convener at the time the request is presented.

14 4.2 Prior to interview of the finalists, the convener (or the Affirmative Action representative on  
15 the committee) shall complete the Affirmative Action personnel form and consult with the  
16 Director of Equity and Affirmative Action to secure approval to interview. At this time, the  
17 Director of Equity and Affirmative Action may also review the files of the applicants no  
18 longer under consideration by the committee. At the conclusion of this review, and with  
19 the Director of Equity and Affirmative Action's permission, these applicant files can be  
20 closed by sending an appropriate letter to the applicants or nominees.

21 4.3 Once authorization to interview is received, the convener, in consultation with the commit-  
22 tee chair, shall establish the date(s) for the interview, the location, and list of persons who  
23 will participate in the interviews. Interviews should be conducted in an informal setting that  
24 encourages thorough and thoughtful discussions.

25 4.4 Appointments. The convener may meet with the committee prior to making an offer for  
26 appointment to the position. If none of those interviewed are selected for appointment, the  
27 convener has the option of discharging the committee and initiating a new search, or  
28 charging the committee to re-open the search with a new deadline. After an individual has  
29 been appointed, the convener may meet with the committee to discuss the work of the  
30 committee.

31 4.5 Discharge. After all committee affairs have been complete, the convener shall discharge  
32 the committee. At this time, the chair should close any files that remain open with appro-  
33 priate correspondence. The chair shall collect, seal and store all committee materials  
34 (e.g., applicant files, committee minutes, correspondence, evaluation and voting records,  
35 and any other miscellaneous records). Search and screen files will be retained for at least  
36 seven years.

37 **PART FIVE. Addendum -- Complaints.**

38 Subject to the confidentiality requirements stated above, all complaints or expressions of concern re-  
39 lating to these procedures shall be sent in writing addressed to the convener (with copies to the com-  
40 mittee chair and Chancellor).

41 5.1 The convener shall respond in writing.

42 5.2 If the matter is not satisfactorily resolved at this level, the Chancellor (or designate) may  
43 conduct an investigation into the matter and prepare findings.

44 5.3 The Chancellor's decision is final and not subject to further review.

45 **History: This policy was originally approved on March 31, 1989. Revisions to the policy were**  
46 **approved by Chancellor Kerrigan on May 13, 1992.**

## Faculty Involvement in Administrator Evaluation

### 1 GOV 6.5. Faculty Involvement in Administrator Evaluation.

2  
3 Adopted: November 15, 1990  
Revisions approved: May 29, 2009

#### 4 **Statement of Policy.**

5 All administrators at the University of Wisconsin Oshkosh shall be subject to periodic performance  
6 evaluations. All assessments of administrative job performance shall take into account:

- 7 A. the divergent roles and responsibilities of different administrators;
- 8 B. their respective contributions to the University's mission and goals;
- 9 C. their activities in the context of the present and emerging needs of the University; and
- 10 D. their attention to, and support of, affirmative action.

#### 11 **Procedures.**

- 12 A. Annual Review - The Chancellor and the Provost and Vice Chancellor shall conduct an annual  
13 performance review of all administrators who directly report to them; they shall also require  
14 annual performance reviews for all other administrators.
- 15 B. Administrators Involved with Matters of Primary Faculty Responsibility - As provided in Article  
16 II, Section 6 of the Faculty Constitution: "The Faculty Senate will share in the development of  
17 university policy and procedures for the evaluation of administrators concerned with matters of  
18 primary faculty responsibility." The following procedures apply to the evaluations of such ad-  
19 ministrators.
  - 20 1. All evaluations shall be based upon the role and the responsibility of the administrator (in-  
21 cluding any other specific expectations), as identified either at the time of appointment or  
22 after appointment.
  - 23 2. The evaluation process may vary from year to year and in response to such factors as:
    - 24 a. the nature of the position;
    - 25 b. changes in role or responsibility;
    - 26 c. changes in specific expectations;
    - 27 d. the length of service;
    - 28 e. current or emerging issues; or
    - 29 f. any other relevant subjects, issues, or concerns.
- 30 C. Faculty Input for Assessment - Faculty shall provide direct input into the assessment process  
31 for the Provost and Vice Chancellor, Associate/Assistant Vice Chancellors, Deans, the Assis-  
32 tant Vice Chancellor of Information Technology, and Associate/Assistant Deans and equiva-  
33 lents.
  - 34 1. Provost and Vice Chancellor - Following the appointment of the Provost and Vice Chan-  
35 cellor, the Chancellor and the Provost and Vice Chancellor shall meet with the Administra-  
36 tors Evaluation Committee to discuss the role and responsibility of the Provost and Vice  
37 Chancellor and to provide an opportunity for faculty input and reaction. The Administrators  
38 Evaluation Committee shall consist of no more than seven members, appointed by the  
39 Faculty Senate with representation from each college and division within the College of  
40 Letters and Science when possible. Additional provisions:
    - 41 a. Subsequent meetings shall be held at least once every three years and may address  
42 such issues as: faculty expectations, current or emerging issues, actions taken in re-  
43 sponse to the prior faculty input, and any other relevant subjects, issues, or concerns.
    - 44 b. Following the initial meeting, and in advance of any subsequent meeting, the Chan-  
45 cellor, in consultation with the Provost and Vice Chancellor and the Administrators  
46 Evaluation Committee described above, shall develop a suitable method for the solici-  
47 tation of faculty input into the assessment of the performance of the Provost and Vice  
48 Chancellor. All faculty input data shall be kept confidential. The data shall be consi-

## Faculty Involvement in Administrator Evaluation

1 dered and discussed during the next formal assessment. Faculty input in such as-  
2 sessment shall be provided at least once every three years.

3 2. Associate/Assistant Vice Chancellors - The Provost and Vice Chancellor shall ensure fa-  
4 culty input in the evaluation of the Associate/Assistant Vice Chancellors, as appropriate to  
5 the position, in consultation with the Administrators Evaluation Committee. Faculty input  
6 shall be provided at least once every three years.

7 3. Deans - As soon as possible following the appointment of a Dean, the Provost and Vice  
8 Chancellor shall meet with a faculty committee, elected by the members of the Dean's col-  
9 lege, to discuss the role and responsibility of the Dean and to provide for faculty input and  
10 reaction. Additional provisions:

11 a. Subsequent meetings shall be held at least once every three years and may address  
12 such issues as: faculty expectations, current or emerging issues, actions taken in re-  
13 sponse to the prior faculty input, and any other relevant subjects, issues, or concerns.  
14 The subsequent meetings may, as determined by the Provost and Vice Chancellor,  
15 involve joint or separate meetings between the committee and the Provost and Vice  
16 Chancellor and the Dean.

17 b. Following the initial meeting, and in advance of any subsequent meeting, the Provost  
18 and Vice Chancellor, in consultation with the Dean and the faculty committee de-  
19 scribed above, shall develop a suitable method for the solicitation of faculty input into  
20 the assessment of the performance of the Dean. All data shall be kept confidential.  
21 The data shall be considered and discussed during the next formal assessment. Fa-  
22 culty input in such assessment shall be provided at least once every three years.

23 4. Associate/Assistant Deans - As soon as possible following the appointment of an Asso-  
24 ciate or Assistant Dean, the Dean shall meet with a faculty committee, elected by the  
25 members of the college or division of the college, as appropriate, to discuss the role and  
26 responsibility of the Associate/Assistant Dean and to provide for faculty input and reac-  
27 tion. Additional provisions:

28 a. Subsequent meetings shall be held at least once every three years and may address  
29 such issues as: faculty expectations, current or emerging issues, actions taken in re-  
30 sponse to the prior faculty input, and any other relevant subjects, issues, or concerns.  
31 The subsequent meetings may, as determined by the Dean, involve joint or separate  
32 meetings between the committee and the Dean and the Associate/Assistant Dean.

33 b. Following the initial meeting, and in advance of any subsequent meeting, the Dean, in  
34 consultation with the Associate/Assistant Dean and the faculty committee described  
35 above, shall develop a suitable method for the solicitation of faculty input into the as-  
36 sessment of the performance of the Associate/Assistant Dean. All faculty input data  
37 shall be kept confidential. The data shall be considered and discussed during the next  
38 formal assessment. Faculty input in such assessment shall be provided at least once  
39 every three years.

### 40 D. Periodic Review of Policy

41 1. This statement of policy and procedures shall be periodically reviewed by the Chancellor  
42 and the Faculty Senate. Any proposed modifications or changes to this policy shall be  
43 subject to consultation between the Chancellor and the Faculty Senate.

44 2. The Faculty Senate Executive Committee shall inform the Chancellor of any concerns re-  
45 lating to the interpretation, application or administration of this policy.

46 (HISTORY: An earlier version of this statement of policy and procedures pertaining to administrative evaluation was reviewed  
47 and considered by the Faculty Senate on November 6, 1990. After approval of an amendment from the floor, the Faculty Senate  
48 unanimously approved a version that was transmitted to Chancellor Kerrigan on November 13, 1990. After review of the senate-  
49 approved document and conferral with Dr. Zillur R. Khan, President of the Faculty Senate, Chancellor Kerrigan approved this  
50 slightly revised version on November 15, 1990. [The Chancellor's approved version made several editorial changes that made  
51 the procedures for Deans and Assistant/Associate Deans parallel to the procedures that apply to the Provost and Vice Chancel-  
52 lor.] This statement of policy and procedures is effective as of November 15, 1990.)

Principles Relating to the Review of Irregularities in the Conduct of Department Affairs

**GOV 6.6. Principles Relating to the Review of Irregularities in the Conduct of Department Affairs.**

Approved by Faculty Senate

September 28, 1993

Approved by Chancellor John E. Kerrigan

October 11, 1993

The following four-step process for addressing irregularities in the conduct of department affairs is designed to have problems rectified at the lowest possible level. These procedures are in accordance with state law, regent and system rules, and university personnel policies and procedures. Irregularities arising from the alleged failure to observe the rules set forth in the Faculty Constitution and related documents, including the Faculty Personnel Rules, should be brought first to the Executive Committee of the Faculty Senate for resolution.

1. After consulting with the Provost and Vice Chancellor, the Dean and the Faculty Senate Executive Committee, the Chancellor may send written notice to the department chair (with copies to the members of the department). The Chancellor shall identify the irregularities that are of concern and the period of time in which the department should rectify these conditions. By the end of the period of time that the Chancellor identified, the department chair should prepare a written report to the Dean that describes various actions undertaken by the department to rectify the irregularities that were identified by the Chancellor. The Dean shall review this material and forward it to the Provost and Vice Chancellor along with the dean's recommendation. The Provost and Vice Chancellor, in turn, shall review this material and forward it to the Chancellor along with a recommendation.
2. Based on the review of the department's materials by the Dean, Provost and Vice Chancellor, and Chancellor, if the Chancellor concludes that the irregularities have not been rectified by the department in the identified period of time, the Chancellor shall then confer with the following individuals and offices: Provost and Vice Chancellor, Dean, and the faculty senate executive committee. At the end of that consultation, the Chancellor may send written notice to the Dean with copies to the department chairperson and members of the department that identifies the irregularities that are still of concern and the period of time in which the college should rectify these concerns. By the end of the identified period of time, the Dean should report to the Provost and Vice Chancellor regarding the actions which have been taken to rectify these irregularities.
3. If the irregularities are not rectified in the identified period of time and after consulting with the Provost and Vice Chancellor, the Dean, and the faculty senate executive committee, the Chancellor may send written notice to the Dean, with a copy to the department chairperson and department members to provide final notice that the Chancellor will act to address the irregularities if the matters are not promptly rectified to the satisfaction of the Chancellor.
4. If the irregularities still have not been rectified, and after consulting with the Provost and Vice Chancellor, the Dean and the faculty senate executive committee, the Chancellor may send written notice to the department chair and department members to indicate the actions the Chancellor is taking. At this time, the Chancellor shall identify in writing the irregularities which caused the Chancellor to act and any specific conditions, criteria, or other requirements which need to be met by the department in order for it to be restored to normal status.

## University of Wisconsin Oshkosh Criminal Background Check Policy

### 1 **GOV 6.7. University of Wisconsin Oshkosh Criminal Background Check Policy**

2 Approved by Senate of Academic Staff 04/26/07  
3 Approved by Provost's Administrative Staff 05/01/07  
4 Approved by Faculty Senate 05/01/07  
5 Approved by UW System 11/21/07

#### 6 **Statement of Policy**

7 The University of Wisconsin Oshkosh is committed to providing a high quality, safe and secure envi-  
8 ronment for its workforce, partners, students and clients. This policy to conduct criminal background  
9 checks applies to all new hires for classified and unclassified positions. A 'new hire' in a faculty or  
10 academic staff position shall be defined as any prospective employee that is not currently a UW-  
11 Oshkosh employee or an employee of another UW System institution. A 'new hire' in classified service  
12 shall be defined as any prospective employee that is not currently a UW System or other State of Wis-  
13 consin agency employee. Current UW Oshkosh employees or employees of other UW System institu-  
14 tions who are moving to a position within UW Oshkosh, through transfer, promotion, or otherwise, will  
15 not be subject to a criminal background check unless such a check is otherwise required by law (e.g.,  
16 Wisconsin's Caregiver Law [Wisconsin Statutes, Chapters 48 and 50] and Fiduciary Responsibility  
17 Law [Wisconsin Statutes, Section 230.17(3)]. Criminal background checks conducted on foreign nati-  
18 onals will be subject to the following provisions: A criminal history check will be conducted covering  
19 time in the United States if the period of time that the individual has been in the United States exceeds  
20 six months. A criminal history check in the individual's prior country(ies) of residence will be conducted  
21 only if their country(ies) of residence provides criminal background information. Media searches are  
22 not considered a criminal background search. It is the practice of UW Oshkosh to conduct criminal  
23 background checks on current UW Oshkosh and UW System employees who are candidates for cer-  
24 tain positions of trust or where the majority of their duties are in residence halls. The Office of Human  
25 Resources, in consultation with appropriate parties, will determine on a case-by-case basis if a posi-  
26 tion is deemed a "position of trust." The Office of State Employment Relations must approve a classi-  
27 fied position being designated a "position of trust."

28 Other types of background checks and/or evaluations may be utilized due to the nature of particular  
29 positions, (e.g. day care workers and other caregiver employees, law enforcement and security work-  
30 ers, positions with access to funds or with fiduciary responsibilities, positions with access to hazardous  
31 agents or materials). Additionally, the nature of certain positions could involve the need to conduct  
32 non-criminal background checks such as drug analyses, psychological evaluations, and credit checks.  
33 The University may choose to conduct background checks for all vacancies in all types of employment  
34 without exception, in accordance with this policy. Nothing in this policy precludes the University from  
35 conducting position specific checks (criminal and non-criminal) on an as-needed basis.

36 Normally, UW Oshkosh employees in their current positions will not be subject to criminal records re-  
37 views under this policy. Exceptions would include recurring reviews for those positions required under  
38 state and federal laws, (e.g. day care workers and other caregiver employees, etc.).

39 This policy also applies to temporary or limited term employees, student employees, interns, graduate  
40 assistants and volunteers if the position warrants a criminal background check according to state or  
41 federal laws, (e.g. day care workers and other caregiver employees, law enforcement and security  
42 workers, positions with access to funds or with fiduciary responsibilities, positions with access to ha-  
43 zardous agents or materials), if the majority of duties are in residence halls, or if the position is  
44 deemed a position of trust. Temporary or limited term employees, student employees, interns, gradu-  
45 ate assistants or volunteers in a position that does not warrant a criminal background check per the  
46 guidelines stated above will be exempt from a criminal background check upon hire.

47 The University of Wisconsin Oshkosh complies with the Wisconsin Fair Employment Act (s. 111.3.1 et  
48 seq., Wis. Stats.), the Public Employee Safety and Health requirements under s. 101.11 Wis. Stats.,  
49 the Drug-Free Workplace Act (41 U.S.C. Sec. 701 et. Seq.), and other state, federal and constitutional  
50 requirements for the protection of applicants, employees, students and all other University and com-  
51 munity users of UW Oshkosh. This policy ensures that all prospective employees are treated consis-  
52 tently and equitably.

#### 53 **Procedures for Conducting Criminal Background Checks**

54 All vacancy announcements (including advertisements) will either direct individuals to the human re-

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1 sources web site to view the position announcement or contain the following statement: "Employment  
2 will require a criminal background check." This language will appear on all position announcements on  
3 the human resources web site. The following language also may be added to vacancy announce-  
4 ments and ads: "A pending criminal charge or conviction will not necessarily disqualify an applicant. In  
5 compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis  
6 of arrest or conviction record."

7 Prior to being offered a position, the finalist for a position will be required to provide accurate and suf-  
8 ficient information necessary to conduct a background check. This includes authorization to conduct  
9 the background check. Both the employer's notice to candidates and the applicant's disclosure and  
10 authorization must be documents separate from the job application form. An applicant who fails to  
11 complete the disclosure form in a timely manner will not be considered further for the position. An ap-  
12 plicant's failure to accurately and completely disclose his or her criminal conviction history may be  
13 grounds for removal from further consideration for a position. Please see the UW Oshkosh Criminal  
14 Background Check Procedures document regarding important procedures to follow in the event of an  
15 address discrepancy.

16 The hiring department can make an offer of employment with the understanding that final confirmation  
17 of the appointment is contingent upon the successful outcome of the criminal record review. The candi-  
18 date may not begin employment until the background check has been completed, except in certain  
19 circumstances approved by the Vice Chancellor of the Division and the Human Resources Director or  
20 designee.

21 All criminal record reviews will be made in conjunction with the Wisconsin Department of Justice and  
22 jurisdictions in other states or countries, and will include the review of records in any and all jurisdic-  
23 tions deemed prudent. For jurisdictions located outside the state of Wisconsin, an outside vendor will  
24 perform the criminal background checks on prospective employees. For prospective employees who  
25 have resided only in Wisconsin, the Human Resources Office will perform the criminal background  
26 checks.

27 The standard criminal background checks conducted will include:

- 28 • Social Security Number Trace – Authenticates applicant's information and generates a list of  
29 addresses the applicant has lived at for the last seven years
- 30 • Criminal Felony/Misdemeanor by county of residence
- 31 • Sex Offender Registry

32 UW Oshkosh will comply with the Fair Credit Reporting Act for outside criminal background checks.  
33 The following additional responsibilities will be completed by the Human Resources Office in com-  
34 pliance with the Federal Fair Credit Reporting Act:

- 35 • The completed disclosure form and the results of the background check (whether done by the  
36 Human Resources Office or an outside vendor) will be reviewed by the Human Resources Of-  
37 fice for further analysis.
- 38 • Before an applicant is not offered a position based on information in a criminal history report,  
39 he/she is provided with a copy of the report and an opportunity to dispute or explain within  
40 three business days information in the report that the applicant believes is inaccurate or in-  
41 complete.

### 42 **Costs**

43 The cost of criminal background checks will be paid by the hiring department.

### 44 **Criminal Records Review Consultation**

45 Regardless of whether the criminal background check is completed by the Human Resources Office  
46 or an outside vendor, in reviewing the results of a criminal records review on an individual applicant  
47 the Human Resources Office will review each individual on a case-by-case basis and consider the  
48 following factors in order to determine whether there is the potential for substantial relationship be-  
49 tween the conviction and the employment position and whether the individual may be further consi-  
50 dered for the position:

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- 1 1. The Offense: the nature, severity and intentionality of the offense(s) including but not limited to:
  - 2 a) the statutory elements of the offense (rather than the individual's account of the facts of the of-
  - 3 fense(s);
  - 4 b) the individual's age at time of offense(s);
  - 5 c) number and type of offenses (felony, misdemeanor, traffic, other);
  - 6 d) time elapsed since the last offense;
  - 7 e) the individual's probation or parole status;
  - 8 f) whether the circumstances arose out of an employment situation; and
  - 9 g) whether there is a pattern of offenses.
- 10 2. The Position: the duties, responsibilities and circumstances of the position applied for, including  
11 but not limited to:
  - 12 a) the nature and scope of the position, including key access to residential facilities, key access  
13 to other facilities, access to cash and access to vulnerable populations, including minor child-  
14 ren;
  - 15 b) the nature and scope of the position's student, public or other interpersonal contact;
  - 16 c) the extent to which the position's autonomy and discretionary authority;
  - 17 d) the amount and type of supervision received in the position or provided to subordinate staff;
  - 18 e) The sensitive nature of the data or records maintained or to which the position has access;
  - 19 f) The opportunity presented for the commission of additional offenses; and
  - 20 g) the extent to which acceptable job performance requires the trust and confidence of the em-  
21 ployer, the University, or the public.

22 If the disclosure form or the criminal records review reveals a pending charge or conviction record and  
23 its relationship to the vacant position is substantial enough to warrant contemplating removing the  
24 candidate from employment consideration, the Human Resources Office shall consult with the UW-  
25 System Office of General Counsel, the UW Oshkosh Police Department, the division Vice Chancellor  
26 and any other professionals deemed necessary to make a determination as to whether there is a sub-  
27 stantial relationship between the pending charge and/or conviction record and the position responsibil-  
28 ities.

29 The final determination to appoint or reject an individual on the basis of a criminal records review will  
30 be made by the Director of Human Resources (or designee), the Equity & Affirmative Action Director,  
31 the appropriate Vice Chancellor (or designee) as appointing authority for the division, and in the case  
32 of faculty hires a tenured faculty member appointed by the faculty senate and in the case of academic  
33 staff hires an academic staff employee appointed by the Academic Staff Council. Search and screen  
34 committees and hiring departments will not have access to the criminal background check information.

35 Information and records gathered or created in the course of criminal background reviews will be  
36 maintained by the Human Resources Office in a separate locked file for seven years after the position  
37 has been filled and then disposed of according to the University's records retention policy. The  
38 records will be released only on a need-to-know basis upon the express authority of the Human Re-  
39 sources Director and division Vice Chancellor.

### 40 **Departmental Procedures**

41 In order to facilitate a criminal records check and not unnecessarily delay the hiring process, any of  
42 the following options can be used for a recruitment involving a criminal records check (an option is  
43 chosen by the hiring authority depending on the particular recruitment situation).

44 The criminal background check is done:

45 Option A: when the finalist(s) to be interviewed is (are) chosen; or

46 Option B: when a finalist to be offered the position is determined; or

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1 Option C: when a finalist is offered the position contingent upon a successful criminal background  
2 check outcome. (The hiring unit can make a conditional offer of employment prior to completion of the  
3 criminal background check with the understanding that final confirmation of the appointment is condi-  
4 tional on the successful outcome of the criminal records review. The candidate may not begin em-  
5 ployment until the background check has been completed, except in certain circumstances approved  
6 by the division Vice Chancellor and the Human Resources Director or their designees.)

- 7 1. After choosing one of the above three options, the hiring unit should communicate this information  
8 to the Human Resources Office.
- 9 2. When the criminal background check for the recruitment is successfully completed, the Human  
10 Resources Office and hiring unit are notified so that the final offer of appointment may be ex-  
11 tended.

### 12 **Procedure for Department to Conduct Own Criminal Background Check**

13 UW Oshkosh utilizes one criminal background check policy and procedures plan. With the approval of  
14 the Human Resources Office, a University department may conduct their own criminal background  
15 checks according to the procedures outlined in the UW Oshkosh Criminal Background Check policy  
16 and procedures plan. As part of an approval, the Human Resources Office will require the department  
17 to sign an agreement form, and will audit the department procedures on an annual basis. Any informa-  
18 tion obtained as a result of conducting a criminal background check is to be kept confidential, with the  
19 files being transferred to the Human Resources Office annually and no copies being kept in the de-  
20 partment. Failure to keep the information confidential may result in a violation of an employee work  
21 rule which could lead to discipline up to and including termination. The individuals responsible for  
22 maintaining records will be asked to sign a confidentiality agreement. Failure by the department to  
23 comply with the UW Oshkosh criminal background check policy and procedures plan will result in the  
24 department losing the ability to conduct their own checks.

25 If the background check reveals a pending charge or conviction record and rejecting the applicant may  
26 be contemplated as a result, the department will contact the Human Resources Director or designee.  
27 He/she will consult with the "Review Team" to consist of the Director of Human Resources Office or  
28 designee, the Equity & Affirmative Action Office, and the appropriate Vice Chancellor or designee as  
29 outlined in the "Criminal Records Review Consultation" section above to review the criminal back-  
30 ground check. The Review Team shall be the final decision maker in determining if the criminal activity  
31 is substantially related to the functions of the position, and whether a final offer to hire can be made to  
32 the candidate.

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