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## CHAPTER 2

### DEPARTMENTS AND UNITS

#### SECTION 1

#### DEPARTMENTS

#### **DEFINITIONS AND COVERAGE**

##### DEFINITIONS.

###### Department.

"Department" means a group of faculty members, or faculty and academic staff members, recognized by the faculty and chancellor of the university, and by the Board of Regents, as dealing with a common field of knowledge or as having a common or closely related disciplinary or interdisciplinary interest primarily for the purposes of classroom instruction. In addition, groups of faculty members who function as a department in personnel matters, regardless of their formal designation (school, college) shall be covered in all references herein to "department."

###### Chairperson.

Whenever the term "chairperson" is used in this chapter, and elsewhere in the *University Handbook* to refer to the individual selected to serve as *primus inter pares* for an academic department, it shall also be construed to include personnel with the title of "associate dean/head" [of a department].

##### COVERAGE.

At the University of Wisconsin-Stevens Point, "department" is used exclusively within Academic Affairs and to designate academic areas as defined above.

Other administrative areas in Academic Affairs and all administrative areas within Business Affairs and Student Affairs and University Relations are referred to as units, defined in section 2 of this chapter.

#### **MEMBERS AND VOTING**

##### MEMBERS.

###### Appointment.

Unclassified appointments to a department are made by the chancellor, or the provost/vice chancellor for academic affairs or appropriate dean acting as the chancellor's designee. All faculty and academic staff appointed to a department by the chancellor or an appropriate designee are members of that department.

###### Affirmative Recommendation Required.

Persons to be employed as faculty or as academic staff employed primarily for classroom teaching may be appointed to a department only upon the affirmative recommendation of the department in which the person will hold the appointment.

#### Additional Recommendations.

Departmental recommendations for appointments are submitted to the chancellor through the dean of the appropriate college and the provost, who also normally make recommendations regarding the appointments. Recommendations submitted to the provost acting as designee are made through the dean, who normally also makes recommendations regarding the appointments.

#### Joint Appointments.

##### Faculty.

Academic joint appointments of faculty members may be made between departments and/or colleges or between departments and units. These appointments are made only if the faculty member and the involved departments/units agree upon the desirability of such an arrangement. Joint appointments may be terminated at the end of a contractual period upon the request of any of the involved individuals or departments/units.

##### *Home Department.*

Faculty members with joint appointments will have a home department which will be responsible for the person's salary, tenure, and rank.

##### *Governance Rights.*

Faculty with joint appointments will be eligible to participate in both departments/units in departmental/unit meetings, appropriate committees, research, and teaching. Such participation will depend upon prior agreement of the involved departments/units.

#### Academic Staff.

Joint appointments of academic staff members may be made between departments or between departments and units (e.g., Physics and English, Chemistry and Student Services). These appointments are made only if the academic staff member and the involved departments/units agree upon the desirability of such an arrangement. Joint appointments may be terminated at the end of a contractual period upon the request of any of the involved individuals or departments/units.

##### *Department/Unit Responsibilities.*

Letters of appointment for academic staff members with joint appointments shall clearly delineate the percentages in each department/unit, the salary responsibilities of each department/unit, the titles for each position, and the appointment type (fixed term, probationary, or indefinite) in each position.

##### *Governance Rights.*

Academic staff with joint appointments will be eligible to participate in both departments/units in meetings, appropriate committees, and other activities under each area's policies and procedures. Such participation will depend upon prior agreement of the involved areas.

## VOTING.

Each department determines which members may vote. Normally, all members are voting members for all matters other than personnel decisions.

### Academic Staff.

Each department may extend voting rights to departmental academic staff to whatever extent the department determines appropriate, except that academic staff may not vote on decisions on the hiring, retention, promotion, or granting of tenure for individual faculty.

### Restricted Voting.

#### Personnel Decisions.

Recommendations and decisions on a majority of personnel matters are restricted to tenured faculty and, where appropriate, indefinite appointment academic staff.

#### Alternative Assignments.

Persons assigned to or tenured in a particular department but not presently serving in the department are usually excluded from voting while they are serving in the alternative assignment.

#### Other Considerations.

Departments may wish to consider other situations in which department members might logically be excluded from voting, e.g., persons less than half-time, persons serving less than 50% of their appointment in the department or persons not on campus for at least 50% of their appointment (on leave, sabbatical, Semester Abroad, etc.).

### Methods of Voting.

Methods of voting shall be in accordance with the Open Meetings Law. Absentee ballots are not permitted.

## **STUDENT PARTICIPATION**

Students may participate and vote in departmental meetings and departmental committee meetings to the extent determined by the department but students may neither vote on individual personnel decisions nor attend closed meetings on personnel matters unless specifically called by one of the parties involved.

Departments choosing to include student participants often ask departmental majors to select representatives to attend department meetings.

## **RESPONSIBILITIES AND ORGANIZATION**

### **RESPONSIBILITIES.**

#### **Collegial Relationships.**

Every department member has an obligation to establish and maintain productive working relationships with departmental colleagues and to help meet the missions and objectives of the department, college, and university.

#### **Meetings.**

Departments are expected to hold regular meetings with sufficiently well-planned agendas to ensure that important matters will be taken up and considered carefully.

#### **Policy Determination.**

Department members have a continuing responsibility to assist the department chairperson in the effective administration of the department. Department members shall participate actively with the chairperson--through department meetings, departmental committees, and consultation with the chairperson--in determining departmental policies and recommendations in matters including but not limited to

- curricular offerings;
- major and minor requirements;
- courses to be offered each term;
- teaching loads and class schedules;
- departmental budget, including division of travel allowance;
- use of departmental facilities and equipment;
- recruitment, evaluation, and recommendation of prospective staff members to the administration;
- recommendations to the administration on reappointment, promotion, tenure, indefinite appointment, salary, and merit;
- evaluation of the effectiveness of the departmental curriculum;
- evaluation of major students;
- summer session teaching opportunities and assignments;
- textbooks;
- secretarial and student help; and
- library holdings.

#### **Complaints.**

Students, other staff members, or members of the community occasionally bring complaints or contemplate bringing complaints against department members. These individuals, particularly students, are often vulnerable to retaliation or believe themselves to be vulnerable to retaliation.

#### **Protecting Rights.**

Every department has an obligation to protect the rights of its members; every department also has an obligation to protect the rights of individuals making or considering a complaint. It is essential that department chairpersons and other department members who are approached by individuals for advice about making

complaints inform those individuals of the policies and procedures related to complaints (see chapter 4).

#### Potential Risks.

It is also essential for department personnel to discuss candidly with those individuals the potential risks of filing a complaint. However, members of the department must be equally candid in pointing out that inappropriate behavior cannot be changed unless someone assumes the risk and responsibility for bringing these matters to the attention of the department and allows the department to act on the information.

#### Personnel Decisions.

Department members have primary responsibility for recommendations regarding recruitment, appointment, retention or reappointment, promotion, tenure, indefinite appointment, merit, and salary for members or prospective members of the department.

#### Institutional Policies and Procedures.

Personnel decisions shall be made in accordance with institutional policies and procedures found in chapter 4, sections 3 and 4 of this *Handbook*. These policies and procedures derive from local personnel rules (chapter 4, section 2), which in turn derive from system rules (chapter 4, section 1). Wherever a department is required to develop personnel policies or procedures, those policies or procedures must conform to system and institutional rules and procedures.

#### Approval of Policies.

Wherever UWSP personnel rules, policies, or procedures provide for the development of departmental policies and procedures and the approval of those policies or procedures by the chancellor or provost/vice chancellor for academic affairs, approval has been delegated to designees--

- for departments reporting to a dean, the designee is the dean; and
- for departments reporting directly to the provost/vice chancellor, the designee is the provost/vice chancellor.

#### Departmental Policies and Procedures.

##### Faculty Policies.

Institutional policies require each department to develop policies and procedures related to

- recruiting of faculty;
- probationary appointments for faculty;
- procedures and criteria for evaluation of probationary and tenured faculty;
- renewal of probationary faculty appointments;
- procedures and criteria for granting tenure; and
- procedures for reconsideration of decisions not to renew or not to tenure.

##### Academic Staff Policies.

Departments which hire academic staff are required to develop policies and procedures related to

- recruiting of academic staff;
- procedures and criteria for evaluation of academic staff;
- procedures and criteria for the reappointment of fixed term or probationary academic staff;
- procedures and criteria for granting indefinite appointment ; and
- procedures for reconsideration of decisions not to reappoint or not to grant indefinite appointment.

## ORGANIZATION.

Departments may organize as their needs dictate and the members consider appropriate. Some use a committee framework, others act as a committee of the whole. The most typical structure is a combination of the two.

### Committees.

Departments normally at least establish committees for the consideration of personnel decisions and recommendations. Frequently, a single personnel committee is empowered to act on behalf of the department on all personnel matters, including the initial appointment. In departments with a single personnel committee, subcommittees which meet the appropriate guidelines below are usually established for consideration of promotions.

### Attendance at Meetings.

To be absolutely certain that there is no possibility for confusion as to who is eligible to attend meetings under the provisions of the Open Meetings Law (chapter 4, section 5), departments are encouraged to specify in writing the membership of any committee and to specify in writing which department members and others may attend meetings.

### Personnel Committee Membership and Empowerment.

A departmental personnel committee must be restricted to tenured faculty and indefinite appointment academic staff and must be empowered to act on behalf of the department for individual personnel actions involving retention, reappointment, tenure, or indefinite appointment. Action on other personnel decisions may also be delegated to the personnel committee.

### Limitation.

Under institutional rules approved by the Faculty Senate, academic staff may not vote on decisions on the hiring, retention, promotion, or granting of tenure for individual faculty.

### Information.

Regardless of the structure or who may vote on a particular personnel decision, departments are urged to solicit information and input from the widest possible base.

### Recruitment.

If a committee is established, membership may but need not necessarily include all members of the department. Certain functions--or all functions--may be delegated to an individual; e.g., either the committee, a subcommittee, the committee chairperson, or the department chairperson might be given responsibility for developing a position description or for conducting the entire initial part of the process through the initial screening.

### Hiring and Appointment.

Appointment to either a faculty position or to a classroom teaching academic staff position requires the affirmative recommendation of the department. Typically, all eligible voting members of the department are involved in initial hiring decisions. While decisions on hiring and appointment may be delegated to a committee, it is normally not prudent to delegate this responsibility to one individual.

### Retention.

Membership of retention committees for faculty is limited to tenured faculty. Membership of retention committees for academic staff is limited to tenured faculty and indefinite appointment academic staff.

### Promotion.

The persons within a department voting on a promotion are normally those at or above the rank to which the person under consideration seeks promotion.

#### *Limited Numbers.*

In cases where there are very few individuals at or above the rank, departments may include members of the next lower rank, outside evaluators, or *ad hoc* members of the appropriate rank from other departments.

#### *Subcommittees.*

In very large departments where this procedure might be cumbersome, departments may elect to empower subcommittees to take action.

### Tenure and Indefinite Appointment.

Membership of tenure committees is limited to tenured faculty. Membership of indefinite appointment committees is limited to tenured faculty and indefinite appointment academic staff.

### Salary.

Any committee which makes recommendations on individual salaries normally shall include representatives from all ranks and all types of appointments. Typically, matters pertaining to salary are voted upon by all eligible voting members of the department.

### Merit.

Departments are required to establish a merit committee, which normally shall include representatives from all ranks, and a chairperson to direct the process. Decisions on who evaluates data, how voting, rating, or ranking is handled, and reporting results to department members are up to the department.

### Role of Chairperson in Personnel Matters.

#### Records.

The department chairperson shall maintain files of records and correspondence relating to departmental actions on personnel matters.

#### Committee Actions.

The department chairperson shall assist the chairperson of any departmental personnel committees making personnel recommendations in the preparation of all relevant records and correspondence.

#### Forwarding Results.

As appropriate, the department chairperson shall forward results of departmental personnel actions to the dean of the college.

#### Separate Recommendation.

Normally, the department chairperson provides to the dean a separate recommendation on personnel matters. Where a department chairperson provides separate recommendations on personnel matters, the chairperson shall not be a voting member of departmental personnel committees and shall not be counted in determining a quorum.

#### No Separate Recommendation.

With the approval of the department, the chairperson, and the dean of the college, a department chairperson may vote with departmental committees on personnel matters. Where this practice is adopted, the chairperson shall be a voting member of appropriate personnel committees and shall not forward a separate recommendation to the dean; the dean shall receive only the committee's recommendation.

## **ROLE AND RESPONSIBILITIES OF THE CHAIRPERSON**

[Refer to the subsection at the end of this section on departments for information pertaining to the selection of a chairperson.]

**NOTE.** Associate Deans in the College of Professional Studies who are also heads of a school are the chief administrative officers of the school. These associate deans have duties and responsibilities similar to those of a department chairperson, except that these duties and responsibilities may be modified by the dean to meet the needs of the particular school. The term of office for these associate deans and search, appointment, and evaluation procedures shall be the same as those for department chairpersons.

### Role.

The chairperson is both administrator and representative of the department, and is responsible to both the administration and to the members of the department for providing leadership in the effective administration of the department.

### Members' Responsibilities.

In the administration of the office, the chairperson shall recognize the individual responsibility of other members of the department for the discharge of the duties committed to them by their appointments, and shall allow proper scope to the ability and initiative of all members of the department.

### Duties and Responsibilities.

The chairperson shall

- coordinate short and long range planning for the department and in the process identify personnel and other budget support needed to achieve departmental program goals;
- assign staff to the academic advisement of majors and minors;
- make recommendations to the Dean regarding appointments, promotions, tenure, indefinite appointment, merit, and salaries;

With the approval of the department, the chairperson, and the dean of the college, a department chairperson may vote with departmental committees on personnel matters. Where this practice is adopted, the chairperson shall be a voting member of appropriate personnel committees and shall not forward a separate recommendation to the dean; the dean shall receive only the committee's recommendation.

- accept majors and minors, and certify completion of the required curriculum for such majors and minors;
- assist in the orientation and guidance of new faculty;
- encourage and advise department members in furthering professional growth in such ways as research, graduate work, and the improvement of instruction;
- prepare and administer the departmental budget;
- prepare the class schedule and such other assignments for department members as appropriate;
- forward to the appropriate university officials the department's recommendations on such policy matters as are the proper responsibility of the department;
- in consultation with the department, make an annual report to the dean of the college concerning the organization and operation of the department, with particular reference to items such as those listed earlier regarding determination of policies and recommendations;
- keep records of departmental actions on personnel matters, and maintain a complete file of all information gathered for the review and evaluation of department members;
  - ◆ Upon the request of the appropriate committee chairperson, the department chairperson shall make these personnel files available for the use of committees involved in personnel actions.

- ♦ Individuals have the right to examine their personnel files and to have placed in them written responses to any material contained in the file.
- perform other duties which may from time to time be assigned by the dean of the college; and
- perform such other duties normally associated with the responsibilities of a departmental chairperson and necessary for the efficient operation of the department.

## **ROLE AND RESPONSIBILITIES OF A GRADUATE COORDINATOR**

The Graduate Coordinator plays a critical role in the success of a graduate program. The Coordinator serves as an active advocate within a school or department for the graduate component of the curriculum. The Coordinator is a key spokesperson for graduate students within the program. The Coordinator serves as the liaison between faculty in the department or school and the Graduate School, and in this liaison role is responsible for:

- assisting with the recruitment and retention of graduate students in the program;
- coordinating and managing the admission of graduate students into the program after students have successfully applied for graduate study;
- advising graduate students in general, and where appropriate, assisting with the assignment of graduate students to graduate committees;
- in consultation with school/departmental faculty, preparing the request for graduate assistantships from the college, recommending the assignment of graduate assistantships to individuals, and providing overall coordination and assessment of students on assistantships assignments;
- in consultation with school/departmental faculty, preparing the requests for Graduate Instructional Support positions from the college;
- approval, for the department or school, each students' Program of Study prior to final approval by the college;
- approval, for the department or school, completion of final degree requirements (courses, thesis, final exams, etc.) for each student prior to final approval by the college;
- other duties as may be assigned by the faculty within the school or department.

## **MEETINGS**

Departments are expected to hold regular meetings with sufficiently well-planned agendas to ensure that important matters will be taken up and considered carefully.

## **PUBLIC NOTICE.**

Public notice of all department and departmental committee meetings shall be provided in accordance with the provisions of the Open Meetings Law and institutional procedures.

## **OPEN MEETINGS REQUIRED.**

Department meetings and meetings of departmental committees shall be open, except that when appropriate, meetings may be closed under one of the exemptions in 19.85 Wis. Stats.

**NOTE.** Departments of the university are "formally constituted subunits" of a governmental agency and therefore subject to the provisions of the Wisconsin Open meetings Law (19.81-19.98, Wis. Stats., 1991-1992).

Attendance and Speaking.

An open meeting means anyone may attend. However, the right to speak is restricted to members of the body unless the chairperson or body extends an invitation to speak.

Presence at Meetings.

No Exclusions.

Under the provisions of 19.89 of the Open Meetings Law, no member of a governmental body may be excluded from any meeting of the body. In addition, no member may be excluded from meetings of the body's subunits unless the rules of the body specifically state otherwise.

Local Application.

No unclassified staff member of a department may be excluded from a department meeting even if the meeting is moved into closed session. No unclassified staff member of a department may be excluded from any departmental committee meeting unless departmental rules specifically state to the contrary.

Attendance at Meetings.

To be absolutely certain that there is no possibility for confusion as to who is eligible to attend meetings under the provisions of the Open Meetings Law (chapter 4, section 5), departments are encouraged to specify in writing the membership of any committee and to specify in writing which department members and others may attend meetings.

Right to Open Meeting for Personnel Matters.

UWSP 3.06.

Under the provisions of UWSP 3.06 (1)(d), a probationary faculty member has the right to request and receive an open meeting for any meeting of a department or unit or subunit involving consideration of tenure for that individual.

UWSP 10.03.

Under the provisions of UWSP 10.03 (2)(a) 5, a probationary academic staff member has the right to request and receive an open meeting for any meeting of a unit or subunit involving consideration of indefinite appointment for that individual.

19.85 Wis. Stats.

Under the Open Meetings Law, even when departmental policies provide that subunit or committee meetings be restricted to members of the subunit or committee, a faculty member under consideration for tenure has the right to request and receive an open meeting for the portion of the meeting pertaining to consideration of that individual.

Departmental Policies.

Normally, departmental policies will require a written request for an open meeting reasonably in advance of the meeting.

CLOSED MEETINGS.

Attendance.

Meetings which are closed may be attended by members of the department, any representative of any member of the department, and persons specifically invited by the body, except as may otherwise be specifically provided for in departmental policies.

Speaking Rights.

The right to speak is restricted to members of the body unless the chairperson or body extends an invitation to speak.

**MINUTES**

Written minutes shall be taken of every department and every departmental committee meeting at least to the extent required by the Open Meetings Law.

**19.88 (3)**

The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection to the extent prescribed in subch. II of ch. 19. . . .

**19.35 Access to records; fees.**

(1) Right to inspection.

(a) Except as otherwise provided by law, any requester has a right to inspect any record. . . .

(b) Except as otherwise provided by law, any requester has a right to inspect a record and to make or receive a copy of a record which appears in written form. . . .

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**APPOINTMENT AND EVALUATION OF CHAIRPERSON**

APPOINTMENT AND TERM.

Acceptability.

A chairperson must be acceptable to both the department and the dean of the appropriate college at the time of appointment and throughout the chairperson's term of

office. An acceptable chair candidate is normally required to be tenured or recommended for tenure. In extremely rare circumstances, non-tenured faculty may serve as department chair with the approval of the dean and provost/vice chancellor.

If a non-tenured faculty member is appointed as department chair, all future departmental retention/tenure/promotion decisions for this person until after the tenure decision, must be made by a committee composed equally of department members and non-department members to be appointed by the appropriate college dean.

#### Appointment.

An individual is appointed to a limited appointment as chairperson by the dean of the college upon the nomination and recommendation of the department.

#### Limited Appointment.

A limited appointment is an appointment to a designated position in which the individual serves at the pleasure of the appointing official.

#### Term.

The term of office for a chairperson is normally three years but a chairperson may be nominated and reappointed for an indefinite number of terms.

### POLICIES AND PROCEDURES.

Each department shall develop policies and procedures for the selection, appointment, and evaluation of a department chairperson. When approved by the dean of the college and forwarded to the provost/vice chancellor for information, these policies and procedures shall govern the selection, appointment, and evaluation of the department's chairperson.

**NOTE.** Departmental policies and procedures shall include all minimal requirements given in this subsection but need not adhere to the sequence as presented here. Likewise, some departments may choose to begin parts of the process during the fall semester rather than the spring.

#### Extent of Search.

Members of each department shall vote to determine whether the department

- ◆ wishes to recommend consideration of nominees from within the department;
- ◆ wishes to recommend consideration of nominees from outside the department;
- ◆ wishes to recommend consideration of nominees both from within and outside the department; or
- ◆ does not wish to make a nomination but request the dean to appoint a chairperson after consultation with the eligible voters.

#### Dean's Action.

Notification of the departmental recommendation shall be sent to the dean of the college who shall promptly inform the department whether the recommendation is accepted or not accepted.

*Recommendation Accepted.*

If the dean accepts the recommendation, the department shall proceed under the appropriate procedures.

**NOTE.** If nominees are to come exclusively from within the department, the procedures below shall apply as minimal requirements; if exclusively from outside the department, search and screen procedures shall apply (refer to chapter 3, recruitment); and if both from within and outside the department, a combination of these procedures and search procedures shall be used.

*Recommendation Not Accepted.*

If the dean does not accept the recommendation, the dean shall promptly notify the department and shall consult with the department to attempt to resolve differences.

Resolution.

If a resolution acceptable to the department and the dean is reached, the department shall proceed appropriately.

Impasse.

If no resolution acceptable to the department and the dean is found, the dean shall determine whether the department wishes to reconsider its previous action and provide an alternative recommendation. If not, the dean shall appoint a temporary chairperson (under those procedures).

*Minimal Criteria for Candidates for Nomination.*

At a minimum, departmental policies and procedures for the evaluation and screening of candidates for nominees for department chairperson shall include

- the needs of the department and of areas, fields, or disciplines within the department;
- the display of a strong, general interest in all areas, fields, or disciplines within the department;
- the ability to cooperate and elicit cooperation in both intra- and inter-departmental affairs; and

*Evaluation of Incumbent.*

At a minimum, departmental policies and procedures shall provide for

- a timely determination by the dean as to whether an incumbent wishes to seek reappointment;
- evaluation of an incumbent who seeks reappointment, conducted by the dean, following consultation with the department to determine
  - ◆ the evaluation form(s) to be used; and
  - ◆ the procedures to be followed, which at a minimum shall provide that
    - ✦ all members of the department are provided an opportunity to evaluate the chairperson;

- ✦ other appropriate administrative personnel in the institution are provided an opportunity to evaluate the chairperson;
  - ✦ the chairperson shall be asked if there are specific university personnel, members of the community, students, or other individuals to whom the chairperson wants evaluation forms sent, and any such requests shall be honored; and
  - ✦ the members of the department shall be asked if there are specific university personnel, members of the community, students, or other individuals to whom they want evaluation forms sent, and any such requests shall be honored.
- distribution of the form by the dean in adequate time to respond and enable the dean to meet with the department chairperson not later than March 1 to review the evaluations;
- a meeting between the dean and incumbent chairperson to review the evaluations of the department chairperson;
- following the review, timely written notification to the dean and the department if the incumbent chairperson still wishes to be a candidate for nomination for reappointment;
- if the incumbent department chairperson wishes to be a nominee
  - ◆ a meeting between the dean and the departmental personnel committee chairperson (or some other similar departmental representative) to prepare a summary report of the results of the evaluation of the chairperson;
  - ◆ a department meeting to review the performance of the incumbent department chairperson, which shall include
    - ✦ a summary report, which may be an oral report, of the evaluation session with the dean; and
    - ✦ an opportunity for the incumbent chairperson to present information on the chairperson's own behalf;

**NOTE.** Departments may prefer to have this evaluative review after nominations of candidates for chairperson.

- ◆ written notice of the departmental review meeting, which shall inform the chairperson
  - ✦ of the date, time, and place of the review;
  - ✦ of the opportunity to present information on the chairperson's own behalf;
  - ✦ of the right to be represented by an individual of the chairperson's choice; and
  - ✦ that the meeting will be a closed meeting unless the department chairperson sends a timely written request for an open meeting, in which case the meeting will be open.

### Nomination Procedures.

At a minimum, departmental nomination procedures shall provide for

- nomination, evaluation, and election of a nominee or nominees, or selection of an external candidate;
- notification of the results to the dean if someone is nominated or selected;
- appointment of a chairperson by the dean if a recommendation is accepted;

If the dean accepts the recommendation, (one of) the nominee(s) shall be appointed as chairperson;

- procedures for dealing with situation where there is no nominee or the dean does not accept any nominee.

*Procedures if No Nominee or Nominee Not Accepted.*

Departmental procedures for handling situations where there is no nominee or where no nominee is accepted by the dean shall provide for

- repeating the process; or
- requesting the appointment of a chairperson by the dean, after consultation with the eligible voters of the department; or
- requesting the appointment of a nominee from within the department as temporary chairperson; or
- requesting the appointment of a temporary chairperson by the dean, after consultation with the eligible voters of the department; or
- requesting authorization for an external search.

*Procedures if Outside Nominees Preferred.*

Departmental procedures shall provide for

- consultation with the dean to determine whether a position exists and whether the dean will authorize an external search;
- a search under existing department policies, if the dean authorizes an external search, or.
- means of handling situations when an external search is not authorized, including
  - ◆ repeating the nomination process; or
  - ◆ requesting the appointment of a chairperson by the dean, after consultation with the eligible voters of the department; or
  - ◆ requesting the appointment of a nominee from within the department as temporary chairperson; or
  - ◆ requesting the appointment of a temporary chairperson by the dean, after consultation with the eligible voters of the department

TEMPORARY CHAIRPERSON.

A temporary chairperson, whether nominated by the department or appointed by the dean at the request of the department but without nomination, normally shall be appointed for a period of one year.

Under extraordinary circumstances, a dean may reappoint a temporary chairperson for a second year but only after consultation with the affected department and with the authorization of the provost/vice chancellor.

## **SECTION 2**

### **UNITS**

#### **DEFINITION AND COVERAGE**

##### **DEFINITION.**

"Unit" means a group of academic staff members, or academic staff members and faculty members, recognized by the chancellor of the university as working in the same office or closely related offices and dealing with a common or closely related activity, or having a common or closely related function. In addition, groups of academic staff members who function as a unit for personnel matters, regardless of their formal designation (divisions, service area) shall be covered in all references herein to "unit."

##### **COVERAGE.**

At the University of Wisconsin-Stevens Point, administrative areas within Business Affairs and Student Affairs/University Relations are referred to as units

Administrative areas within Academic Affairs primarily involved in classroom instruction are referred to as departments, defined in section 1 of this chapter; other administrative areas are referred to as units.

#### **WORKING ENVIRONMENT**

##### **INTERRELATIONSHIPS.**

Every unit member has an obligation to establish and maintain productive working relationships with colleagues and to help meet the mission and objectives of the unit, division, and university.

#### **PARTICIPATION IN UNIT GOVERNANCE**

##### **PERSONNEL POLICIES.**

The university is committed to active unit level participation by academic staff in the development of personnel policies and procedures for academic staff. Academic staff shall be afforded the opportunity for participation in the development of the unit's personnel policies and procedures.

##### **BROAD PARTICIPATION.**

The university encourages academic staff participation in the development and implementation of unit policies, procedures, and operations.

#### **MEMBERS AND VOTING**

##### **MEMBERS.**

### Appointment.

Unclassified appointments to a unit are made by the chancellor, or the provost or an appropriate vice chancellor acting as the chancellor's designee. All academic staff (or faculty) appointed to a unit by the chancellor or an appropriate designee are members of that unit.

### Additional Recommendations.

When recommendations for appointments are submitted to the chancellor by the provost/vice chancellor for academic affairs or other vice chancellor, the provost or vice chancellor normally also makes recommendations regarding the appointments.

Recommendations submitted to the provost acting as designee are made through the dean of the appropriate college, while recommendations submitted to the vice chancellor for business affairs or student affairs acting as designee are made through the appropriate executive director; each also normally makes recommendations regarding the appointments. In areas having no executive director, recommendations are submitted directly to the appropriate vice chancellor.

### Joint Appointments.

#### Academic Staff.

Joint appointments of academic staff members may be made between units or between units and departments (e.g., Financial Aid and Conference and Reservations, Admissions and Physics). These appointments are made only if the academic staff member and the involved units/departments agree upon the desirability of such an arrangement. Joint appointments may be terminated at the end of a contractual period upon the request of any of the involved individuals or units/departments.

#### *Unit/Departmental Responsibilities.*

Letters of appointment for academic staff members with joint appointments shall clearly delineate the percentages in each unit/department, the salary responsibilities of each unit/department, the titles for each position, and the appointment type (fixed term, probationary, or indefinite) in each position.

**Operational Areas. An academic staff appointment is limited to an operational area specified at the time of the appointment and does not carry rights beyond that limitation. An academic staff appointment might be to an operational area as broad as Safety and Loss Control or as narrow as Risk Management, one of the subunits within Safety and Loss Control.**

#### *Governance Rights.*

Academic staff with joint appointments will be eligible to participate in both units/departments in meetings, appropriate committees, and other activities under each area's policies and procedures. Such participation will depend upon prior agreement of the involved areas.

### Faculty.

Academic joint appointments of faculty members may be made between units and departments. These appointments are made only if the faculty member and the involved units/departments agree upon the desirability of such an arrangement. Joint appointments may be terminated at the end of a contractual period upon the request of any of the involved individuals or units/departments.

### *Home Department.*

Faculty members with joint appointments will have a home department which will be responsible for the person's salary, tenure, and rank.

### *Governance Rights.*

Faculty with joint appointments will be eligible to participate in units/departments in meetings, appropriate committees, research, and teaching. Such participation will depend upon prior agreement of the involved units/departments.

## VOTING.

Where units have provided for academic staff participation through voting by the academic staff, the academic staff of each unit determine which academic staff members may vote. Normally, all academic staff members are voting members for all matters other than personnel decisions.

### Restricted Voting.

#### Alternative Assignments.

Persons assigned to or holding an indefinite appointment in a particular unit but not presently serving in the unit are usually excluded from voting while they are serving in the alternative assignment.

#### Other Considerations.

Units may wish to consider other situations in which academic staff members of the unit might logically be excluded from voting, e.g., persons less than half-time, persons serving less than 50% of their appointment in the unit, or persons not on campus for at least 50% of their appointment (on leave, Semester Abroad, etc.).

### Methods of Voting.

Methods of voting shall be in accordance with the Open Meetings Law. Absentee ballots are not permitted.

## **STUDENT REPRESENTATION**

Some units may find student participation appropriate. Students may participate and vote in unit meetings and unit committee meetings to the extent determined by the unit but students may neither vote on any personnel decisions nor attend closed meetings on personnel matters unless specifically called by one of the parties involved.

## COMPLAINTS

Students, other staff members, or members of the community occasionally bring complaints or contemplate bringing complaints against academic staff members. These individuals, particularly students, are often vulnerable to retaliation or believe themselves to be vulnerable to retaliation.

### Protecting Rights.

Every unit has an obligation to protect the rights of its members; every unit also has an obligation to protect the rights of individuals making or considering a complaint. It is essential that unit supervisors and other unit members who are approached by individuals for advice about making complaints inform those individuals of the policies and procedures related to complaints (see chapter 4).

### Potential Risks.

It is also essential for unit personnel to discuss candidly with those individuals the potential risks of filing a complaint. However, members of the unit must be equally candid in pointing out that inappropriate behavior cannot be changed unless someone assumes the risk and responsibility for bringing these matters to the attention of the unit and allows the unit to act on the information.

## PERSONNEL POLICY DEVELOPMENT

### RESPONSIBILITIES.

#### Academic Staff Members.

Each unit's academic staff members have primary responsibility for the development of policies and procedures. In addition, they participate in the evaluation of academic staff for personnel recommendations to the degree specified in those policies and procedures.

#### Director or Other Supervisor.

The director (or other equivalent supervisor) of each unit with personnel having academic staff appointments has the primary role in evaluation, particularly for

- developing performance objectives;
- assessing effectiveness in meeting performance objectives; and
- recommendations for
  - ◆ appointment;
  - ◆ promotion;
  - ◆ merit; and
  - ◆ indefinite appointment.

In addition, the director shall provide for

- the opportunity for participation in the development of the unit's personnel policies and procedures by the unit's academic staff members; and
- the approval of personnel policies and procedures by the academic staff of the unit.

## ACADEMIC STAFF ORGANIZATION.

For the purpose of participation in the development of personnel policies and procedures, academic staff within units may organize as their needs dictate and the academic staff members consider appropriate.

## REQUIRED POLICIES.

### *Institutional Policies and Procedures.*

Personnel decisions shall be made in accordance with institutional policies and procedures found in chapter 4, sections 3 and 4, of this *Handbook*. These policies and procedures derive from local personnel rules (chapter 4, section 2), which in turn derive from system rules (chapter 4, section 1). Wherever a unit is required to develop personnel policies or procedures, those policies or procedures must conform to system and institutional rules and procedures.

**NOTE.** In the consideration of providing for policies and procedures at the unit level, academic staff who so desire may be able to defer to and use the institutional policies without modification or further explication.

### *Unit Policies and Procedures.*

Units with academic staff members are required to develop policies and procedures related to

- recruiting of academic staff;
- expectations in fulfilling performance objectives;
- procedures and criteria for granting indefinite appointment;
- promotion and changes of title; and
- merit assessment.

### *Additional Policies.*

Unit policies and procedures must also provide for the

- implementation of institutional rules and policies on fixed term and probationary appointments for academic staff;
- implementation of institutional procedures and criteria for the reappointment of fixed term or probationary academic staff;
- implementation of institutional policies and procedures on nonrenewal or failure to reappoint; and
- implementation of institutional procedures for reconsideration of decisions not to reappoint or not to grant indefinite appointment.

### *Division Policies or Policies Developed by a Group of Units Acceptable.*

Academic staff may choose to develop personnel policies and procedures at the division level rather than at the unit level, adapting sections as necessary for individual units, or as a collaboration among a group of units.

### Unit Approval Required.

Policies may be developed by a group of units or at the division level provided that the academic staff members of each unit

- approve such a process of policy development; and
- approve the completed policies and procedures.

#### Initial Decision.

Wherever UWSP personnel rules, policies, or procedures provide for the development of unit personnel policies and procedures, the academic staff of each unit shall

- give careful consideration to whether they wish to develop unit-level personnel policies beyond those at the institutional level;
- discuss the issues in a unit meeting;
- vote on the whether they wish to develop unit-level policies; and
- if so, vote on the appropriate method for the development of personnel policies and procedures.

#### Alternatives.

If the academic staff within the unit decide not to defer exclusively to institutional policies and procedures, they shall determine whether

- policies and procedures shall be developed at the unit or division level or in collaboration with a group of units; and
  - ♦ if at the unit level, whether
    - ♥ all eligible academic staff members of the unit shall have the opportunity to participate, either in some committee structure or as a committee of the whole; or
    - ♥ policies and procedures are to be developed by the unit's supervisor; or
    - ♥ the unit's supervisor and a committee of or from among the academic staff shall develop policies and procedures; or
    - ♥ some other process shall be used for the development of personnel policies and procedures; or
  - ♦ if at the division level, whether
    - ♥ all eligible academic staff members of the division shall have the opportunity to participate, either in some committee structure or as a committee of the whole; or
    - ♥ policies and procedures are to be developed by the vice chancellor; or
    - ♥ the vice chancellor and a committee of or from among the academic staff shall develop policies and procedures; or
    - ♥ some other process shall be used for the development of personnel policies and procedures; or
  - ♦ if among a group of units, whether
    - ♥ all eligible academic staff members from among the units shall have the opportunity to participate, either in some committee structure or as a committee of the whole; or
    - ♥ policies and procedures are to be developed by the supervisor(s) of the units; or

- ♥ the unit supervisors and a committee of or from among the academic staff of the units shall develop policies and procedures; or
- ♥ some other process shall be used for the development of personnel policies and procedures.

Unit Adaptations.

Any policies and procedures developed at the division level or among a group of units shall specifically provide which parts may be adapted at the unit level to meet specific unit needs.

Individual Adaptations.

Policies and procedures developed at all levels shall specifically provide which parts may be adapted to meet specific unit needs for individual members of the unit. Such individualization shall occur in consultation between the unit supervisor and the individuals concerned.

APPROVAL.

Unit.

Regardless of the method chosen for the development of personnel policies and procedures, the completed policies and procedures shall require a majority vote of the unit's eligible academic staff members for adoption and implementation.

Administrative.

Wherever UWSP personnel rules, policies, or procedures provide for the development of unit policies and procedures and the approval of those policies or procedures by the chancellor or provost, approval has been delegated to designees--

- for units reporting to a dean, the designee is the dean;
- for units reporting to the vice chancellor of business affairs or student affairs, the designee is the vice chancellor; and
- for units reporting directly to the provost, the designee is the provost.

EVALUATION.

The primary responsibility for evaluation of academic staff for purposes of retention, change of title or promotion, merit, indefinite appointment, and salary is that of the unit in which the individual holds an academic staff appointment. All academic staff to be evaluated and all academic staff who do evaluations shall have completed appropriate orientation and training provided through the provost's office.

Requirements.

Procedures for evaluation of academic staff are delineated in chapter 4, section 4, of this *Handbook*. These procedures require

- annual evaluation of all fixed term, probationary, and indefinite term academic staff;

- an interim evaluation meeting between each academic staff member and the member's supervisor; and
- a supplemental, broader-than-unit evaluation in the 2nd and 5th years of service, and every 5 years thereafter.

Roles.

Unit policies and procedures shall specifically define the role of the unit's academic staff in evaluations and determinations of recommendations for individual personnel action in all areas.

**NOTE.** It is important to remember that under institutional rules approved by the Faculty Senate, academic staff may not vote on decisions on the hiring, retention, promotion, or granting of tenure for individual faculty.

**MEETINGS**

MEETINGS.

Units are expected to hold regular meetings with sufficiently well-planned agendas to ensure that important matters will be taken up and considered carefully.

PUBLIC NOTICE.

Public notice of all unit meetings and any unit committee meetings shall be provided in accordance with the provisions of the Open Meetings Law and institutional procedures.

OPEN MEETINGS REQUIRED.

Unit meetings and meetings of unit committees shall be open, except that when appropriate, meetings may be closed under one of the exemptions in 19.85 Wis. Stats.

**NOTE.** Units of the university are "formally constituted subunits" of a governmental agency and therefore subject to the provisions of the Wisconsin Open meetings Law (19.81-19.98, Wis. Stats., 1991-1992).

Attendance and Speaking.

An open meeting means anyone may attend. However, the right to speak is restricted to members of the body unless the chairperson or body extends an invitation to speak.

Presence at Meetings.

No Exclusions.

Under the provisions of 19.89 of the Open Meetings Law, no member of a governmental body may be excluded from any meeting of the body. In addition, no member may be excluded from meetings of the body's subunits unless the rules of the body specifically state otherwise.

*Local Application.*

No unclassified staff member of a unit may be excluded from a unit meeting even if the meeting is moved into closed session. No unclassified staff member of a unit may be excluded from any unit committee meeting unless unit rules specifically state to the contrary.

Attendance at Meetings.

To be absolutely certain that there is no possibility for confusion as to who is eligible to attend meetings under the provisions of the Open Meetings Law (chapter 4, section 5), units are encouraged to specify in writing the membership of any committee and to specify in writing which unit members and others may attend meetings.

Right to Open Meeting.

*UWSP 10.03.*

Under the provisions of UWSP 10.03 (2)(a) 5, a probationary academic staff member has the right to request and receive an open meeting for any meeting of a unit or subunit involving consideration of indefinite appointment for that individual.

*Unit Policies.*

Normally, unit policies will require a written request for an open meeting reasonably in advance of the meeting.

CLOSED MEETINGS.

Attendance.

Meetings which are closed may be attended by members of the unit, any representative of any member of the unit, and persons specifically invited by the body, except as may otherwise be specifically provided for in unit policies.

Speaking Rights.

The right to speak is restricted to members of the body unless the chairperson or body extends an invitation to speak.

**MINUTES**

Written minutes shall be taken of every unit meeting and every unit committee meeting at least to the extent required by the Open Meetings Law.

**19.88 (3)**

The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection to the extent prescribed in subch. II of ch. 19. . . .

**19.35 Access to records; fees.**

(1) Right to inspection.

- (a) Except as otherwise provided by law, any requester has a right to inspect any record. . . .
- (b) Except as otherwise provided by law, any requester has a right to inspect a record and to make or receive a copy of a record which appears in written form. . . .

## **CHAPTER 3**

### **RECRUITMENT, APPOINTMENT, REASSIGNMENT, AND RESIGNATION**

#### **SECTION 1**

#### **RECRUITMENT, SELECTION, AND APPOINTMENT: FACULTY**

##### **OUTLINE OF THE UWSP FACULTY HIRING PROCESS**

The outline specified below provides a checklist of steps necessary to complete the faculty hiring process. More detailed procedures are available from the Office of Equity and Affirmative Action (EAA). The EAA Office should be consulted early in the search process to ensure compliance with all federal, state, and local policies.

##### **PHASE ONE: APPROVAL TO FILL A VACANCY - PREPARING TO SEARCH**

The Department Chair shall:

1. Seek permission to hire.
2. Upon approval of the request to fill the vacancy, appoint or review an established Search and Screen Committee and verify that women/minorities are appropriately represented. (Pursuant to University Handbook, women and minority faculty or instructional academic staff members may be added to the search and screen committee.)
3. Fill out Composition of Search and Screen Committee Form and submit for approval.
4. Schedule the first meeting of the committee with the Equity & Affirmative Action (EAA) Director to discuss the following: job description; hiring process; diversity and strategies to encourage women and persons of color to apply; personnel policies and procedures; use of terms; development of selection and evaluation criteria and methodology; other questions the committee may have.

The Search and Screen Committee or Chair shall:

5. After meeting with the EAA Director, select Search and Screen Committee Chair (if necessary) and Affirmative Action representative.
6. In consultation with the Equity and Affirmative Action Director, develop a full job description or review the current job description. It is important to include language required by the Americans With Disabilities Act (ADA) in current and new job

descriptions. The ADA Position Self-Evaluation Form is available to help you with appropriate wording.

7. Prepare Position Announcement Form according to guidelines and submit to Equity and Affirmative Action Director for approval and signature. (It is a good idea to Email a draft to the EAA Director prior to getting signatures in case changes need to be made.)
8. Receive position number from Equity and Affirmative Action Office.
9. Finalize the recruitment plan. Complete and submit Recruitment Plan Form being sure to attach all requested documents.

## PHASE TWO: RECRUITING

The Search and Screen Committee or Chair shall:

1. Upon approval of recruitment plan, send out all recruitment material. (Watch carefully for closing dates and deadlines to get information to journals, etc. for advertising.)
2. As soon as possible after receipt of application materials, send each applicant a letter acknowledging the application and containing the following enclosures:
  - a. Full position description;
  - b. Equal Employment Opportunity Information Request Form (also called EEO or Self-Identification Form).
3. Two days after the close of the search, send an alphabetical listing of all candidates (including name, address and current position) to the EAA Office on the Open Records Requirement Form.

## PHASE THREE: SCREENING AND EVALUATION OF APPLICANTS

The Search and Screen Committee or Chair shall:

1. Draft the proposed interview questions and methodology to be used in assessing candidates' qualifications. Complete and submit Interview and Evaluation Methodology Form for approval.
2. At the close of the recruitment period, review the applications and group applicants into tiers for consideration (do not otherwise rank applicants).
3. Complete and submit the Applicant Log for approval before interviews are scheduled.
4. Receive Applicant Flow Analysis Form from EAA Office.
5. After the Applicant Flow Analysis Form has been received, select the finalists to be interviewed, using the pre-established criteria identified in the Interview and Evaluation

Methodology Form. Complete and submit the Interview Request Form. (Note: This form is also used to authorize and request reimbursement for interview expenses if there are any.)

6. Receive approval to interview finalists.
7. Contact recommended finalists and arrange interviews and campus visits.
8. The administrator responsible for the hire is expected to contact UWSP News Service prior to releasing the list of finalists **and** prior to announcing the hire. This is to ensure the coordination of the announcement to the campus and community and to arrange for appropriate media coverage (if warranted).
9. Conduct campus visits and interviews in accord with plan identified on Interview and Evaluation Methodology Form.
10. Assess candidates based on essential job functions identified in position description.

#### PHASE FOUR: RECOMMENDATION TO HIRE, EXTENDING THE OFFER

Per UWSP University Handbook (Chapter 3, Section 6): Procedures for search and screen for department chairperson, associate dean/head of a department, and classroom teaching personnel are developed by the appropriate colleges and departments.

The Search and Screen Committee Chair shall:

1. After finalists have been assessed, submit the Finalist Appraisal Form for approval.

The Department Chair shall:

2. After consulting with the hiring authority and receiving approval, make a verbal offer to first choice candidate.
3. If candidate verbally accepts offer, complete and submit the Recommendation to Appoint Form and Personnel Appointment Form (available in Personnel Office).

The appropriate Line Officer shall:

4. Send final contract to candidate.

The Search and Screen Committee Chair shall:

5. Complete and submit Information on UW System Recruitment Report Form to EAA Office.
6. Notify all candidates that this position has been filled and thank them for their interest in UWSP.

7. The search is now closed. Collect all search and screen materials from all committee members and keep on file (in unit/department) for four years.

## **SECTION 2**

### **RECRUITMENT, SELECTION, AND APPOINTMENT: ACADEMIC STAFF**

#### **OUTLINE OF THE UWSP ACADEMIC STAFF HIRING PROCESS**

The outline specified below provides a checklist of steps necessary to complete the academic staff hiring process. More detailed procedures are available from the Office of Equity and Affirmative Action (EAA). The EAA Office should be consulted early in the search process to ensure compliance with all federal, state, and local policies.

#### **PHASE ONE: APPROVAL TO FILL A VACANCY - PREPARING TO SEARCH**

The Supervisor shall:

1. Seek permission to hire.
2. Seek approval from Academic Staff Council if the position is GPR-funded, but will be identified as a Fixed Term Appointment.
3. In consultation with the Equity and Affirmative Action (EAA) Director, develop a full job description or review the current job description. It is important to include language required by the Americans With Disabilities Act (ADA) in current and new job descriptions. The ADA Position Self-Evaluation Form is available to help you with appropriate wording.
  - For non-teaching positions, contact Personnel Services to request a copy of an employee's current job description or the appropriate form.
  - For non-teaching positions, if there have been significant changes in the duties and responsibilities of a position (30% or more new ones) or this is a new position, revise or develop the description and submit it to the Hayes-Hill Titling Advisory Committee (HHTAC) for assignment/reassignment of the appropriate title.
  - If the current job description remains accurate, initial and date it to indicate that and send a copy to HHTAC.
4. Prepare Position Announcement Form according to guidelines and submit to Equity and Affirmative Action Director for approval. (It is a good idea to Email a draft to the EAA Director prior to getting signatures in case changes need to be made.)
5. Receive position number from Equity and Affirmative Action (EAA) Office.
6. Upon approval of the request to fill the vacancy, appoint Search and Screen Committee and verify that women/minorities are appropriately represented.

7. Fill out Composition of Search and Screen Committee Form and submit for approval
8. Schedule the first meeting of the committee with the EAA Director to discuss the following: the hiring process; diversity and strategies to encourage women and persons of color to apply; personnel policies and procedures; use of terms; development of selection and evaluation criteria and methodology; other questions the committee may have.

The Search and Screen Committee shall:

9. After receiving the charge from the supervisor and meeting with the EAA Director, select Search and Screen Committee Chair and Affirmative Action representative.
10. Finalize the recruitment plan. Complete and submit Recruitment Plan Form being sure to attach all requested documents.

### PHASE TWO: RECRUITING

The Search and Screen Committee or Chair shall:

1. Upon approval, send out all recruitment material. (Watch carefully for closing dates and deadlines to get information to journals, etc. for advertising.)
2. As soon as possible after receipt of application materials, send each applicant a letter acknowledging the application and containing the following enclosures:
  - a. Full position description;
  - b. Equal Employment Opportunity Information Request Form (also called EEO or Self-Identification Form).
3. Two days after the close of the search, send an alphabetical listing of all candidates (including name, address and current position) to the (EAA) Office on the Open Records Requirement Form.

### PHASE THREE: SCREENING AND EVALUATION OF APPLICANTS

The Search and Screen Committee or Chair shall:

1. Draft the proposed interview questions and methodology to be used in assessing candidates' qualifications. Complete and submit Interview and Evaluation Methodology Form for approval.
2. At the close of the recruitment period, review the applications and group applicants into tiers for consideration (do not otherwise rank applicants).
3. Complete and submit the Applicant Log for approval before interviews are scheduled.

4. Receive Applicant Flow Analysis Form from EAA Office.
5. After the Applicant Flow Analysis Form has been received, select the finalists to be interviewed, using the pre-established criteria identified in the Interview and Evaluation Methodology Form. Complete and submit the Interview Request Form. (Note: This form is also used to authorize and request reimbursement for interview expenses if there are any.)
6. Receive approval to interview finalists.
7. Contact recommended finalists and arrange interviews and campus visits.
8. The administrator responsible for the hire is expected to contact UWSP News Service prior to releasing the list of finalists **and** prior to announcing the hire. This is to ensure the coordination of the announcement to the campus and community and to arrange for appropriate media coverage (if warranted).
9. Conduct campus visits and interviews in accord with plan identified on Interview and Evaluation Methodology Form.
10. Assess candidates based on essential job functions identified in position description.

#### PHASE FOUR: RECOMMENDATION TO HIRE, EXTENDING THE OFFER

Per UWSP University Handbook (Chapter 3, Section 6):

##### Interviews --

- The committee shall determine the procedures by which it will screen the candidates and select the list of candidates to be invited for interviews.
- After the closing date for applications, the committee shall select the candidates to be invited for interviews.
- Normally, interviews shall continue until the committee agrees upon not less than three nor more than five finalists it is willing to recommend to the supervisor.

##### Selection --

- Normally, the supervisor offers the position to one individual from among the finalists recommended.
- The supervisor may reject all finalists and ask the committee to continue or reopen the search.

The Committee Chair shall:

1. Submit the Finalist Appraisal Form for approval after finalists have been assessed.

The supervisor shall:

2. After consulting with the hiring authority and receiving approval, make a verbal offer to the first choice candidate.
3. If candidate verbally accepts offer, complete and submit the Recommendation to Appoint Form and Personnel Appointment Form (available in Personnel Office).

The appropriate Line Officer shall:

4. Send final contract to candidate.

The Search and Screen Committee Chair shall:

5. Complete and submit Information on UW System Recruitment Report Form to EAA Office.
6. Notify all candidates that this position has been filled and thank them for their interest in UWSP.
7. The search is now closed. Collect all search and screen materials from all committee members and keep on file (in unit/department) for four years.

### **SECTION 3**

#### **ACPS-4 AND DERIVATIVE POLICIES**

##### **ACADEMIC PLANNING STATEMENT NO. 4 (ACPS-4): UNIVERSITY OF WISCONSIN SYSTEM POLICY ON ACADEMIC YEAR DEFINITION AND ASSORTED DERIVATIVES**

[Revised: February 11, 2000]

###### **PREAMBLE.**

This System policy applies to ranked faculty and instructional academic staff members and replaces all former Chapter 36 and Chapter 37 Board of Regents' policies relating to the topics covered.

The policy recognizes special requirements in establishing the appointment period for University faculty members.

The activities of a faculty member are not organized in terms of a specified number of hours and days in specified locations. Rather, as with professionals practicing law or medicine, recent surveys indicate that university faculty members on the average devote from 50 to 60 hours per week to university activity. The time devoted to such activity may vary from week to week or month to month during the course of an academic year. Frequently, the faculty member engages in activity related to his/her university responsibilities outside the academic year. The university activity of any faculty member is subject to institutional policy on teaching loads, advising hours, or schedules; the primary responsibility for monitoring and assuring equity is placed at the departmental level where peer group judgment on promotion, tenure, and salary levels is initiated.

This pattern of individual activity best sustains the special character and vitality of an academic community. The policies enunciated herein have been designed to preserve the essential character of the academic community while setting minimum service expectations of faculty members for the academic year, establishing reasonable methods of calculating pay periods and entitlements to various fringe benefits, and regulating reasonably the use of overload payments to faculty members holding full-time appointments.

###### **THE ACADEMIC YEAR AND CALENDAR.**

The regular academic year covers a full nine-month period which is the basis for academic year appointments. The following guidelines permit the institutions to vary the academic calendar within the nine-month period of the academic year.

The Chancellor of each institution, in consulting with the faculty, should determine the primary divisions of the academic year calendar. The calendar may be organized in two semesters, three quarters, or modules of semesters or quarters and shorter terms (mini-sessions, inter-sessions, etc.) within the academic year period. The contractual academic year shall consist of a full nine months (39 weeks) and shall include not fewer than 34 weeks of organized services for students including classroom instruction, registration, advising, and examining.

After the institution has determined its calendar and designated periods for instruction, registration, advising, examination, and official state holidays, the time remaining which is not on the organized calendar shall be used by faculty members for scholarly pursuits and instructional development as individual, self-directed professionals.

### THE AWARDING OF CREDIT.

The institutions shall award credit to students successfully completing approved instructional programs, or demonstrating competence or learning equivalent to that provided by such programs as either semester credits, or quarter credits. It is assumed that study leading to one semester credit represents an investment of time by the average student of not fewer than 48 hours for class contact in lectures, for laboratories, examinations, tutorials and recitations, and for preparation and study; or a demonstration by the student of learning equivalent to that established as the expected product of such a period of study. Study leading to one quarter of credit represents two-thirds of that set as the standard for one semester credit.

{**Note:** At UWSP, contact hours also include remote communications, electronically mediated discussion, field trips, job shadowing, interviewing, and internships.}

### THE PERIOD OF APPOINTMENT FOR FACULTY.

An annual appointment extends for a period of twelve months and normally begins on July 1. Faculty members on annual appointment shall accrue vacation at the rate of 22 working days per year.

An academic year appointment extends for the nine-month academic year specified in the calendar of the institution as approved by the Board of Regents and should ordinarily begin no earlier than one week before the first day of scheduled campus registration for the fall term and should end no later than one week after the date of spring commencement when commencement follows the last day of scheduled instruction, or when there is no commencement (as for the UW Centers), or when commencement precedes the final day of instruction, no later than one week after the last day of scheduled classes. The institution may contract with the faculty member for distribution of the equivalent of his/her academic year of service over the twelve-month calendar year; but, in any event, the contractual academic year shall consist of not fewer than thirty-nine (39) contiguous weeks.

## COMPENSATION ADJUSTMENTS FOR INTERRUPTED SERVICE OR UNANTICIPATED TERMINATION OF APPOINTMENTS.

In the event of unanticipated termination of service during the term of an appointment, as for example by death or resignation, or interrupted service due to termination or suspension without pay, payment for services shall be terminated or suspended following cessation of services. The final check shall be calculated so that the faculty member receives full compensation for that portion of the academic year or annual appointment completed. For annual appointments, accrued vacation time will be paid in addition.

For faculty on academic year appointments, the final check shall be calculated as the product of the salary for the payroll period ( $1/9$  of the academic year salary) times the fraction of the payroll period completed. That fraction is the ratio of the number of calendar days in the payroll period completed as a proportion of the total calendar days in the payroll period in which service was interrupted.

For faculty members on academic year appointments, but on a ten-pay or twelve-pay period assignment schedule, the final check, in case of interrupted service or unanticipated termination, shall also include that portion of the earned salary that was due in the tenth, or tenth through twelfth, payment(s). The earned additional amount to be paid in the final check is to determined by multiplying the following factors: (1) the salary fraction escrowed per pay period; (2) the pay period salary; and (3) the number of pay periods completed (or fractions thereof computed as above) up to a total of nine. For the ten-pay plan, the salary fraction escrowed per pay period is  $1/9$  of each pay period salary; for the twelve-pay plan, the salary fraction escrowed per period is  $1/3$  of each pay period salary.

For faculty on annual appointment, the final check shall be calculated as the product of the salary for the payroll period ( $1/12$  of the annual salary) times the fraction of the payroll period completed. That fraction is the ratio of the number of calendar days in the payroll period completed as a proportion of the total calendar days in the payroll period in which service was interrupted.

## ELIGIBILITY -- SICK LEAVE, RETIREMENT, UNEMPLOYMENT COMPENSATION, AND SOCIAL SECURITY.

Sick leave: Faculty members who are absent and eligible for paid sick leave shall be charged at the rate of five days per week excluding weekends and legal state holidays and in conformity with the University of Wisconsin faculty sick leave policy. In establishing the System sick leave policy, accumulation and usage of sick leave by other state employees was considered.

Retirement: Retirement credits are reported in days per month. Days reported will be for the academic year as defined by each institution excluding weekends.

Unemployment compensation and social security: The end of a semester or academic year as defined by the institution unless there is interrupted service or unanticipated termination will be reported as the last day worked.

UNANTICIPATED ASSIGNMENTS FOR FACULTY MEMBERS AND INSTRUCTIONAL ACADEMIC STAFF MEMBERS FROM UNIVERSITY SOURCES DURING THE PERIOD OF APPOINTMENT.

a. General policy.

The salary received by full time faculty members is considered to be full compensation for university activity during their appointment period. Thus, such faculty members may not receive compensation for an overload activity from any funds administered within the University System, regardless of source, except through procedures and within standards provided in this policy.

Recurring needs for a faculty member to assume special institutional responsibilities should be handled through some method other than overload payments. The following alternatives are suggested:

1. An adjustment in the faculty member's existing responsibilities to release time for a new assignment.
2. Reevaluate the individual's existing and added duties to determine whether a temporary revision of base salary is appropriate.
3. Compensate, if possible, for the added load by converting an academic year appointment to an annual appointment.

Exceptions are subject to specific advance approval of the Chancellor(s) or designee whose unit(s) is (are) involved and must be of an unusual, short term, or non-recurring nature. When exceptions are granted, two methods for dealing with an ad hoc or temporary need for special institutional services are suggested:

1. Overload payment made directly to the faculty member.
2. Purchase of load wherein there is a transfer of money into the faculty member's department or employing unit as a purchase of institutional time from that unit. This may permit the release of the unit's resources to support other scholarly activities of the individual or unit.

Compensation for such exceptions cannot exceed the statutory limitations as defined in the Wisconsin Statutes [Section 16.417(2)].\* This limitation (i.e. \$12,000/year) is to be applied to all full-time employees (academic or annual).

\* Wisconsin Statutes Section 16.417(2)(a): "No individual other than an elective state official who is employed or retained with an agency or authority may hold any other position or be retained in any other capacity with an agency or authority from which the individual receives, directly or indirectly, more than \$12,000 from the agency as compensation for the individual's services during the same year."

Calculation of overload payments shall be made in conformance to methodology developed in FPPP #29 (Financial Policy Procedures Papers #29).

b. Mini-sessions during the academic year.

Faculty may receive additional payment for mini-sessions scheduled during the academic year when the addition of a mini-session or inter-session results in a teaching load that exceeds the institution's regular expected teaching load for fall and spring semesters.

c. Summer session and post-commencement (-term) mini-sessions.

Budgets for mini-sessions conducted outside of the period of the nine-month academic year shall be included in this part of the annualized budget allocated to summer session activities of the institution. Compensation received from the University in the summer period should not in aggregate exceed two-ninths of the academic year salary of the person appointed unless an explicit exception is granted by the Chancellor (or designee).

d. Inter-institutional instructional consulting or technical service on an overload basis.

One of the assumptions of merger is that the University of Wisconsin System should be able to arrange for the sharing of expertise among the various units. Where the need for this inter-institutional service is short-term in nature, it is often necessary to arrange for appropriate compensation on an overload basis.

Overload payment for such services may be authorized only by the concerned Chancellors (or their designees) when the service falls outside the regularly assigned responsibilities of the person sought and is provided without affecting adversely performance of such regularly assigned responsibilities. The activity should meet the standard of being unusual, short-term, and non-recurring.

e. Off-campus credit instruction.

Off-campus credit courses should, when taught by full-time faculty members during their appointment period, be taught insofar as possible as part of their assigned full-time responsibilities. It should be recognized that past practice of the institutions has varied on the use of overload payment for such purposes, as well as on the use of ad hoc instruction. Moreover, institutions may find it desirable to maintain flexibility in the use of instructional funds and in adapting off-campus offerings to rapidly changing needs by continuing to staff some part of their off-campus credit offerings through use of overload payment and ad hoc employment. The UW System sets as a standard that no more than one-third of the staffing of off-campus credit instruction by any System institution be provided through overload or ad hoc arrangements and that such staffing be recommended by the relevant academic department or its functional equivalent and approved by the Chancellor (or designee).

The level of use of overload payment and ad hoc arrangements for off-campus credit instruction shall be monitored by each Chancellor (or designee).

With reference to statewide outreach planning, UW-Extension has responsibility for the coordination of off-campus credit offerings as set forth in ACIS-3. When institutions are unable to budget for off-campus credit courses as a part-of-load, such courses will continue to be budgeted through UW-Extension. Where that is the case, the provisions of ACIS-3, Section IV. C. apply.

For purposes of this section, ad hoc appointments are temporary appointments of persons employed to meet a particular teaching assignment, the need for which has not been anticipated in the planning of the teaching responsibilities and budget of a particular academic unit. Such appointments are made to persons who are not members of the institutional faculty, its academic staff (such as clinical professors), or its graduate assistants. Also for purposes of this section, any campus credit offerings scheduled and taught on campus through a campus extension division shall be considered within the same policy applying to off-campus offerings.

*f. Non-credit continuing education and public service programs.*

The University of Wisconsin System commits itself to respond to the continuing education and public service needs of Wisconsin residents. To the extent that these needs can be anticipated for any regular budget period, budget arrangements should be developed to structure such assignments as part of the regular load of full-time faculty members.

If these assignments have not been anticipated, or cannot be accommodated in the regular load, overload payments may be authorized according to the policy and limits established in accord with this policy document.

With reference to statewide outreach planning, UW-Extension has responsibility for the coordination and budgeting of non-credit offerings as outlined in the April 1982 Regent's Policy and as set forth in ACIS-5.

g. Monitoring of overload payments.

The Chancellor of each institution shall be responsible for monitoring overload payments and shall provide the UWS Office of Academic Affairs, upon request, a list of persons receiving overload payments having a cumulative annual total per individual of \$5,000.00 or more.

## **ADMINISTRATIVE APPENDIX TO ACPS-4**

### PART-OF-LOAD.

Services, on-campus or off-campus, during the academic year or summer, provided by faculty as part of their regular appointment and their salaries paid out of the institution's regular instructional budget. Such faculty or staff may be part-time employees of the University as adjunct faculty or Lecturers. The regular appointments may include a sharing of the individual's services by two or more institutions. This part-of-load instruction should be reported by the University or Center in the CDR.

Purchase of load appointments are treated like part-of-load appointments in dealing with the provisions under 6.e. that not more one-third of the off-campus courses be provided through overload or ad hoc arrangements. These types of appointments are those in which off-campus credit instruction is provided through UW-Extension funds administered by a University or Center. This purchase-of-load instruction should not be reported by the University or Centers but through the UW-Extension CDR.

Faculty appointments funded by UW-Extension are treated like part-of-load appointments in dealing with the provisions in 6.e. that not more than one-third of the off-campus courses be provided through overload or ad hoc arrangements. These types of appointments are campus-based faculty members who have appointments supported by UW-Extension funds and who are teaching off-campus credit courses. These appointments include appointments of University or Center faculty members who are not, at the time of appointment, holding appointments at the University or Center (e.g., during the summer period). Faculty instruction funded by UW-Extension should not be reported by a University or Center in the CDR.

### OVERLOAD.

Services provided by faculty on full-time UW System appointments who are being paid additional sums by an institution of the UW-System for services in addition to regular

assignments during their period of appointment. This overload instruction should be reported in the CDR by the institution that provides the funding for the overload payment. Credits generated through UW-Extension/institution inter-institutional agreements should be reported in the UW-Extension CDR. Approval and reporting procedures noted in other sections of ACPS-4 are applicable.

#### AD HOC.

Temporary appointments to persons employed to assignment who are not members of the institutional faculty, its teaching academic staff (such as Lecturers), or its graduate assistants, and are paid for by UW-Extension funds. This ad hoc instruction would not be reported by the University or Centers in the CDR. [Individuals may also be appointed by institutions as part-time faculty or teaching academic staff, (e.g., lecturer or adjunct professor) for on-campus teaching and paid out of the regular instructional budget as described under Part-of-Load above. Such individuals should not be considered as ad hoc personnel for the purposes of this definition. This instruction should be reported by the University or Center in the CDR.

#### PROVISIONS FOR PART-TIME TEACHING STAFF (PART-OF-LOAD OR AD HOC APPOINTMENTS).

The System's policy is that the quality of an institution's instructional program is more effectively assured if offered by regular full-time faculty. However, in certain instances, unusually well qualified persons may be obtained on a part-time basis who would not be available full-time. Institutions are, therefore, encouraged to take appropriate steps to insure that the part-time teaching staff are involved in regular departmental activities related to program development and evaluation through special provisions for participation in departmental activities and appropriate professional relationships with other members of the department. When appropriately provided for, part-time teaching staff can become an integral part of a department's instructional program.

It is generally undesirable for an institution to employ as part-time teaching staff individuals who are in any way administratively responsible for the students they are teaching (e.g., school administrative staff teaching teachers in their own school district).

## **SECTION 4**

### **REASSIGNMENT AND RETRAINING**

#### **ACTING OFFICERS**

1. When considering an acting appointment, the administrator involved must discuss the appropriateness of an acting appointment with the Affirmative Action Officer prior to discussing the position with any prospective candidate and prior to seeking nominations for the acting position.
2. Appointments to an acting position related to reassignment of duties shall be limited to one year. Exceptions to this policy can be made under extenuating circumstances by the Chancellor with the consent of the Executive Committee of Faculty Senate and with an approved affirmative action waiver.

#### **RETRAINING AND REASSIGNMENT OF FACULTY**

##### **POLICY**

It is the policy of the University of Wisconsin-Stevens Point to encourage faculty retraining and reassignment in every instance in which retraining and reassignment benefit the faculty member and the University. Normally, priority shall be given to proposals for reassignment of tenured faculty from areas of relatively low student demand to areas where student demand is relatively high.

##### **PROCEDURES**

A written agreement stating explicitly the responsibilities and commitments of the individual, the department(s), college(s), and the university shall precede any reassignment.

1. The agreement shall address pertinent issues relating to the conditions of reassignment and procedures for handling personnel decisions.
2. The agreement shall contain:
  - A clear statement on the retraining to be accomplished.
  - The commitment of the department(s), college(s), and university to support the retraining.
  - A commitment from the individual to continue employment with the university beyond the period of retraining.

In recognition of the wide variety of faculty interests and unique departmental needs, individual agreements consistent with UWSP Personnel Rules shall be negotiated by the

parties involved. The following should be used as guidelines for constructing such agreements:

1. Reassignment may be temporary for a period of 2 to 5 years, or may be permanent.
2. Following consultation with the dean(s) of the college(s), the agreement may be terminated upon mutual consent of the faculty member and the department(s) involved.
3. If reassignment occurs before the completion of all planned retraining, a reduced teaching load for the first two semesters of the new assignment shall be considered. After the first year, a full teaching load is expected.
4. For a period of at least two years, the faculty member may be offered a summer session appointment of at least one-half of the amount of the academic year reassignment for the purpose of additional retraining. (e.g., if the reassignment is 0.50 FTE for the academic year, the summer session appointment may be 0.25 FTE.)
5. If the reassignment is a permanent, full-time appointment, all personnel decisions shall be made by the receiving department. If the reassignment is temporary or is a permanent appointment of less than full-time, the agreement shall state whether personnel decisions remain with the home department or are divided between the two departments.
6. According to UWSP personnel rules, seniority is with the institution. Upon permanent full-time reassignment, seniority within the receiving unit shall be negotiated by the faculty member and the receiving unit.

## **REASSIGNMENT OF ADMINISTRATORS**

### LOCAL POLICY

- A tenured administrator or other faculty member not teaching but holding rank in an academic department may return to the department for any of the following reasons, providing no alternative employment is available which is mutually acceptable to both the individual and the Chancellor:
  1. The individual reaches the age of 65.
  2. The individual resigns the position and such resignation is accepted by the Chancellor.
  3. The immediate supervisor desires the transfer and the Chancellor concurs.
- Upon being informed that such a transfer will occur, the department in which the individual holds rank and tenure will decide upon one of the following options:
  1. Assign the individual full time teaching responsibilities immediately.
  2. Temporarily (not to exceed one year) assign the individual to non-teaching responsibilities or a combination of teaching and non-teaching responsibilities

- which are acceptable to the individual. The non-teaching portion of the assignment will not be charged to the department.
3. Request of the individual a proposal to renew teaching skills. Such a proposal must be accepted by the department, Dean, and Chancellor and should not exceed 0.50 FTE for one academic year. The non-teaching portion of the assignment will not be charged to the department. Such proposals will normally be funded in addition to regular development proposals if funds are available. It should be noted that commitment of funds for retraining may mean a reduction in the number of teaching positions available to the department.

### SYSTEM POLICY

- When a ranked faculty member leaves an administrative limited appointment to return to his/her faculty position, the salary upon return to the faculty position shall be negotiated within a range bounded by the average salary of all faculty of the same rank within the tenure home department (or functional equivalent) and 82% of the administrative salary. Negotiated salaries outside of this range require the advance approval of the System President. {UWS Unclassified Personnel Guideline 4.04(5)}

## **SECTION 5**

### **RESIGNATION**

#### **AUTHORIZATION**

All resignations of unclassified personnel shall be addressed to the Chancellor and shall follow the normal authority structure and receive a recommendation regarding acceptance at each level. For example, the department member should forward his/her resignation through the chairperson, the dean, and the provost. However, this procedure does not negate the possibility that for compelling personal reasons an individual might wish to submit his/her resignation directly to the Chancellor.

Faculty are urged to keep their departments informed of a possible resignation. Professional ethics and common courtesy require that resigning faculty give their departments adequate time to consider a replacement. While certain emergencies might occur which require special consideration, the department or dean normally will not recommend for acceptance a resignation intended for the following academic year tendered after May 1.

#### **CHECK-OUT PROCEDURE**

The University has established a check-out procedure for faculty and academic staff who will not be returning the following year. A check list originating from the Provost's Office is used, indicating various items that need to be accounted for prior to separation (e.g., grade reports, library materials, insurance, keys, etc.). The completed form is then presented to the Bursar's Office, where it will be checked for outstanding bills. If an unpaid bill exists, all payroll checks will be held until the balance is paid. Self-addressed envelopes should be left at the Bursar's Office for possible forwarding of checks.

## SECTION 6

### SEARCH AND SCREEN COMMITTEES AND SELECTION PROCESSES

#### **PROVOST/VICE CHANCELLOR FOR ACADEMIC AFFAIRS**

##### REGENTS COMMITTEE.

The board typically appoints a screening committee which becomes involved in the search process for provost/vice chancellor after the conclusion of local procedures.

##### SEARCH AND SCREEN COMMITTEE.

###### Notification.

###### Faculty Senate.

It is the responsibility of the chancellor to inform the chairperson of the Faculty Senate to initiate the search and screen process when a vacancy occurs or will occur for the position of provost.

###### Nominations and Elections Subcommittee.

The chairperson of the Faculty Senate shall notify the chairperson of the nominations and elections subcommittee, which shall then proceed with the establishment of a search and screen committee.

###### Membership. Faculty Defined.

For purposes of this process, the term faculty shall be construed as it is defined in the *Constitution of the Faculty of the University of Wisconsin Stevens Point*.

###### Exclusion.

No member of the search and screen committee may be an applicant for the position.

###### Elected Faculty.

###### Faculty Distribution.

Of the elected faculty members of the committee, there shall be

- two from COLS, with one from the natural and physical sciences and one from the social sciences and humanities;
- one from CPS;
- one from COFAC;
- one from CNR; and
- one unassigned to a college.

###### Nominations.

Faculty shall be nominated for this search and screen committee according to procedures established by the nominations and elections subcommittee.

*Elections.*

Faculty members to be elected to the search and screen committee shall be elected by the faculty of the colleges and by the faculty of the University Library and those not assigned to a college or the library, through a mail ballot conducted by the nominations and elections subcommittee.

*Minority Representation.*

If minorities or women are not represented among the elected faculty, the executive committee of the Faculty Senate may appoint one woman and one minority individual to the committee.

Appointed Members and Appointing Authority.

Five additional members of the committee, appointed as indicated, shall be

- one member of the classified staff, appointed by the director of personnel in consultation with the chairperson of the Classified Staff Advisory Committee;
- one undergraduate student, appointed by the Student Government Association according to its procedures;
- one graduate student, appointed by the Student Government Association according to its procedures;
- one dean, appointed by the council of deans; and
- one individual appointed by the chancellor.

Affirmative Action.

At least one member of the committee must have a demonstrated knowledge of and an expressed willingness to accept responsibility for affirmative action policies and procedures.

The chancellor and the chairperson of the affirmative action committee shall ensure that this requirement is met either through the regular election/appointment process or through the addition of an affirmative action representative.

Chairperson.

The committee shall elect its own chairperson.

SELECTION PROCESS.

*Position Description and Conditions of Employment.*

The chancellor shall provide to the search and screen committee a position description, which the committee shall review and to which the committee may recommend changes. The chancellor shall also provide a statement which specifies

- salary;
- that appointment as provost/vice chancellor is a limited appointment;
- the type of concurrent appointment (faculty or academic staff); and

- the number of years of the concurrent appointment.

#### Candidate Qualities.

The committee shall provide to the chancellor a list of qualities desired in candidates for provost. The chancellor shall consult with the committee concerning any modifications and shall approve the list prior to the beginning of the search process.

#### Advertising the Position.

##### Preparation of Copy.

The chancellor shall provide to the search and screen committee advertising copy for the position announcement, which the committee shall review and to which the committee may recommend changes. The completed advertisement shall be submitted to the affirmative action officer with a list of proposed publications. The affirmative action officer may, in consultation with the chancellor and the committee, add publications to the list to assure that minorities and women are adequately informed of the vacant position.

##### Clearance Required.

The advertisement may be published only after clearance from the affirmative action officer.

#### Formal Announcement.

The chancellor shall issue a formal announcement of the search for a provost simultaneously to the campus and to external agencies (unless the search is to be exclusively internal) by means agreed to by the chancellor and the committee.

The formal announcement (not necessarily identical to advertising copy) shall invite applications and nominations for provost and shall include relevant excerpts from the position description, conditions of employment, and the list of desired qualities, and shall also include a timetable for selection.

#### Committee Procedures.

##### Receipt of Nominations.

As the committee chairperson receives nominations, the chairperson shall send to each nominee

- a cover letter of explanation;
- a copy of the original announcement; and
- copies of the position description, conditions of employment, and the list of desired qualities.

##### Receipt of Applications.

As the committee chairperson receives applications, the chairperson shall ensure that each applicant receives or has received

- a cover letter of explanation;
- a copy of the original announcement; and

- copies of the position description, conditions of employment, and the list of desired qualities; and
- shall request submittal of three to five references.

### Candidates for Interviews.

#### *Procedures.*

The committee shall determine the procedures by which it will screen the candidates and select the list of candidates to be invited for interviews.

#### *Selection.*

After the closing date for applications, the committee shall select the candidates to be invited for interviews.

#### *Interviews.*

Normally, interviews shall continue until the committee agrees upon not less than three nor more than seven finalists it is willing to recommend to the chancellor.

### Chancellor's Action.

Normally, the chancellor selects one individual from among the recommended finalists to invite for interview by the regents' committee. If the individual is acceptable to the regents' committee, the individual is recommended to the president and the board.

The chancellor may reject all finalists and ask the committee to continue or reopen the search.

## **VICE CHANCELLOR FOR BUSINESS AFFAIRS OR STUDENT AFFAIRS**

### SEARCH AND SCREEN COMMITTEE.

#### Notification.

##### Faculty Senate.

It is the responsibility of the chancellor to inform the chairperson of the Faculty Senate to initiate the search and screen process when a vacancy occurs or will occur for the position of vice chancellor for business or student affairs.

#### Nominations.

The chairperson of the Faculty Senate shall then proceed with the establishment of a search and screen committee.

#### Membership.

##### Faculty Defined.

For purposes of this process, the term faculty shall be construed as it is defined in the *Constitution of the Faculty of the University of Wisconsin Stevens Point*.

#### Exclusion.

No member of the search and screen committee may be an applicant for the position.

#### Members and Appointing Authority.

Eleven members of the committee, appointed as indicated, shall be

- three faculty, appointed by the chairperson of the Faculty Senate from among nominees of the executive committee of the Faculty Senate;
- one undergraduate student, appointed by the Student Government Association according to its procedures;
- one graduate student, appointed by the Student Government Association according to its procedures;
- one dean, appointed by the council of deans;
- one classified staff member, appointed by the director of personnel services in consultation with the chairperson of the Classified Staff Advisory Committee; and
- four individuals appointed by the chancellor, at least three of whom shall be from among the personnel of the affected division.

#### *Minority Representation.*

If minorities and women are not represented among the eleven appointees, the executive committee of the Faculty Senate may appoint one woman and one minority individual as additional members of the committee.

#### Affirmative Action.

At least one member of the committee must have a demonstrated knowledge of and an expressed willingness to accept responsibility for affirmative action policies and procedures.

The provost and the chairperson of the affirmative action committee shall ensure that this requirement is met either through the regular election/appointment process or through the addition of an affirmative action representative.

#### Chairperson.

The committee shall elect its own chairperson.

### SELECTION PROCESS.

#### *Position Description and Conditions of Employment.*

The chancellor shall provide to the search and screen committee a position description, which the committee shall review and to which the committee may recommend changes. The chancellor shall also provide a statement which specifies

- salary;
- that appointment as vice chancellor is a limited appointment;
- the type of concurrent appointment (faculty or academic staff); and
- the number of years of the concurrent appointment.

### Candidate Qualities.

The committee shall provide to the chancellor a list of qualities desired in candidates for vice chancellor. The chancellor shall consult with the committee concerning any modifications and shall approve the list prior to the beginning of the search process.

### Advertising the Position.

#### Preparation of Copy.

The chancellor shall provide to the search and screen committee advertising copy for the position announcement, which the committee shall review and to which the committee may recommend changes. The completed advertisement shall be submitted to the affirmative action officer with a list of proposed publications. The affirmative action officer may, in consultation with the chancellor and the committee, add publications to the list to assure that minorities and women are adequately informed of the vacant position.

#### Clearance Required.

The advertisement may be published only after clearance from the affirmative action officer.

### Formal Announcement.

The chancellor shall issue a formal announcement of the search for vice chancellor simultaneously to the campus and to external agencies (unless the search is to be exclusively internal) by means agreed to by the chancellor and the committee.

The formal announcement (not necessarily identical to advertising copy) shall invite applications and nominations for vice chancellor and shall include relevant excerpts from the position description, conditions of employment, and the list of desired qualities, and shall also include a timetable for selection.

### Committee Procedures.

#### Receipt of Nominations.

As the committee chairperson receives nominations, the chairperson shall send to each nominee

- a cover letter of explanation;
- a copy of the original announcement; and
- copies of the position description, conditions of employment, and the list of desired qualities.

#### Receipt of Applications.

As the committee chairperson receives applications, the chairperson shall ensure that each applicant receives or has received

- a cover letter of explanation;
- a copy of the original announcement; and
- copies of the position description, conditions of employment, and the list of desired qualities; and
- shall request submittal of three to five references.

### Candidates for Interviews.

#### *Procedures.*

The committee shall determine the procedures by which it will screen the candidates and select the list of candidates to be invited for interviews.

#### *Selection.*

After the closing date for applications, the committee shall select the candidates to be invited for interviews.

#### *Interviews.*

Normally, interviews shall continue until the committee agrees upon not less than three nor more than five finalists it is willing to recommend to the chancellor.

### Chancellor's Action.

Normally, the chancellor offers the position to one individual from among the finalists recommended.

The chancellor may reject all finalists and ask the committee to continue or reopen the search.

## **ASSOCIATE VICE CHANCELLOR AND ASSISTANT VICE CHANCELLOR**

### SEARCH AND SCREEN COMMITTEE.

#### Notification.

##### Faculty Senate.

It is the responsibility of the provost to inform the chairperson of the Faculty Senate to initiate the search and screen process when a vacancy occurs or will occur for the positions of associate vice chancellor or assistant vice chancellor.

#### Nominations and Elections Subcommittee.

The chairperson of the Faculty Senate shall notify the chairperson of the nominations and elections subcommittee, which shall then proceed with the establishment of a search and screen committee.

#### Membership.

##### Faculty Defined.

For purposes of this process, the term faculty shall be construed as it is defined in the *Constitution of the Faculty of the University of Wisconsin Stevens Point*.

#### Exclusion.

No member of the search and screen committee may be an applicant for the position.

### Elected Faculty.

#### *Faculty Distribution.*

Of the elected faculty members of the committee, there shall be

- two from COLS, with one from the natural and physical sciences and one from the social sciences and humanities;
- one from CPS;
- one from COFAC;
- one from CNR; and
- one unassigned to a college.

#### *Nominations.*

Faculty shall be nominated for this search and screen committee according to procedures established by the nominations and elections subcommittee.

#### *Elections.*

Faculty members to be elected to the search and screen committee shall be elected by the faculty of the colleges and by the faculty of the University Library and those not assigned to a college or the library, through a mail ballot conducted by the nominations and elections subcommittee.

#### *Minority Representation.*

If minorities or women are not represented among the elected faculty, the executive committee of the Faculty Senate may appoint one woman and one minority individual to the committee.

### Appointed Members and Appointing Authority.

Five additional members of the committee, appointed as indicated, shall be

- one undergraduate student, appointed by the Student Government Association according to its procedures;
- one graduate student, appointed by the Student Government Association according to its procedures;
- one dean, appointed by the council of deans;
- one classified staff member, appointed by the director of personnel services in consultation with the chairperson of the Classified Staff Advisory Committee; and
- one individual appointed by the chancellor.

### Affirmative Action.

At least one member of the committee must have a demonstrated knowledge of and an expressed willingness to accept responsibility for affirmative action policies and procedures.

The provost and the chairperson of the affirmative action committee shall ensure that this requirement is met either through the regular election/appointment process or through the addition of an affirmative action representative.

### Chairperson.

The committee shall elect its own chairperson.

## SELECTION PROCESS.

### *Position Description and Conditions of Employment.*

The provost shall provide to the search and screen committee a position description, which the committee shall review and to which the committee may recommend changes. The provost shall also provide a statement which specifies

- salary;
- that appointment as associate vice chancellor or assistant vice chancellor is a limited appointment;
- the type of concurrent appointment (faculty or academic staff); and
- the number of years of the concurrent appointment.

### Candidate Qualities.

The committee shall provide to the provost a list of qualities desired in candidates for associate vice chancellor or assistant vice chancellor. The provost shall consult with the committee concerning any modifications and shall approve the list prior to the beginning of the search process.

### *Advertising the Position.*

#### Preparation of Copy.

The provost shall provide to the search and screen committee advertising copy for the position announcement, which the committee shall review and to which the committee may recommend changes. The completed advertisement shall be submitted to the affirmative action officer with a list of proposed publications. The affirmative action officer may, in consultation with the provost and the committee, add publications to the list to assure that minorities and women are adequately informed of the vacant position.

### Clearance Required.

The advertisement may be published only after clearance from the affirmative action officer.

### *Formal Announcement.*

The provost shall issue a formal announcement of the search for associate vice chancellor or assistant vice chancellor simultaneously to the campus and to external agencies (unless the search is to be exclusively internal) by means agreed to by the provost and the committee.

The formal announcement (not necessarily identical to advertising copy) shall invite applications and nominations for associate vice chancellor or assistant vice chancellor and shall include relevant excerpts from the position description, conditions of employment, and the list of desired qualities, and shall also include a timetable for selection.

### Committee Procedures.

#### Receipt of Nominations.

As the committee chairperson receives nominations, the chairperson shall send to each nominee

- a cover letter of explanation;
- a copy of the original announcement; and
- copies of the position description, conditions of employment, and the list of desired qualities.

#### Receipt of Applications.

As the committee chairperson receives applications, the chairperson shall ensure that each applicant receives or has received

- a cover letter of explanation;
- a copy of the original announcement; and
- copies of the position description, conditions of employment, and the list of desired qualities; and
- shall request submittal of three to five references.

#### Candidates for Interviews.

##### *Procedures.*

The committee shall determine the procedures by which it will screen the candidates and select the list of candidates to be invited for interviews.

##### *Selection.*

After the closing date for applications, the committee shall select the candidates to be invited for interviews.

##### *Interviews.*

Normally, interviews shall continue until the committee agrees upon not less than two nor more than five finalists it is willing to recommend to the provost.

#### Provost's Action.

Normally, provost offers the position to one individual from among the finalists recommended.

The provost may reject all finalists and ask the committee to continue or reopen the search.

## **DEAN, ASSOCIATE DEAN, AND ASSISTANT DEAN**

**NOTE.** In this subsection, the titles **associate dean** and **assistant dean** refer specifically to line or staff personnel working directly with and in the office of a dean, not to those in positions which are functional equivalents of department chairpersons.

## SEARCH AND SCREEN COMMITTEE.

### Notification.

#### Faculty Senate.

##### *Dean.*

It is the responsibility of the provost to inform the chairperson of the Faculty Senate to initiate the search and screen process when a vacancy occurs or will occur for the position of dean.

##### *Associate and Assistant Dean.*

It is the responsibility of the dean to inform the chairperson of the Faculty Senate to initiate the search and screen process when a vacancy occurs or will occur for the position of associate dean or assistant dean.

### Nominations and Elections Subcommittee.

The chairperson of the Faculty Senate shall notify the chairperson of the nominations and elections subcommittee, which shall then proceed with the establishment of the appropriate search and screen committee.

### Membership.

#### Faculty Defined.

For purposes of this process, the term faculty shall be construed as it is defined in the *Constitution of the Faculty of the University of Wisconsin Stevens Point*.

### Exclusion.

No member of the search and screen committee may be an applicant for the position.

### Elected Faculty.

#### *Faculty Distribution.*

- In colleges or areas having no more than six departments/units, each department/unit shall **elect** one member.
- In colleges or areas having more than six departments, each department may **nominate** one individual.
  - ◆ In the College of Letters and Science, the committee shall consist of
    - ✦ four members from among
      - ⇒ English;
      - ⇒ Foreign Languages;
      - ⇒ History;
      - ⇒ Philosophy and Anthropology;
      - ⇒ Political Science; and
      - ⇒ Sociology; and
    - ✦ three members from among
      - ⇒ Biology;
      - ⇒ Chemistry;
      - ⇒ Computing and New Media Technologies;
      - ⇒ Geography and Geology;

- ⇒ Mathematical Sciences;
- ⇒ Physics and Astronomy; and
- ⇒ Psychology.
- In areas not formally divided into departments/units, committee selection procedures shall be agreed to by the area and the nominations and elections subcommittee.

*Elections.*

Faculty members to be elected to these search and screen committees shall be elected by the faculty of the affected college or unit, through a mail ballot conducted by the nominations and elections subcommittee.

Appointed Members and Appointing Authority.

*Chairperson, Faculty Senate.*

- For colleges or areas with fewer than six departments or not formally divided into departments/units, the chairperson of the Faculty Senate, in consultation with the executive committee of the Faculty Senate, shall appoint one faculty member from outside the college or area.
- For colleges or areas with more than six departments/units, the chairperson of the Faculty Senate, in consultation with the executive committee of the Faculty Senate, shall appoint two faculty members from outside the college or area.

*Other Appointments.*

Additional members of the committee, appointed as indicated, shall be

- one undergraduate student, appointed by the Student Government Association according to its procedures;
- one graduate student, appointed by the Student Government Association according to its procedures;
- one classified staff member, appointed by the director of personnel services in consultation with the chairperson of the Classified Staff Advisory Committee; and
- for a search and screen committee for a dean, one individual appointed by the provost; or
- for a search and screen committee for an associate or assistant dean, one individual appointed by the dean.

*Minority Representation.*

If minorities and women are not represented among the elected and appointed members, the executive committee of the Faculty Senate may appoint one woman and one minority individual as additional members of the committee.

Affirmative Action.

At least one member of the committee must have a demonstrated knowledge of and an expressed willingness to accept responsibility for affirmative action policies and procedures.

**Dean.**

For a search and screen committee for a dean, the provost and the chairperson of the affirmative action committee shall ensure that this requirement is met either through the regular election/appointment process or through the addition of an affirmative action representative.

***Associate or Assistant Dean.***

For a search and screen committee for an associate or assistant dean, the dean and the chairperson of the affirmative action committee shall ensure that this requirement is met either through the regular election/appointment process or through the addition of an affirmative action representative.

**Chairperson.**

Each committee shall elect its own chairperson.

**SELECTION PROCESS.**

***Position Description and Conditions of Employment.***

**Dean.**

The provost shall provide to the search and screen committee a position description, which the committee shall review and to which the committee may recommend changes. The provost shall also provide a statement which specifies

- salary;
- that appointment as dean is a limited appointment;
- the type of concurrent appointment (faculty or academic staff); and
- the number of years of the concurrent appointment.

***Candidate Qualities.***

The committee shall provide to the provost a list of qualities desired in candidates for dean. The provost shall consult with the committee concerning any modifications and shall approve the list prior to the beginning of the search process.

**Associate or Assistant Dean.**

For search and screen committees for associate or assistant deans, the position description and conditions of employment shall be provided by the appropriate dean. The list of qualities desired in candidates for associate or assistant dean shall be presented to the appropriate dean, who shall also consult and approve the list per the preceding paragraph.

***Advertising the Position.***

**Preparation of Copy.**

***Dean.***

The provost shall provide to the search and screen committee advertising copy for the position announcement, which the committee shall review and to which the committee may recommend changes. The completed advertisement shall be submitted to the affirmative action officer with a list of proposed publications.

The affirmative action officer may, in consultation with the provost and the committee, add publications to the list to assure that minorities and women are adequately informed of the vacant position.

*Associate Dean and Assistant Dean.*

The dean shall provide to the search and screen committee advertising copy for the position announcement, which the committee shall review and to which the committee may recommend changes. The completed advertisement shall be submitted to the affirmative action officer with a list of proposed publications. The affirmative action officer may, in consultation with the dean and the committee, add publications to the list to assure that minorities and women are adequately informed of the vacant position.

Clearance Required.

The advertisement may be published only after clearance from the affirmative action officer.

Formal Announcement.

The provost shall issue a formal announcement of the search for dean simultaneously to the campus and to external agencies (unless the search is to be exclusively internal) by means agreed to by the provost and the committee. The appropriate dean shall take similar action for an associate or assistant dean.

The formal announcement (not necessarily identical to advertising copy) shall invite applications and nominations for dean, associate dean, or assistant dean, as appropriate, and shall include relevant excerpts from the position description, conditions of employment, and the list of desired qualities, and shall include a timetable for selection.

Committee Procedures.

Receipt of Nominations.

As the committee chairperson receives nominations, the chairperson shall send to each nominee

- a cover letter of explanation;
- a copy of the original announcement; and
- copies of the position description, conditions of employment, and the list of desired qualities.

Receipt of Applications.

As the committee chairperson receives applications, the chairperson shall ensure that each applicant receives or has received

- a cover letter of explanation;
- a copy of the original announcement; and
- copies of the position description, conditions of employment, and the list of desired qualities; and
- shall request submittal of three to five references.

### Candidates for Interviews.

#### *Procedures.*

Each committee shall determine the procedures by which it will screen the candidates and select the list of candidates to be invited for interviews.

#### *Selection.*

After the closing date for applications, the committee shall select the candidates to be invited for interviews.

#### *Interviews.*

Normally, interviews shall continue until the committee agrees upon not less than three nor more than five finalists it is willing to recommend to the provost or dean, as appropriate.

### Selection of a Dean.

Normally, the provost and the chancellor offer the position to one individual from among the finalists recommended.

Dean appointments in which the salary level will not exceed 75% of the UW System President's salary may be made by the Chancellor and do not require Board of Regent approval.

The provost may reject all finalists and ask the committee to continue or reopen the search.

### Selection of an Associate or Assistant Dean.

Normally, the dean offers the position to one individual from among the finalists recommended.

The dean may reject all finalists and ask the committee to continue or reopen the search.

## **DEPARTMENT CHAIRPERSON, ASSOCIATE DEAN/DEPARTMENT HEAD, DIRECTOR OF UNIVERSITY LIBRARY, RANKED FACULTY LIBRARIANS, AND CLASSROOM TEACHING PERSONNEL**

**NOTE.** In this subsection, the title **associate dean/head** refers specifically to positions which are the functional equivalents of department chairpersons, not to line or staff personnel working directly with and in the office of a dean.

Procedures for search and screen for department chairperson, associate dean/head of a department, and classroom teaching personnel are developed by the appropriate colleges and departments.

Guidelines and minimal required procedures for department chairperson or associate dean/department head may be found in chapter 2, section 1, of this *Handbook*.

## **UNCLASSIFIED POSITIONS AT THE DIRECTOR LEVEL OR ABOVE**

### **SEARCH AND SCREEN COMMITTEE.**

#### **Establishment.**

It is the responsibility of the immediate supervisor for the vacant or to be vacated position to establish the search and screen committee.

#### **Membership.**

##### **Exclusions.**

No member of the search and screen committee may be an applicant for the position nor may the immediate supervisor of the position be a member of the committee.

##### **Composition.**

Composition of a search and screen committee shall be determined by the immediate supervisor of the position for which the committee is to be established in consultation with the affected unit members but any committee shall include

- at least seven members;
- members representative of the affected unit(s);
- at least one peer from within the affected unit appointed by the immediate supervisor;
- at least one peer from outside the affected unit appointed by the immediate supervisor;
- one student appointed by the Student Government Association according to its procedures;
- women and minority representation; and
- one classified staff member appointed by the director of personnel services in consultation with the chairperson of the Classified Staff Advisory Committee.

##### **Affirmative Action.**

At least one member of the committee must have a demonstrated knowledge of and an expressed willingness to accept responsibility for affirmative action policies and procedures.

The supervisor initiating the search and screen and the chairperson of the affirmative action committee shall ensure that this requirement is met either through the regular appointment process or through the addition of an affirmative action representative.

##### **Chairperson.**

Each committee shall elect its own chairperson.

## SELECTION PROCESS.

### *Position Description and Conditions of Employment.*

The immediate supervisor of the vacant position shall provide to the search and screen committee a position description, which the committee shall review and to which the committee may recommend changes. The supervisor shall also provide a statement which specifies

- position title;
- salary;
- whether the appointment is a limited appointment, and if so, whether there is a concurrent appointment; and
- if there is a concurrent appointment, the type of concurrent appointment (faculty or academic staff) and the number of years of the concurrent appointment.

### *Candidate Qualities.*

The committee shall provide to the supervisor a list of qualities desired in candidates for the position. The supervisor shall consult with the committee concerning any modifications and shall approve the list prior to the beginning of the search process.

### *Advertising the Position.*

#### *Preparation of Copy.*

The immediate supervisor of the vacant position shall provide to the search and screen committee advertising copy for the position announcement, which the committee shall review and to which the committee may recommend changes. The completed advertisement shall be submitted to the affirmative action officer with a list of proposed publications. The affirmative action officer may, in consultation with the supervisor and the committee, add publications to the list to assure that minorities and women are adequately informed of the vacant position.

#### *Clearance Required.*

The advertisement may be published only after clearance from the affirmative action officer.

### *Formal Announcement.*

The immediate supervisor for the position shall issue a formal announcement of the search simultaneously to the campus and to external agencies (unless the search is to be exclusively internal) by means agreed to by the supervisor and the committee.

The formal announcement (not necessarily identical to advertising copy) shall invite applications and nominations for the position and shall include relevant excerpts from the position description, conditions of employment, and the list of desired qualities, and shall include a timetable for selection.

### *Committee Procedures.*

### Receipt of Nominations.

As the committee chairperson receives nominations, the chairperson shall send to each nominee

- a cover letter of explanation;
- a copy of the original announcement; and
- copies of the position description, conditions of employment, and the list of desired qualities.

### Receipt of Applications.

As the committee chairperson receives applications, the chairperson shall ensure that each applicant receives or has received

- a cover letter of explanation;
- a copy of the original announcement; and
- copies of the position description, conditions of employment, and the list of desired qualities; and
- shall request submittal of three to five references.

### Candidates for Interviews.

#### *Procedures.*

The committee shall determine the procedures by which it will screen the candidates and select the list of candidates to be invited for interviews.

#### *Selection.*

After the closing date for applications, the committee shall select the candidates to be invited for interviews.

#### *Interviews.*

Normally, interviews shall continue until the committee agrees upon not less than three nor more than five finalists it is willing to recommend to the supervisor.

### Selection of a Candidate.

Normally, the supervisor offers the position to one individual from among the finalists recommended.

The supervisor may reject all finalists and ask the committee to continue or reopen the search.

## **ALL OTHER UNCLASSIFIED POSITIONS SUPPORTED BY GENERAL PURPOSE REVENUE FUNDS**

### SEARCH AND SCREEN COMMITTEE.

#### *Establishment.*

It is the responsibility of the immediate supervisor for the vacant or to be vacated position to establish the search and screen committee.

### Membership.

#### Exclusions.

No member of the search and screen committee may be an applicant for the position nor may the immediate supervisor of the position be a member of the committee.

#### Composition.

Composition of a search and screen committee shall be determined by the immediate supervisor of the position for which the committee is to be established in consultation with the affected unit members but any committee shall include

- at least five members;
- members representative of the affected unit(s);
- at least one peer from within the affected unit appointed by the immediate supervisor;
- at least one peer from outside the affected unit appointed by the immediate supervisor; and
- one student appointed by the Student Government Association according to its procedures.

#### Affirmative Action.

At least one member of the committee must have a demonstrated knowledge of and an expressed willingness to accept responsibility for affirmative action policies and procedures.

The supervisor initiating the search and screen and the chairperson of the affirmative action committee shall ensure that this requirement is met either through the regular appointment process or through the addition of an affirmative action representative.

#### Chairperson.

The chairperson of the search and screen committee shall be appointed by the supervisor of the vacant position.

## SELECTION PROCESS.

### *Position Description and Conditions of Employment.*

The immediate supervisor of the vacant position shall provide to the search and screen committee a position description, which the committee shall review and to which the committee may recommend changes. The supervisor shall also provide a statement which specifies

- position title;
- salary;
- whether the appointment is a limited appointment, and if so, whether there is a concurrent appointment; and
- if there is a concurrent appointment, the type of concurrent appointment (faculty or academic staff) and the number of years of the concurrent appointment.

### Candidate Qualities.

The committee shall provide to the supervisor a list of qualities desired in candidates for the position. The supervisor shall consult with the committee concerning any modifications and shall approve the list prior to the beginning of the search process.

### Advertising the Position.

#### Preparation of Copy.

The immediate supervisor of the vacant position shall provide to the search and screen committee advertising copy for the position announcement, which the committee shall review and to which the committee may recommend changes. The completed advertisement shall be submitted to the affirmative action officer with a list of proposed publications. The affirmative action officer may, in consultation with the supervisor and the committee, add publications to the list to assure that minorities and women are adequately informed of the vacant position.

#### Clearance Required.

The advertisement may be published only after clearance from the affirmative action officer.

### Formal Announcement.

The immediate supervisor for the position shall issue a formal announcement of the search simultaneously to the campus and to external agencies (unless the search is to be exclusively internal) by means agreed to by the supervisor and the committee.

The formal announcement (not necessarily identical to advertising copy) shall invite applications and nominations for the position and shall include relevant excerpts from the position description, conditions of employment, and the list of desired qualities, and shall include a timetable for selection.

### Committee Procedures.

#### Receipt of Nominations.

As the committee chairperson receives nominations, the chairperson shall send to each nominee

- a cover letter of explanation;
- a copy of the original announcement; and
- copies of the position description, conditions of employment, and the list of desired qualities.

#### Receipt of Applications.

As the committee chairperson receives applications, the chairperson shall ensure that each applicant receives or has received

- a cover letter of explanation;
- a copy of the original announcement; and

- copies of the position description, conditions of employment, and the list of desired qualities; and
- shall request submittal of three to five references.

### Candidates for Interviews.

#### *Procedures.*

The committee shall determine the procedures by which it will screen the candidates and select the list of candidates to be invited for interviews.

#### *Selection.*

After the closing date for applications, the committee shall select the candidates to be invited for interviews.

#### *Interviews.*

Normally, interviews shall continue until the committee agrees upon not less than three nor more than five finalists it is willing to recommend to the supervisor.

### Selection of a Candidate.

Normally, the supervisor offers the position to one individual from among the finalists recommended.

The supervisor may reject all finalists and ask the committee to continue or reopen the search.

## **ALL OTHER UNCLASSIFIED POSITIONS SUPPORTED EXCLUSIVELY BY PROGRAM REVENUE FUNDS**

### SEARCH AND SCREEN COMMITTEE.

#### *Establishment.*

It is the responsibility of the immediate supervisor for the vacant or to be vacated position to establish the search and screen committee.

#### *Membership.*

##### Exclusions.

No member of the search and screen committee may be an applicant for the position.

##### Composition.

Composition of a search and screen committee shall be determined by the immediate supervisor of the position for which the committee is to be established in consultation with the affected unit members but any committee shall include

- at least four members, one of whom may be the supervisor (students are not precluded from service on the committee);

- members representative of the affected unit(s);
- at least one peer from within the affected unit appointed by the immediate supervisor; and
- at least one peer from outside the affected unit appointed by the immediate supervisor.

Affirmative Action.

At least one member of the committee must have a demonstrated knowledge of and an expressed willingness to accept responsibility for affirmative action policies and procedures.

The supervisor initiating the search and screen and the chairperson of the affirmative action committee shall ensure that this requirement is met either through the regular appointment process or through the addition of an affirmative action representative.

Chairperson.

The supervisor of the vacant position may serve as the chairperson of the search and screen committee or may appoint another individual to serve in the role of chairperson.

SELECTION PROCESS.

*Position Description and Conditions of Employment.*

The immediate supervisor of the vacant position shall provide to the search and screen committee a position description, which the committee shall review and to which the committee may recommend changes. The supervisor shall also provide a statement which specifies

- position title;
- salary;
- whether the appointment is a limited appointment, and if so, whether there is a concurrent appointment; and
- if there is a concurrent appointment, the type of concurrent appointment (faculty or academic staff) and the number of years of the concurrent appointment.

*Candidate Qualities.*

The committee shall provide to the supervisor a list of qualities desired in candidates for the position. The supervisor shall consult with the committee concerning any modifications and shall approve the list prior to the beginning of the search process.

*Advertising the Position.*

*Preparation of Copy.*

The immediate supervisor of the vacant position shall provide to the search and screen committee advertising copy for the position announcement, which the committee shall review and to which the committee may recommend changes. The

completed advertisement shall be submitted to the affirmative action officer with a list of proposed publications. The affirmative action officer may, in consultation with the supervisor and the committee, add publications to the list to assure that minorities and women are adequately informed of the vacant position.

#### Clearance Required.

The advertisement may be published only after clearance from the affirmative action officer.

#### Formal Announcement.

The immediate supervisor for the position shall issue a formal announcement of the search simultaneously to the campus and to external agencies (unless the search is to be exclusively internal) by means agreed to by the supervisor and the committee.

The formal announcement (not necessarily identical to advertising copy) shall invite applications and nominations for the position and shall include relevant excerpts from the position description, conditions of employment, and the list of desired qualities, and shall include a timetable for selection.

#### Committee Procedures.

##### Receipt of Nominations.

As the committee chairperson receives nominations, the chairperson shall send to each nominee

- a cover letter of explanation;
- a copy of the original announcement; and
- copies of the position description, conditions of employment, and the list of desired qualities.

##### Receipt of Applications.

As the committee chairperson receives applications, the chairperson shall ensure that each applicant receives or has received

- a cover letter of explanation;
- a copy of the original announcement; and
- copies of the position description, conditions of employment, and the list of desired qualities; and
- shall request submittal of three to five references.

#### Candidates for Interviews.

##### Procedures.

The committee shall determine the procedures by which it will screen the candidates and select the list of candidates to be invited for interviews.

##### Selection.

After the closing date for applications, the committee shall select the candidates to be invited for interviews.

*Interviews.*

Normally, interviews shall continue until the committee agrees upon not less than three nor more than five finalists it is willing to recommend to the supervisor.

*Selection of a Candidate.*

Normally, the supervisor offers the position to one individual from among the finalists recommended.

The supervisor may reject all finalists and ask the committee to continue or reopen the search.

## **APPROVAL OF CHANGES TO CHAPTERS 2 AND 3**

- Changes to Chapter 2 require the approval of Faculty Senate and the Chancellor.
- Changes to Chapter 3, Sections 1, 2, 4, 5, and 6, require the approval of Faculty Senate and the Chancellor.
- Chapter 3, Section 3, may only be amended by the Board of Regents.