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**NEW LANGUAGE APPROVED
AFTER PUBLICATION OF 2009 HANDBOOK**

Handbook Section	Item	Date Approved

GOV 3.2. Administrators Evaluation Committee.

- A. Responsibilities - The committee will **ensure** faculty participation in the evaluation of administrators as specified in The Faculty Senate Constitution Article II Section 6. Specific procedures for providing participation in the evaluation of administrators above the Dean's level will be recommended to the Faculty Senate. **Further it will maintain and publish a schedule for evaluation of academic administrators at an above the Dean's level and will recommend to the Senate changes in policies for the provision of faculty participation in the evaluation of administrators.**
- B. Membership - The committee will consist of seven (7) faculty members with rotating three- year terms. At least one member of the committee will be a member of the Faculty Senate. The Committee on Committees will recommend potential committee members with final appointments being made by the Faculty Senate.
- C. Chair - The chair of the committee will be elected by the committee from among the members. The chair will serve a one-year term renewable by election for a maximum of three consecutive years. The chair is responsible for: facilitating committee meetings; conducting the election for chair in the Fall; and informing the Faculty Senate office of resignations of committee members and changes in the committee chair.

GOV 5.3. College of Letters and Science Bylaws.

Approved by Faculty Senate October 24, 2000
Revisions Approved by Faculty Committee Spring 2006
Approved by Faculty Senate October 24, 2006
Approved by Faculty Senate May 12, 2009

ARTICLE IV. Governance and Procedures.

A. Letters and Science Council and Standing Governance Committees

The College will have a Letters and Science Council, and the following standing governance committees:

1. Letters and Science Faculty Committee
2. Tenure and Renewal Committee
3. Promotion Committee
4. Curriculum Committee
5. Program Review Committee
6. Student Academic Committee
7. Academic Council for Interdisciplinary

I. Academic Council for Interdisciplinary Studies

1. The Academic Council for Interdisciplinary Studies will formulate policy concerning the substance and process of Interdisciplinary Studies, as well as the evaluation of Interdisciplinary Studies courses. The Academic Council for Interdisciplinary Studies will forward its recommendations that fall under the purview of the Curriculum Committee to that committee and all other recommendations will be forwarded to the Faculty Committee prior to their transmission to the Dean.
2. The Council will review and implement policy pertaining to the Interdisciplinary Studies curriculum.
3. The Council will monitor the academic quality and effectiveness of the Interdisciplinary Studies curriculum.
4. The Council will act as the initial level of review in the curriculum development process.

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

Distinguished Teaching Award Committee.

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

Composition: Faculty – 7 (1 from each professional college, and 4 from Letters and Science/each division, including, if possible, a prior award recipient); Instructional Academic Staff -- 3 (including, if possible, a prior award recipient); Administration -- 1 (appointed by the Provost and Vice Chancellor as an ex officio non-voting member); Students – 3; Alumni Board -- 12 (the Chancellor should make ~~these appointments~~this appointment based upon the joint recommendation from the Director of University Relations and the Director of Alumni Affairs).

Chair: Chosen by committee.

GOV 6.5. Faculty Involvement in Administrator Evaluation.

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

Statement of Policy.

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

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

Procedures.

- A. Annual Review - The Chancellor and the Provost and Vice Chancellor shall conduct an annual performance review of all administrators who directly report to them; they shall also require annual performance reviews for all other administrators.
- B. Administrators Involved with Matters of Primary Faculty Responsibility - As provided in Article II, Section 6 of the Faculty Constitution: "The Faculty Senate will share in the development of university policy and procedures for the evaluation of administrators concerned with matters of primary faculty responsibility." The following procedures apply to the evaluations of such administrators.
 1. All evaluations shall be based upon the role and the responsibility of the administrator (including any other specific expectations), as identified either at the time of appointment or after appointment.
 2. The evaluation process may vary from year to year and in response to such factors as:
 - a. the nature of the position;
 - b. changes in role or responsibility;
 - c. changes in specific expectations;
 - d. the length of service;
 - e. current or emerging issues; or
 - f. any other relevant subjects, issues, or concerns.
- C. Faculty Input for Assessment - Faculty shall provide direct input into the assessment process for the Provost and Vice Chancellor, Associate/Assistant Vice Chancellors, Deans, the Assistant Vice Chancellor of Information Technology, and Associate/Assistant Deans and equivalents.
 1. Provost and Vice Chancellor - Following the appointment of the Provost and Vice Chancellor, the Chancellor and the Provost and Vice Chancellor shall meet with the **Administrators Evaluation Committee** to discuss the role and responsibility of the Provost and Vice Chancellor and to provide an opportunity for faculty input and reaction. The **Administrators Evaluation Committee** shall consist of no more than seven members, appointed by the Faculty Senate with representation from each college and **division within the College of Letters and Science when possible**. Additional provisions:
 - a. Subsequent meetings shall be held at least once every three years and may address such issues as: faculty expectations, current or emerging issues, actions taken in response to the prior faculty input, and any other relevant subjects, issues, or concerns.
 - b. Following the initial meeting, and in advance of any subsequent meeting, the Chancellor, in consultation with the Provost and Vice Chancellor and the **Administrators Evaluation Committee** described above, shall develop a suitable method for the solicitation of faculty input into the assessment of the performance of the Provost and Vice Chancellor. All faculty input data shall be kept confidential. The data shall be considered and discussed during the next formal assessment. Faculty input in such assessment shall be provided at least once every three years.

2. Associate/Assistant Vice Chancellors - The Provost and Vice Chancellor shall ensure faculty input in the evaluation of the Associate/Assistant Vice Chancellors, as appropriate to the position, in consultation with the [Administrators Evaluation Committee](#). Faculty input shall be provided at least once every three years.
3. Deans - As soon as possible following the appointment of a Dean, the Provost and Vice Chancellor shall meet with a faculty committee, elected by the members of the Dean's college, to discuss the role and responsibility of the Dean and to provide for faculty input and reaction. Additional provisions:
 - a. Subsequent meetings shall be held at least once every three years and may address such issues as: faculty expectations, current or emerging issues, actions taken in response to the prior faculty input, and any other relevant subjects, issues, or concerns. The subsequent meetings may, as determined by the Provost and Vice Chancellor, involve joint or separate meetings between the committee and the Provost and Vice Chancellor and the Dean.
 - b. Following the initial meeting, and in advance of any subsequent meeting, the Provost and Vice Chancellor, in consultation with the Dean and the faculty committee described above, shall develop a suitable method for the solicitation of faculty input into the assessment of the performance of the Dean. All data shall be kept confidential. The data shall be considered and discussed during the next formal assessment. Faculty input in such assessment shall be provided at least once every three years.
4. Associate/Assistant Deans - As soon as possible following the appointment of an Associate or Assistant Dean, the Dean shall meet with a faculty committee, elected by the members of the college or division of the college, as appropriate, to discuss the role and responsibility of the Associate/Assistant Dean and to provide for faculty input and reaction. Additional provisions:
 - a. Subsequent meetings shall be held at least once every three years and may address such issues as: faculty expectations, current or emerging issues, actions taken in response to the prior faculty input, and any other relevant subjects, issues, or concerns. The subsequent meetings may, as determined by the Dean, involve joint or separate meetings between the committee and the Dean and the Associate/Assistant Dean.
 - b. Following the initial meeting, and in advance of any subsequent meeting, the Dean, in consultation with the Associate/Assistant Dean and the faculty committee described above, shall develop a suitable method for the solicitation of faculty input into the assessment of the performance of the Associate/Assistant Dean. All faculty input data shall be kept confidential. The data shall be considered and discussed during the next formal assessment. Faculty input in such assessment shall be provided at least once every three years.

D. Periodic Review of Policy

1. This statement of policy and procedures shall be periodically reviewed by the Chancellor and the Faculty Senate. Any proposed modifications or changes to this policy shall be subject to consultation between the Chancellor and the Faculty Senate.
2. The Faculty Senate Executive Committee shall inform the Chancellor of any concerns relating to the interpretation, application or administration of this policy.

GOV 6.7. University of Wisconsin Oshkosh Criminal Background Check Policy

Statement of Policy

The University of Wisconsin Oshkosh is committed to providing a high quality, safe and secure environment for its workforce, partners, students and clients. This policy to conduct criminal background checks applies to all new hires for classified and unclassified positions. A 'new hire' in a faculty or academic staff position shall be defined as any prospective employee that is not currently a UW-Oshkosh employee or an employee of another UW System institution. A 'new hire' in classified service shall be defined as any prospective employee that is not currently a UW System or other State of Wisconsin agency employee.. Current UW Oshkosh employees or employees of other UW System institutions who are moving to a position within UW Oshkosh, through transfer, promotion, or otherwise, will not be subject to a criminal background check unless such a check is otherwise required by law (e.g., Wisconsin's Caregiver Law (Wisconsin Statutes, Chapters 48 and 50) and Fiduciary Responsibility Law (Wisconsin Statutes, Section 230.17(3)). Criminal background checks conducted on foreign nationals will be subject to the following provisions: A criminal history check will be conducted covering time in the United States if the period of time that the individual has been in the United States exceeds six months. A criminal history check in the individual's prior country(ies) of residence will be conducted only if their country(ies) of residence provides criminal background information. Media searches are not considered a criminal background search. It is the practice of UW Oshkosh to conduct criminal background checks on current UW Oshkosh and UW System employees who are candidates for certain positions of trust or where the majority of their duties are in residence halls. The Office of Human Resources, in consultation with appropriate parties, will determine on a case-by-case basis if a position is deemed a "position of trust." **The Office of State Employment Relations must approve a classified position being designated a "position of trust."**

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

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

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

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

Procedures for Conducting Criminal Background Checks

All vacancy announcements (including advertisements) will either direct individuals to the human resources web site to view the position announcement or contain the following statement: "Employment will require a criminal background check." This language will appear on all position announcements on the human resources web site. The following language also may be added to vacancy announcements and ads: "A pending criminal charge or conviction will not necessarily disqualify an applicant. In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record."

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

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

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

The standard criminal background checks conducted will include:

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

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

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

COSTS

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

Criminal Records Review Consultation

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

1. The Offense: the nature, severity and intentionality of the offense(s) including but not limited to:
 - a) the statutory elements of the offense (rather than the individual's account of the facts of the offense(s));
 - b) the individual's age at time of offense(s);
 - c) number and type of offenses (felony, misdemeanor, traffic, other);
 - d) time elapsed since the last offense;
 - e) the individual's probation or parole status;
 - f) whether the circumstances arose out of an employment situation; and
 - g) whether there is a pattern of offenses.

2. The Position: the duties, responsibilities and circumstances of the position applied for, including but not limited to:
 - a) the nature and scope of the position, including key access to residential facilities, key access to other facilities, access to cash and access to vulnerable populations, including minor children;
 - b) the nature and scope of the position's student, public or other interpersonal contact;
 - c) the extent to which the position's autonomy and discretionary authority;
 - d) the amount and type of supervision received in the position or provided to subordinate staff;
 - e) The sensitive nature of the data or records maintained or to which the position has access;
 - f) The opportunity presented for the commission of additional offenses; and
 - g) the extent to which acceptable job performance requires the trust and confidence of the employer, the University, or the public.

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

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

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

Departmental Procedures

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

The criminal background check is done:

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

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

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

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

Procedure for Department to Conduct own Criminal Background Check

UW Oshkosh utilizes one criminal background check policy and procedures plan. With the approval of the Human Resources Office, a University department may conduct their own criminal background checks according to the

procedures outlined in the UW Oshkosh Criminal Background Check policy and procedures plan. As part of an approval, the Human Resources Office will require the department to sign an agreement form, and will audit the department procedures on an annual basis. Any information obtained as a result of conducting a criminal background check is to be kept confidential, with the files being transferred to the Human Resources Office annually and no copies being kept in the department. Failure to keep the information confidential may result in a violation of an employee work rule which could lead to discipline up to and including termination. **The individuals responsible for maintaining records will be asked to sign a confidentiality agreement.** Failure by the department to comply with the UW Oshkosh criminal background check policy and procedures plan will result in the department losing the ability to conduct their own checks.

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

Revised 11-19-07
Revised 09-30-08

GEN 1.2.(1). Affirmative Action.

University Policy Concerning Affirmative Action and Equal Employment Opportunity.

Equal Employment Opportunity and Affirmative Action are legal, social and economic responsibilities of the University. Accordingly, the University is subject to various federal and state laws and rules, including policies that are established by the University of Wisconsin System, relating to Affirmative Action and Equal Employment Opportunity. [Note: A partial listing of these laws includes the following: The Equal Pay Act of 1963, as amended; Title VI of the Civil Rights Act; Title VII of the Civil Rights Act of 1964; The Age Discrimination in Employment Act of 1967, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; Executive Order 11246, as amended; Executive Order 28; Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended; Chapters 36 and 230 of the *Wisconsin Statutes*. Please note that Executive Orders from the Governor of the State of Wisconsin, directives from other state agencies, and other miscellaneous rules, policies, and guidelines of the Board of Regents of the University of Wisconsin System are also applicable.] The policies, practices, and procedures of the University, as implemented at all levels, ensures the active and positive implementation of federal and state Equal Employment Opportunity and Affirmative Action laws, executive orders, rules and regulations and policies and guidelines of the University of Wisconsin System.

The University is committed to, and reaffirms support for, Equal Employment Opportunity and Affirmative Action and to non-discrimination in employment policies, practices, and procedures. As evidence of this commitment, the University will periodically examine all employment policies, practices, and procedures for impermissible discrimination on the basis of age, ancestry, arrest or conviction record, color, creed, disability, marital status, national origin, political affiliation, race, relationship to other employees, religion, sex, sexual orientation, gender identity or expression, veteran's status, membership in the National Guard, or other protected class or status. If the employment policies, practices, and procedures can be improved or if discrimination is found to be present, the University will immediately take such remedial action as is necessary to: (1) strengthen the policies, practices and procedures; (2) remediate the effect of such discrimination; and (3) ensure that the discrimination does not recur in the future.

The University's commitment to the policy of Affirmative Action is intended to overcome the present effects of past discrimination and to balance the composition of the work force while providing Equal Employment Opportunities for all and Affirmative Action for members of groups that are, or have been formerly, underrepresented, consistent with the requirements and limitations of federal and state law and regulations. Affirmative Action in all employment policies, practices, and procedures is required to be taken for women, racial and ethnic minorities, and persons with disabilities in unclassified, classified, limited term employment and project positions with the University. Affirmative Action efforts are implemented in all employment policies, practices, and procedures including, but not limited to, the following: appointments to committees, certifications, classifications, compensations, discharges, evaluations, fringe benefits, interviewing, layoffs, nonrenewals, placements, promotions, recruiting, retentions, screenings, selections, terminations, testing, training, and transfers.

It is recognized that any form of retaliation in employment, including retaliation against any employee or applicant for employment on the basis that they have filed a complaint, assisted with an investigation, or instituted other proceedings, also constitutes a form of discrimination that is expressly prohibited.

The University will appoint a Director of Equity and Affirmative Action and continue to maintain and support an Office of Equity & Affirmative Action. The University Director of Equity and Affirmative Action will report directly to the Chancellor. The Director of Equity and Affirmative Action is responsible for monitoring and evaluating the implementation of the University's Affirmative Action Plan. The Director of Equity and Affirmative Action shall also serve as a resource and support person to institutional groups that are concerned with Affirmative Action as it relates to all employees, including unclassified and classified.

Annually, the Chancellor shall submit an Affirmative Action Plan outlining goals in compliance with the policies of the Board of Regents of the University of Wisconsin System.

The University maintains an Affirmative Action plan for the recruitment, employment, and promotion of women and minorities. Consistent with this plan, the University monitors hiring and termination decisions for women and minorities to ensure non-discrimination. Copies of the Affirmative Action plan are kept on file in the campus library and in the University's Office of Equity & Affirmative Action. Summaries of the Affirmative Action plan are available through campus publications and are also available for distribution upon request. The University will prepare an Affirmative Action Report at least once a year. The Report will include an analysis of the progress

made toward the attainment of Affirmative Action goals. The Report will also specify any corrective action(s) that are necessary for the University to meet the Affirmative Action goals.

Equal Employment Opportunity and Affirmative Action are shared responsibilities of the entire University community, including the administration, faculty, academic staff, classified staff, and students. Position descriptions for, and performance evaluations of, University administrators shall include an assessment of their attention to, and support for, Affirmative Action. Managers and other supervisory personnel, who share the responsibility for the implementation of Equal Employment Opportunity and Affirmative Action policies within the University, shall have these responsibilities included in their position description and shall be evaluated each year on the basis of their performance with respect to Affirmative Action. Violations of the University's Equal Opportunity and Affirmative Action policy will result in appropriate disciplinary action, consistent with the applicable disciplinary or personnel rules.

The University has established, and will maintain, a Council for Equity & Affirmative Action that is composed of faculty, academic staff, classified employees and students. Individuals shall be selected on the basis of a genuine interest in Affirmative Action and to represent the concerns of women, minorities and disabled individuals. The committee shall advise the University of Affirmative Action needs and concerns. The Council for Equity & Affirmative Action shall assist the University's Director of Equity and Affirmative Action in designing and implementing programs.

Harassment by supervisors or co-workers on the basis of age, ancestry, arrest or conviction record, color, creed, disability, marital status, national origin, political affiliation, race, relationship to other employees, religion, sex, sexual orientation, gender identity or expression, veteran's status, or other protected class or status is a form of discrimination that constitutes an unlawful employment practice that is expressly prohibited. Therefore, it shall be the goal of the University to prevent and eliminate all forms of harassment within the University. As used above, "harassment" includes any verbal or physical conduct which does any of the following: hinders access to employment; interferes with an individual's performance at work; or which creates an intimidating, hostile, offensive, or demeaning environment at work.

The University is committed to conducting training and professional development programs to further efforts to promote the career advancement of women, minorities and disabled individuals. The University is committed to sponsorship of community outreach programs with the aim of increasing educational and employment opportunities for women, minorities and disabled individuals.

The University ensures physical accessibility to work stations for disabled individuals. The University will provide reasonable accommodations for any persons with disabilities who submit a request to ensure equal access to employment. The University will provide reasonable accommodations for any persons who submit a request relating to religious observances and practices.

The University has established procedures for providing prompt and fair resolution of complaints alleging discrimination or harassment. These procedures are outlined in the University's Affirmative Action Plan which is included in employee handbooks and copies of which are available, upon request, from the University's Director of Equity and Affirmative Action. Complaints by employees within a bargaining unit alleging discrimination or harassment are to be presented as a complaint or grievance, as applicable, under the procedure that is specified in the appropriate union contract.

GEN 1.6.(4). Facility Naming Policy.

Approved Faculty Senate: April 14, 2009
Approved Senate of Academic Staff: April 16, 2009
Approved Oshkosh Student Association: April 14, 2009
Reviewed U-Plan Council: April 6, 2009
Approved Chancellor Wells: May 24, 2009

Purpose:

UW Oshkosh considers the naming of a physical location on campus in honor of a living or deceased individual, corporation, foundation, or organization to be one of the highest distinctions that it can bestow. In light of the importance and magnitude of this honor, UW Oshkosh has established the following guidelines.

Naming procedures at UW Oshkosh are designed to acknowledge personal achievements and/or the intellectual, financial, service or other contributions made to the University.

Procedure:

Anyone (UW Oshkosh faculty, staff, alumni, student, or community member) may petition the Chancellor to have a physical location on campus named. Such a location may be a building, location within a building, etc. Following is the process that will be used to review naming requests.

1. Proposal submitted to Chancellor to name a specific space.
2. The Chancellor reviews to determine if it appears appropriate.
3. The Chancellor sends the request to the Vice Chancellor responsible for the space to obtain confidential input from the leadership of the unit most closely attached to the structure/space about naming it. The request must remain confidential so only the leadership is involved in providing input on the request.
4. The relevant Vice Chancellor reviews the feedback from the leaders of the affected units and submits a recommendation to the Chancellor.
5. Chancellor shares the request and the recommendation with U-Plan.
6. U-Plan makes a recommendation.
7. Based on input from the relevant constituencies the Chancellor makes a decision to accept or reject the request.

In the case of naming opportunities associated with fundraising campaigns, Chancellor's Staff must "pre-approve" naming at certain giving levels consistent with opportunities previously offered on campus. These naming opportunities are shared with the units affected and U-Plan. The results of the fundraising campaign, and the naming opportunities chosen, should be reported back to the Chancellor's Staff in a timely fashion.

A depository of naming recommendations and approvals will be maintained in the Chancellor's Office.

Guidelines:

If the naming request involves a living individual who has been formally associated with the University of Wisconsin System, or has held a paid public office, a waiting period is required unless a situation is presented where a gift stipulates the naming. Normally, at least five years must have elapsed from the time a person who has been formally associated with the University of Wisconsin System, or has held a paid public office, has terminated that association, or left the paid public office.

Naming of buildings requires approval by the Board of Regents. The Chancellor is authorized to name facilities when the naming involves less than an entire building, such as rooms, wings, or exterior amenities. This authorization is subject to the same limitations regarding waiting periods as those pertaining to entire buildings.

Requests that small spaces, such as rooms, suites and labs, be named for members of the faculty or staff after their retirement, may be entertained, waiving the restriction of waiting five years after death.

Donor-Based Names:

The generosity of friends and donors enables the university to fund the construction of facilities that it might not have been able to build otherwise. In the case of naming opportunities as a result of a fundraising campaign, the naming is considered official once a gift is received at the appropriate level (as verified by the Foundation President and approved by the Chancellor and Board of Regents, if their approval is required).

Naming Persistence: Certain circumstances may trigger reconsideration of previous naming decisions including, but not limited to, failure to follow through on a financial commitment, failure to maintain the high standards of the university or an event that causes the university extraordinary embarrassment or disrepute, the physical space is significantly changed. Chancellor's Staff reserves full rights to reconsider any and all naming decisions using the above process.

Approved names for facilities will not remain in effect beyond the useful life of the building.

GEN 2.2. Salary Adjustment Guidelines.

The University shall annually prepare and issue salary adjustment guidelines that are available from the Human Resources Office. Notice to the campus community shall also be provided at the time that the document is published. These guidelines will be used for determining salaries. (See below.) They apply to faculty or continuing academic staff employed by the University during the fiscal year, including personnel on or returning from leave of absence. The guidelines do not apply to classified staff, academic staff terminal contract holders, graduate assistants, adjunct faculty or other salaried employees.

(1) Allocation of Economic Adjustment.

- (a) The campus will receive **(unknown) on July 1, 2009** of the certified System payroll for salary adjustments for eligible faculty and academic staff. Salary increases must conform to the provisions of the approved state pay plan, thereby averaging **(unknown) on July 1, 2009** for teaching and non-teaching faculty and continuing academic staff.
- (b) Promotions will be funded from base budget rather than from the salary adjustment allocation. In **2009-10**, salary adjustments for promotions to Assistant Professor will equal 4.0 percent of the average Assistant Professor salary, promotions to Associate Professor will receive **6.0** percent of the average Associate Professor salary, and promotions to Professor **7.5** percent of the average Professor salary, based on **2008-09** academic year salaries.
- (c) **Salary Adjustment for Academic Staff promotion will follow the handbook guidelines (ACS 9.3 Salary Adjustment).**

(2) Eligibility.

Salary Adjustment: All personnel specified above are eligible, within the context of the process which follows: Faculty and teaching instructional academic staff who have provided evidence of student evaluations of teaching obtained from no less than three (3) sections completed within this evaluation period are eligible for a merit or solid performance salary adjustment (see the UW System Policy on Student Evaluation of Instruction, included in the chapter titled "Faculty Performance Review"). Faculty and instructional academic staff teaching part time may adjust the number of evaluations required in proportion to their teaching assignment during the evaluation period.

Eligibility is also determined by College ["College" in this document also refers to the Library, and "Dean" also refers to Executive Director of the Library] and Department Personnel Policies.

(3) Administration of Adjustment.

(a) General Guidelines.

1. The annual guidelines issued by the Office of the Provost shall specify:
 - a. The dollar amount from the annual faculty merit salary adjustment funds to be used to meet the faculty contribution to salary equity adjustments.
 - b. **If the salary adjustment package is more than 2%, 2/3 of salary adjustments will be distributed to those demonstrating solid (satisfactory) performance and 1/3 of salary adjustment will be distributed based on merit evaluations.* If the salary adjustment package is 2% or less, and UW System guidelines allow it, salary adjustments will be distributed on an equal percentage basis to all those judged to be solid performers and there will be no merit component.**
2. Each unit making decisions is required to develop a written statement as to how solid performance is defined within the unit. A copy of this statement will be submitted along with the merit and solid performance recommendations. The submission of merit documents will be part of the solid performance criteria.

The Chancellor's 10% discretionary fund will be included in the overall amount available for distribution, and therefore distributed as per (1)(b) above.

* The 2003-05 compensation adjustments for faculty, academic staff, and university senior executives shall be provided such that not less than one-third of total compensation shall be distributed on the basis of merit/market and not less than one-third of the total compensation plan shall be distributed on the basis of solid performance. The remaining one-third pay plan allocation may be used to address these and other compensation needs with appropriate attention to pay compression.

Units must provide an explanation in writing for each member judged to be a solid performer, but who did not receive a merit pay recommendation. Those members judged not to be solid performers will not be eligible for merit pay increases.

(b) Merit Salary Adjustment Guidelines.

1. Merit determinations for faculty should be based on positive contributions to:
 - a. teaching,
 - b. professional and scholarly growth activity, and
 - c. institutional and extra-institutional service.
 2. Merit determinations for non-teaching faculty shall be based on supervisory assessments of meritorious performance, except where a peer review process is in place.
 3. Merit determinations for instructional academic staff should be based on performance within the current job description for new employees and on performance expectations for continuing employees, as determined by the college and/or department/unit.
 4. Merit determinations for professional/administrative academic staff should be based on performance within the current job description for new employees and on performance expectations for continuing employees. [See sub-section (9)(b)1.]
 5. All department/unit members shall be informed of the relative weight assigned to each of the evaluated activities.
- (2) Merit shall be based solely on professional performance, as noted above. Race, religion, sex, national origin, age, disability, political views, marital or parental status, sexual preference, source of salary support, membership in any other group with a protected status, and constitutionally protected activities shall not be factors in merit determination.
- (3) Eligible personnel on split assignments will be evaluated proportionally to their FTE assignments in these units unless the affected individual and the units agree to do otherwise.
- (4) After the merit evaluation has been completed, department/unit heads or personnel committee chairs will schedule and document a face-to-face meeting to discuss performance evaluations with individuals.
- (5) The confidentiality of individual salary recommendations must be maintained until final approval by the Board of Regents. Following Board approval, a letter describing salary adjustments will be sent to each continuing faculty and academic staff member.
- (6) Substantive academic or performance judgments affecting merit are not grievable. Those who believe there have been procedural errors or that individual salary adjustments have been affected by immaterial or irrelevant factors should call these to the attention of their unit administrator or immediate supervisor and, if there is no satisfactory resolution, may refer these to the next higher administrative level. If the matter is not resolved administratively, faculty or academic staff may file a procedural grievance under the applicable rules.
- (7) Department/Unit Guidelines.
- (a) Each faculty and instructional academic staff member shall be evaluated for salary administration at least every two years by their department/unit. A multiple year rolling average may be used. If a two-year evaluation was completed last year, an evaluation is not required this year.
 - (b) Each professional/administrative academic staff member should be evaluated for salary administration annually by their respective supervisors. The process for merit adjustments for professional/administrative academic staff shall be as follows:
 1. Supervisors shall define solid performance and provide performance expectations, including relative weight of criteria, to academic staff well in advance of evaluation.
 2. Each academic staff member will be provided an opportunity to submit documentation addressing performance expectations and individual performance.
 3. A peer review process also may be used, as agreed upon by the academic staff member and supervisor.

- (c) To facilitate pay plan administration, the university will assign merit points to each unit equal to one percent of the total base salaries of the eligible personnel in the unit, with one dollar of this sum equaling one point.
 - (d) These points will be assigned to individuals within the unit according to the unit merit policies and procedures.
 - (e) Newly hired individuals will receive a percentage increase for their second year equal to at least the average increase in the campus pay plan. If their department's biennial evaluation occurs during the second year of employment, they will be evaluated on performance to date at University of Wisconsin Oshkosh. If this evaluation will occur in the third year, at least an average increase will be awarded for year two.
 - (f) The merit policy and related criteria and procedures of each academic department/unit shall be approved by the unit faculty and those academic staff affected by this policy and reviewed at least every three years, with the review completed by February 1 of the academic year. The date of approval must be included with each year's salary recommendations.
 - (g) Individuals who choose not to participate in or who are not eligible for merit distribution shall be identified (by the department/unit chair/supervisor) to the Dean or division head (Chancellor, Provost, Vice Chancellor, et al.). The individual's corresponding share of merit dollars allocated to the unit will be transferred to the college or the division for allocation by the College Committee in consultation with the Dean or by the division head.
 - (h) If individuals **have submitted a letter of retirement or resignation** before the following academic year, their salary adjustment funds will be returned to the salary adjustment pool.
 - (i) Funds resulting from professional/administrative academic staff reaching the maximum salary for their respective titles will be pooled and used totally for merit salary increases as follows: Each division head (Chancellor, Provost, Vice Chancellor, et.al.) may nominate professional/administrative academic staff for special consideration. Distribution of these dollars among the nominees shall be decided at a meeting of the division heads convened by the Chancellor. The affirmative action officer shall be a non-voting member of the group.
 - (j) Merit recommendations for faculty and instructional academic staff shall be forwarded to the college-level committee (where appropriate) and Dean. Recommendations for professional/administrative academic staff shall be forwarded to the division head.
 - (k) The points assigned to individuals will be multiplied by the amount specified in sub-section (1)(a), above, with each resulting point equaling a one dollar merit increase.
- (8) College or Administrative Division.
- (a) With concurrence by the appropriate governance group(s) within a college or division (and in the absence of such (a) group(s) by a majority of those affected) a college or division may set aside up to 5 percent of its merit fund for allocation by the Dean or division head to recognize exceptional performance by eligible personnel. Criteria for defining eligible personnel must be established by the Dean or division head and distributed to individuals in the college or division.
 - (b) The college or division committee (if appropriate) and the Dean or division head shall review merit recommendations including college or unit level recommendations. If either the committee or the Dean or division head determines that adjustments appear procedurally inappropriately distributed, such as nearly equal merit points or percentages assigned across the board, an iterative process shall take place involving all the reviewing parties.
- (9) University Salary Review Process.
- (a) The University Compensation Committee will serve as the Salary Review Committee. It shall review salary administration recommendations prior to any final decisions and evaluate the application of salary guidelines.
 - (b) All unit supervisors at the level of Dean or above must be represented when the Compensation Committee meets as the Salary Review Committee.
 - (c) The Committee will report the conclusions of its review to the Chancellor.

GEN 2.9. Faculty Internal Salary Equity Process.

Approved by Provost's Administrative Staff: 4-28-09

Approved by Faculty Senate 5-12-09

Approved by Chancellor: 5-21-09

This process is designed to address internal salary inequities that have resulted from forces outside of performance and the merit process. Faculty members may apply for a remedy to a perceived inequity once every five years.

- (1) Funding for the plan will come from a combination of sources including, but not limited to, any or all of the following: the faculty salary pool; the colleges; and the university. Each biennium a memo of understanding will be written to determine sources of the funds.
- (2) A total annual fund of \$60,000 will be created.
- (3) Distribution of Funds
 - (a) The faculty will be divided into five equal-sized, randomly selected cohorts.
 - (b) Each year the members of one cohort, or 20 percent of the faculty, will be eligible to receive an equity adjustment.
 - (c) All members of a cohort will be reviewed in the year their cohort is eligible. The only documentation that a faculty member will be permitted to submit is a CV (listing classes taught, scholarly or artistic work and service activities), student opinion surveys, and a one-page statement. Faculty members who decline to submit a CV will be excluded from consideration. Data will be provided by the Office of Institutional Research that include a regression analysis using current salary as the criterion and the following variables as predictors.
 - Academic Discipline (Each College determines which faculty members belong in each discipline. This will be a series of dichotomous variables representing the various disciplines on campus.)
 - Degree
 - Rank
 - Year started at UW Oshkosh
 - **Year promoted to current rank**

Separate regression analyses will be performed for each professional school and each division in COLS. The Faculty Internal Salary Equity Committee may request additional regression analyses.

Merit data will be provided for consideration using two averages: 1) average of merit points allocated divided by the salary of the faculty member at the same time each year for the last 10 years and 2) average of merit points as a percentage of the average merit points per faculty member in the unit (department or college) each year for the last 10 years.

- (d) The initial level of review will consist of a **Faculty Internal Salary Equity Committee** with members elected by their respective colleges. Faculty in the cohort being considered during a given year may not serve on this committee. This committee will review the material submitted by each faculty member and recommend salary adjustments. The adjustments recommended must be limited to the \$60,000 available. Committee members will excuse themselves when members of their home departments (or comparable unit) are being discussed. Because the focus of the process is to address internal equity, adjustments recommended for faculty members will be based on internal comparisons (regression analysis results and/or salaries of comparable individuals on campus).
- (e) Due to the confidential nature of the review process, committee deliberations, regression information, and recommendations are to be held in the strictest confidence. No specific information will be shared with previous levels of review. At the conclusion of the process, the Chancellor may provide summary data, in aggregate, to the **Faculty Internal Salary Equity Committee**.
- (f) The recommendation of the initial level of review for each faculty member will be passed along to the appropriate Dean. Each Dean will forward a salary recommendation to the Provost and Vice Chancellor. The total salary increases recommended by each Dean must fall within five percent of the total increases recommended by the initial level of review for each respective college.
- (g) The Provost and Vice Chancellor shall review the files and pass along a recommendation to the Chancellor who shall have the final authority to allocate all or some of the \$60,000 available each year.

- (h) The equity plan will run for a full five-year cycle. Toward the end of that cycle a review will be conducted to determine if another five-year cycle is warranted.

GEN 2.11. Professorial Salary Increase Guidelines.

1) Salary Increase

Professorial Productivity Salary Increases will be equal to the raises received by those promoted to the rank of Professor during the current year.

2) Eligibility

Faculty with the rank of Professor may first apply after their eighth year after initial promotion to the rank of Professor, and again 8 years after a previous Professorial Productivity Salary Increase. Professors may reapply for consideration 4 years after an unsuccessful application.

3) Application

Those wishing to be considered for a Professorial Productivity Salary Increase must submit a brief document including ONLY the following information:

- A table of Student Opinion Survey results for the previous 4 years.
- A list of scholarly activities during the previous 8 years.
- A list of service activities during the previous 8 years.
- A narrative of no more than one page (12 pt font) in length may accompany each of the 3 sections above.

4) Review Process

The review of individual applications for Professorial Productivity Salary Increases will follow the existing promotions process but will be submitted via the Department Chair for initial review by the College Promotions Committee. The committee will evaluate performance in the areas of teaching, scholarly activity, and service. Only those applicants whose performance over the previous 8 years would qualify them for promotion to the rank of professor will receive such raises. Successful applicants must have continued to demonstrate a record of strong performance in the areas of teaching, professional and scholarly growth, and service.

5) Implementation

To implement this process, all professors with 8, 12, or 16 or more years in rank will be eligible to apply during the first year such raises are available. During the second, third, and fourth years those with 8, 12, and 16 years in rank may apply. Thereafter, professors may first apply in the year after their 8th year in the rank of Professor.

6) Funding

The plan will be funded from two sources: the colleges and the University. Each biennium, a written memo of understanding will be generated outlining the amount of funding that will be contributed by each unit.

GEN 4.B.5. Class Attendance Policy.

While attendance and punctuality are under the control of each instructor, students are expected to be present for each scheduled class session.

- (1) Students are directly responsible to each of their instructors for attendance in each regularly scheduled class.
- (2) Instructors may initiate their own policy regarding attendance; if an instructor teaches more than one section of a course, the same policy should be used for all sections.
- (3) Instructors are expected to announce their attendance policy to each class, but it is the responsibility of the student to know the policies of the instructor.
- (4) Students are excused from class for participation in all-University events [GEN 4.B.10 (1)(b)] and for circumstances beyond the students' control **including, but not limited to** medical or family emergencies (medical care for pregnancy, illness, child care issues, death or serious health problem of family member), court appearance, **required military service not to exceed two (2) weeks unless special permission is granted by the instructor or chair**, jury duty, etc. **Students are responsible for notifying the instructor for circumstances less than two (2) weeks as far in advance as possible and may not be penalized for such absences as long as appropriate documentation is provided in a timely fashion to the instructor to verify the reason for the absence. The instructor is responsible for providing reasonable accommodation or opportunities to make up course obligations that have an impact on the course grade.**

Instructors may choose not to request documentation for such absences. If they do request it, appropriate documentation includes such things as signed, stamped, initialed, etc., documentation from a health care provider stating the student or family member was under his/her care, originals or copies of a funeral program or obituary, etc. Students may not be required to provide documentation describing the nature of the student's or family member's medical condition.

Documentation shall be considered timely if provided within 14 days of the absence, unless circumstances beyond the student's control prevent her/him from providing the information within the required period.

Requests for documentation should be restricted to information that can be readily obtained and is not unacceptably intrusive. It is expected that reasonable requests to make up exams and assignments will be accommodated.

- (5) If students must be absent to participate in a group activity sponsored by the University and approved by the Provost and Vice Chancellor, the group's faculty advisor or the instructor in charge should provide a signed excuse at the request of a participating student.
- (6) A Dean may recommend to the instructor that a student who incurs an absence for personal reasons be excused.
- (7) A University physician may, at his/her discretion, recommend to the instructor that a student who incurs an absence for health reasons be excused.
- (8) In all cases of absence, excused or otherwise, the student is responsible for completing missed work. The instructor is not required to do extra teaching unless so assigned.
- (9) Students may only attend courses/sections for which they are registered.

FAC 3.10. Leaves of Absence. *(Approval of this section by UW System Board of Regents is pending – Fall 2009.)*

A leave of absence generally includes leave without pay, sabbatical, professional development semester, externally funded, and extended sick leave, which includes family, medical, domestic partner, and/or other approved leaves. University approved leaves may include circumstances beyond those covered under the Family Medical Leave Act (FMLA). Leaves must be approved at the department, college, and Vice Chancellor levels. Leaves without pay are approved for a time period of up to one year and may be extended to two years. Leaves beyond two years may be negotiated. A leave of absence outside of FMLA is contingent upon affirmative recommendations for reappointment for the year in which the leave is requested.

The tenure clock automatically stops, unless otherwise requested, for faculty on leave for equal to, or greater than, one semester. The contract is automatically extended for probationary faculty on leave and this person does not go through the renewal process while on leave. When the faculty member returns, he or she shall consult with the Provost and Vice Chancellor's office to determine the appropriate renewal cycle and terms of appointment consistent with the Faculty Personnel Policies. Upon return, the term of appointment will extend for the same number of years beyond the leave period as had been approved prior to the leave. Each year of approved leave will extend the total term of appointment by one year.

Refer to Chapter 4, Part B. Faculty Renewal and Tenure in these Faculty Personnel Materials for notification timelines.

ACS 7.4, Leaves of Absence. (*Review of this section by UW System Board of Regents is pending – Fall 2009.*)

A leave of absence generally includes the following types: leave without pay, professional development semester, externally funded, and extended sick leave, which includes family, medical, domestic partner, and/or other approved leaves. University approved leaves may include circumstances beyond those covered under the Family Medical Leave Act (FMLA). Leaves must be approved at the department or unit level, college or division, and Vice Chancellor levels. Leaves without pay are approved for a time period of up to one year and may be extended to a maximum of two years. Leaves beyond two years may be negotiated. A leave of absence outside of FMLA is contingent upon affirmative recommendation or reappointment for the year in which the leave is requested.

The renewal clock automatically stops and the contract is automatically extended for continuing academic staff on leave and the person does not go through the renewal process while on leave. When the continuing academic staff member returns, he or she shall consult with the Provost and Vice Chancellor's office to determine the appropriate renewal cycle and terms of appointment consistent with the Academic Staff Personnel Policies. Upon return, the term of appointment will extend for the same number of years (one or two) beyond the leave period as had been approved prior to the leave. Each year of approved leave will extend the total term of appointment by one year.

Academic Staff Personnel Rules

Chapter Eight – Appeal of Nonrenewal

ACS 8.1. Nonrenewal Rights

- (1) All academic staff members are eligible:
 - (a) to request and receive the reasons for the nonrenewal; and/or
 - (b) to request and receive reconsideration of the renewal decision.
- (2) Those academic staff members in at least the fifth year of service are also eligible to appeal the decision under procedures described in this section.

ACS 8.2. Reasons.

Within 14 calendar days of receipt of the nonrenewal notice, the academic staff member may request, in writing, reasons for nonrenewal from the Chancellor. The Chancellor shall respond in writing within 14 calendar days of the request. The reasons shall then become part of the academic staff member's personnel file. The reasons are a matter of management judgment. The Chancellor bears no burden of proof of evidentiary support for these reasons.

ACS 8.3. Reconsideration.

Within 21 calendar days of the receipt of notice of nonrenewal or within 14 calendar days of receipt of reasons from the Chancellor (if requested) the non-renewed academic staff member may file a written request for reconsideration of the decision to be accomplished through an informal conference with the supervisor who first recommended nonrenewal. The request should be filed with the supervisor, with a copy provided to the Chancellor. Additionally, if the academic staff member previously requested the reasons for the nonrenewal decision from the Chancellor, the request for reconsideration shall also include a written response to the reasons supplied by the Chancellor.

- (1) The supervisor **who first recommended nonrenewal** shall notify the academic staff member in writing of the reconsideration meeting at least five calendar days prior to the reconsideration meeting.
- (2) The reconsideration meeting shall be an informal discussion to review the original nonrenewal decision and to consider whether there is any basis for a change in this decision. During the course of this meeting, and any subsequent appeal, the individual requesting the review shall be afforded the opportunity to be ~~represented or~~ advised by another party.
- (3) The supervisor shall prepare a written summary of the reconsideration meeting along with his/her recommendation to the next level of review within 21 calendar days of request for the meeting, unless there is mutual agreement to extend this period. This report shall be simultaneously sent to the academic staff member and to the next level of review. **Levels of review follow lines of reportage.**
 - (a) If the supervisor recommends rescission of the nonrenewal, that recommendation shall be presented to the next reviewing level along with a copy of the report from the reconsideration meeting. In this instance, the supervisor receiving that report will then hold a reconsideration meeting with the academic staff member, following the same time schedule and procedure as outlined above. Levels of review follow lines of reportage.
 - (b) There are two possible outcomes of the reconsideration process:
 1. Rescission of the Decision: if the Chancellor concurs with a unanimous recommendation to rescind the nonrenewal (from all levels of review); or
 2. Affirmation of the Nonrenewal: if any reviewing level affirms the original nonrenewal decision and the Chancellor does not choose to review.
 - (c) Summaries from all supervisors shall be sent to the Chancellor, who shall maintain the official file during the pendency of the review, until it is transferred to the Human Resources Office for final storage.

ACS 8.4. Appeal Procedures.

The appeal procedures provide an opportunity for an academic staff member with a fixed-term appointment in at least the fifth year of service, to have a nonrenewal decision reviewed by an academic staff hearing committee. If the results of the reconsideration meeting are not satisfactory to the concerned academic staff member the following apply.

- (1) The academic staff member may appeal the decision within 21 calendar days from the date any reviewing level involved in the reconsideration meeting reaffirms in writing the original nonrenewal decision.
- (2) The request must be in writing and filed with the Chancellor.
- (3) The burden of persuasion in such a review shall be on the non-renewed person.
- (4) The scope of the review (as well as the evidence to be presented and considered) shall be limited to the question of whether the decision was based in any significant degree upon one or more of the following factors, with material prejudice to the individual:
 - (a) Conduct, expressions, or beliefs which are Constitutionally protected, or actions which are consistent with an appropriate professional code of ethics;
 - (b) Employment practices proscribed by applicable state or federal law; or
 - (c) Improper consideration of qualifications for reappointment or renewal. For purposes of this section, "improper consideration" shall be deemed to have been given to the qualifications of a staff member in question if material prejudice resulted because of any of the following:
 1. The procedures required by the Chancellor or Board of Regents were not followed; or
 2. Available data bearing materially on the quality of performance were not considered; or
 3. Unfounded, arbitrary, or irrelevant assumptions of fact were made about work or conduct.
- (5) The request must identify the exact basis for appeal from the list found above and must also include a response to the reasons for nonrenewal given by the Chancellor if they have been requested and received.
- (6) Within 14 calendar days the Chancellor shall forward the request for review, **as well as any documents generated concerning the appellant under ACS 8.1-8.4**, to the President of the Senate of Academic Staff. From there the appeal is sent, **copying the parties involved**, to an academic staff hearing committee (formed under Gov. 4.3.C) within 14 calendar days. **Any party wishing to refer materials to the Committee must do so within 10 business days after the president of the Senate of Academic Staff forwards the appeal to the Committee.**
- (7) The academic staff hearing committee shall conduct an initial review of the appeal, including any materials referred to the committee. On the basis of this initial review, the committee shall decide upon one of the following two courses of action.
 - (a) If the committee finds the appeal is without merit, using criteria presented above, the committee chairperson shall so inform the academic staff member in writing with copies provided to the President of the Senate of Academic Staff, each supervisor participating in the renewal/nonrenewal decision, the Associate Vice Chancellor, and the Chancellor. Once this notice has been provided, the procedure shall end.
 - (b) If the committee finds that a hearing is warranted, the committee chairperson shall so inform the academic staff member in writing with copies provided to the President of the Senate of Academic Staff, each supervisor participating in the renewal/nonrenewal decision, the Associate Vice Chancellor, and the Chancellor.
 1. The hearing shall begin no later than ten calendar days from the date of the committee's completion of the initial review of the appeal. This time limit may be extended by mutual consent of the parties or by order of the hearing committee.
 2. The evidence presented at the hearing is limited to a review of the factors identified in the section above in subsections (4)(a) to (c), including sub-subsections 1 to 3}.
 3. The committee will invite the individual presenting the appeal and the supervisor(s) to appear at the hearing. They will answer questions and present information relating to the nature of the nonrenewal review and the reasons for the recommendations or decision. The parties to the proceeding may also identify other individuals with information pertinent to the scope of the nonrenewal review.
 4. At the conclusion of the hearing, the committee will deliberate on the appeal prior to making a recommendation that will include one of the following three options.

- a. Option One. A determination that the appeal is without merit and that it should be dismissed from further consideration on the basis of that finding. The committee will forward this recommendation to the Chancellor.
- b. Option Two. A determination that certain aspects of the review process were flawed and a recommendation for the process to be followed to address that deficiency. For example, the committee may remand the case for reconsideration, with specific instructions, to the supervisor or committee making the initial recommendation for nonrenewal.
 - (i) The hearing committee shall retain jurisdiction during the period of any reconsideration.
 - (ii) If the committee determines that such remand would serve no useful purpose, it may present the matter to the next level of review (which may include the Chancellor) for further review as specified by the committee.
 - (iii) If such remand results in a written recommendation to the hearing committee that the nonrenewal be rescinded, all information shall be remanded to the next level recommending nonrenewal via the academic staff hearing committee.
 - (iv) This procedure will continue unless or until one level of review affirms the original decision. All parties are informed, and the process ends. The Chancellor's decision is final.
- c. Option Three. A determination that the nonrenewal be rescinded. In this instance, the committee shall file its report and recommendation with the Chancellor. Once these materials are received, the Chancellor shall review all documents and materials associated with the committee's action. At the conclusion of that review, which shall not exceed 14 calendar days after receipt of the committee's report, the Chancellor shall inform all parties (academic staff member, supervisor, President of the Senate of Academic Staff, members of the hearing committee, and the Human Resources Director).
- d. The University shall establish and maintain a file for all actions relating to the appeal. All appeals files shall be stored separately from the regular personnel files.

College of Letters and Science **Policy on Promotion Documentation**

Policy: In the College of Letters and Science, candidates for promotion must provide peer evaluations as part of their documentation of Teaching Effectiveness.

Rationale: The procedures for promotion should be consistent with other personnel procedures in the College of Letters and Science. In University guidelines peer evaluation is already one of the permissible types of evidence that may be used to demonstrate teaching effectiveness.

Approved by Faculty Committee, Minutes of 28 February 2002
Also approved in a College-wide referendum 8 May 2003

Policy: Candidates for promotion shall submit comments and votes by all levels of review from the most recent promotion consideration to the same rank if such a consideration took place in the previous five years.

Rationale: The Promotion Committee should be provided with the same documentation that is submitted to the Tenure and Renewal Committee. Reviewing previous comments and votes will help clarify for the Committee whether the candidate has addressed any concerns expressed previously by all levels of Review.

Policy Approved by the Faculty Committee, Minutes of 06 March 2002
Also approved in a College-wide referendum 8 May 2003

College of Nursing
Guidelines and Criteria: Appointment and Progression
Instructional Academic Staff (IAS)

Introduction

Instructional academic staff are expected to provide teaching and student guidance in clinical settings as well as to coordinate clinical learning experiences. Instructional Academic Staff may also teach theory courses if doctorally prepared faculty are not available. Instructional Academic Staff assignments are fluid based on CON needs. Instructional Academic Staff have input into the curriculum and are retained for their clinical expertise, role modeling, and skill in supervision of students.

This document outlines guidelines and criteria for appointment and progression for instructional academic staff within the College of Nursing.

I. General Guidelines

- A. Instructional academic staff are appointed full-time, part-time (50% or more), or on a per-course or per-cohort basis.
- B. All appointments will be based upon criteria and needs established by the College of Nursing.
- C. The initial period of appointment varies on an individual basis and is based on the needs of the CON in accordance with University policy.
- D. The CON Dean hires IAS upon recommendation of the appropriate program director(s).
- E. The Personnel Committee reviews candidates for reappointment, progression, and merit, and makes recommendations to the Dean of the CON (See II and III, and Merit Criteria that follow).
- F. Transfer to tenure track requires that the applicant apply for a declared open position and be considered through the normal hiring process with recommendation of the College Personnel Committee to the Dean of the CON.
- G. Instructional academic staff will have voting rights in accordance with the CON Bylaws and Faculty Senate policy.
- H. Not more than 20% of the faculty of the College of Nursing may consist of IAS ranked as clinical instructor, clinical assistant professor, and clinical associate professor.
- I. Workload will be consistent with the CON workload policy.

II. Criteria: Titles, Credentials, Experience and Responsibilities

Please see the University Faculty and IAS Handbook, Academic Staff Personnel Matters (Chapters 2-9) for full explanation of titles, contracts, and progression policies as they relate to IAS.

- A. Clinical Instructor/Lecturer
 - Degree: Master's Degree in Nursing or in progress with exception from the Wisconsin State Board of Nursing
 - Experience: One year clinical practice within the past three years in area of assigned teaching.
 - Responsibilities: Instructs students in the clinical setting within guidelines and course objectives and with guidance from mentor or level facilitator.
- B. Clinical Assistant Professor/Lecturer
 - Degree: Master's in Nursing with specialty advanced certification and/or formal study beyond a masters in nursing. This could be course work for doctoral studies, course work toward or completion of a second master's degree, etc.
 - Experience: Minimum of three years clinical practice.
One (1) year full-time college teaching.

Responsibilities: Sustained evidence of effective teaching and clinical competence. Independent selection, organization and development of course content and instructional materials and approaches are expected.

C. Clinical Associate Professor

Degree: Doctorate in Nursing or related field.

Experience: Minimum of five (5) years full-time college teaching and five (5) years clinical practice in area of clinical specialty.

Responsibilities: Required evidence of outstanding contributions to teaching, clinical practice, and service, including recognition by others in the profession for demonstrably sustained superior contributions.

III. Reappointment Review/Merit Review

Reviews are conducted to determine reappointment and merit for all instructional academic staff. Reviews are the responsibility of the College of Nursing Personnel Committee which submits recommendations to the Dean of the CON. Criteria for reappointment and merit are developed by the Personnel Committee with input from IAS. Feedback is provided in accordance with the College of Nursing and University expectations. Only IAS with continuing contracts are considered for merit recommendations.

2/26/99 Approved by TARPS

12/03 Approved by Personnel Committee

6/04/09 Reviewed, Revised and Approved by the Personnel Committee

Academic Program Review Process for Certification Programs

The program self-study document should not exceed 25 pages in length (excluding appendices), using a 1 ½" left margin and 1" right, top, and bottom margins, 12 pt font size, and double spacing. Both the document and appendices are to be as brief as possible.

GOALS OF ACADEMIC PROGRAM REVIEW OF CERTIFICATE PROGRAMS

The program review process shall serve as a basis for program evaluation and for long-range curriculum and resource planning. Its goals are to:

- I. Identify program goals, objectives and performance trends and relate them to College and University missions, goals, and societal needs
- II. Document quality and adequacy of staffing
- III. Analyze resource availability and utilization
- IV. Evaluate strengths, weaknesses and needs
- V. Recommend future directions

SELF-STUDY GUIDE FOR PROGRAM REVIEW OF CERTIFICATE PROGRAMS

The following serves as a guide for academic program reviews of certificate. Individual colleges may establish additional qualitative or quantitative criteria.

- I. Description of certificate program
 - A. Statement of goals and objectives and their relationship to College and University missions and goals and to societal needs.
 1. How does the program support the mission of the College and University?
 2. How does the program serve to strengthen the Department, College, and University?
 - B. Description of the courses in the certificate program.
Insert copy from current Undergraduate Bulletin, excluding course descriptions. If Bulletin is not current, add approved changes to current Bulletin copy. Nothing else is to be inserted here.
 - C. Describe major changes in the certificate program since the last review and list courses added or dropped since that time. Have these changes kept the curriculum current?
 - D. Program Performance
 1. Trends relating to program performance for the past four years. *Insert the following tables which will be provided by Office of Institutional Research. Nothing else is to be inserted here.*
 - a. Number of program certificates granted
 - b. SCH production by certificate program
 2. Course Scheduling Patterns/Enrollment
 - a. *Insert course scheduling patterns table provided by Office of Institutional Research.*
 - b. List all department courses in the current Bulletin which have not been offered within the last three years and briefly explain why each was not offered.
 - c. Provide enrollment projections for the next three years. (Indicate data source/basis for projections.)
- II. Staffing
 - A. Faculty. *Insert table of ranked faculty and continuing academic staff provided by Office of Institutional Research and fill in specialty column.* Append a brief CV for each person listed above only if they are not faculty or academic staff at UW Oshkosh. Information should include:
 1. Credentials
 2. Juried publications, papers, and posters; creative accomplishments; and funded grants for the past four years

3. Sabbaticals during the past four years
4. Involvement with field-based professional and/or clinical activities and service over the past seven years

B. Adequacy of Staffing

1. *Insert table from Office of Institutional Research indicating changes in faculty by resignation, retirement, non-retention, etc. since the last program review (supplement table as necessary).*
2. Describe problems, if any, in recruiting and/or retaining faculty. How have these problems been addressed?
- C. Describe clerical and administrative support staff and needs

III. Resources

A. Address the adequacy and quality of support services which are critical to the major/minor.

1. Library collections and/or services
2. Non-print media collection
3. Computing services
4. Testing services
5. Availability of appropriate physical facilities, equipment, etc.
6. Other (please specify)

B. Extramural programmatic funding

IV. Evaluation

- A. Describe results of assessment of student learning outcomes and how these results have affected the program, curriculum, and assessment procedures.
- B. Describe evidence of student satisfaction with the program. Provide results of surveys of alumni and students.
- C. Cite employer evaluation of program completers (where applicable).
- D. Summarize areas of strength and weakness for the program.

V. Recommendations

- A. List the recommendations of the Dean and Provost from the last program review and indicate actions taken in response to those recommendations.
- B. Have any changes been made or proposed as a result of this program review? Please explain.
- C. Indicate any additional recommendations regarding the future of the program, including support and resources needed. These recommendations should be based on the information presented and discussed in this program review.
 1. Describe the continuing needs for the program in terms of local, regional, and national trends.
 2. Indicate the immediate and projected employment and career opportunities available to program graduates.
 3. Identify key factors that may influence the future direction of the program.
- D. Identify the primary strengths and weaknesses of the program relative to professional standards and quality.

**University of Wisconsin Oshkosh
Academic Program Review Process**

Unit/Department identifies self-study committee.



Office of Institutional Research prepares quantitative data for
program under review.



Certification Program faculty/Director completes self-study.



Program faculty committee(s) and chair complete program review assessment
including response to consultant's report.



College Program Review Committee reviews program assessments and makes
recommendations with copies to the dean and department chair.



Dean reviews program assessment and college committee recommendations and makes
recommendations with copies to the college committee and department chair.



If a graduate program, Graduate Council reviews program assessment and recommendations of college committee and
college dean, and makes own recommendations with copies to the
college dean, college committee, and department chair.



Academic Policies Committee reviews program assessment and recommendations of previous levels and makes own
recommendations with copies to the college dean, college committee,
and department chair.



Faculty Senate reviews program assessment and recommendations for information.



Provost and Vice Chancellor reviews all materials, recommendations, etc.,
and makes recommendations to the department with copies to the dean, college committee,
APC, and Graduate Council (if graduate program).



Provost and Vice Chancellor prepares summary report for System Administration.

Faculty Senate Approved: 04-28-09