UNIVERSITY OF WISCONSIN-STEVENS POINT
ACTION OF THE COMMON COUNCIL

A. Date of Standing Committee Action: University Affairs Committee, 11/12/2018
Date of Common Council Action: 12/5/2018 Vote: voice vote

Action of Common Council: The Common Council approved/accepted the following:
Revision of University Handbook Chapter 6, Allen F. Blocher Memorial Fund.

B. Date of Standing Committee Action: Executive Committee, 11/28/2018
Date of Common Council Action: 12/5/2018 Vote: voice vote (1-3)

Action of Common Council: The Common Council approved/accepted the following:
2. Deletions in University Handbook, Chapter 4D, section 15 “Selected Documents Pertinent to Personnel Matters.”
3. Reorganization of University Handbook, Chapter 4B, section 3 “Interpretations, Guidelines, and Implementation Procedures for Personnel Rules and Policies: Faculty Appointment,” section 5 “Interpretations, Guidelines, and Implementation Procedures for Personnel Rules and Policies: Academic Staff Appointment,” and Chapter 5, section 9 “Graduate Course Policy” with the additional of sentences in Chapter 4B, section 3, “This policy is duplicated in Section 5” and in Chapter 4B, section 5, “This policy is duplicated in Section 3.”

C. Date of Standing Committee Action: General Education Committee, 11/2/2018
Date of Common Council Action: 12/5/2018 Vote: voice vote

Action of Common Council: The Common Council approved/accepted the following:
Revision of University Handbook Chapter 7, section 2 related to the assessment process.

(see attached)

(X) For your approval ( ) For your information

Date

12/11/18

Mary Bowman, Common Council Chair
Date received by Office of Chancellor ____________________________

( ) Approved  ( ) Approved with modification (see below)
( ) Disapproved  ( ) Noted

Comments:

12-11-19

Date

Bernie L. Patterson, Chancellor

Please return to Common Council Office within 20 days of receipt.
Hi Ross,

In reviewing the Handbook for necessary changes, I did some research on this award and found that it is an outdated reference and should be deleted (please see the attached email). Nanci Simon (Common Council Secretary) told me this would be something that the University Affairs Committee would need to discuss/vote on and that a proposal to the Common Council would need to come from the UAC.

This is from Chapter 6 of the Handbook:

**ALLEN F. BLOCHER MEMORIAL FUND**

In each odd-numbered year, only members of the Department of Physics and Astronomy may apply for a grant from the Fund, under the terms of a separate set of protocols. Selection of Grant recipient(s) from that pool of applicants is made by the Department of Physics & Astronomy, and not by the University Personnel Development Committee.

Please let me know if you have any questions,

Libby

Libby Raymond '94
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*THEN, NOW & FOREVER*

*WE ARE POINT.*

“Don’t you let regret take place of the dreams you have to chase”
Hi Libby,

The entry regarding the Allen F. Blocher Memorial Fund is outdated and should be removed.

Thanks,

Nance

Hi Nancy,

Attached is the charter document that has governed the use of the Blocher account since 2007. The language Libby mentions likely came from the original paperwork that was drafted in 1992. When Mrs. Blocher-Brandt revised the charter in 2007 she decided not to continue the faculty awards portion that was part of that original plan for the fund.

Tammi
Tammi David, Class of '89
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THEN, NOW & FOREVER
WE ARE POINT.

From: Stokosa, Nancy
Sent: Wednesday, May 23, 2018 3:35 PM
To: David, Tammi
Subject: Allen F. Blocher Memorial Fund within Handbook

Hi Tammi,

We are confused about the email from Libby below. We don’t recall grants being an option in the Blocher Memorial Fund. It is not addressed in the protocols we have. Can you shed any light on this? Could you forward the “separate set of protocols” so we can add it to our records?

Thanks for emailing the forms to me! At least it will be the right one. ☺

Thanks,

Nance

From: Hinaus, Brad
Sent: Wednesday, May 23, 2018 3:18 PM
To: Stokosa, Nancy <nstokosa@uwsp.edu>
Subject: FW: Allen F. Blocher Memorial Fund within Handbook

Is this related to our student scholarship we give out?

From: Raymond, Libby
Sent: Wednesday, May 23, 2018 3:13 PM
To: Hinaus, Brad <Brad.Hinaus@uwsp.edu>
Subject: Allen F. Blocher Memorial Fund within Handbook

Hi Brad,

I’m going through the Handbook and trying to identify sections that can be eliminated.

Regarding the entry below, is this still accurate/relevant? I’ve not heard of this before, but of course, I don’t work in the Dept. of Physics & Astronomy, so understandably so.

Thanks much!
Libby

ALLEN F. BLOCHER MEMORIAL FUND

In each odd-numbered year, only members of the Department of Physics and Astronomy may apply for a grant from the Fund, under the terms of a separate set of protocols. Selection of Grant recipient(s) from that pool of applicants is made by the Department of Physics & Astronomy, and not by the University Personnel Development Committee.

Libby Raymond ’94
Publications Editor (Catalog Editor)
Academic Affairs Office
SECTION 4 FACULTY POLICIES

LAYOFF TENURE LAW (1969-1974)

The following is applicable to faculty who acquired tenure prior to July 9, 1974, and those probationary faculty whose appointments began before that date and who have not elected to be governed by the 1974-Munger Law.

Guidelines on decisions involving layoff of tenured faculty for budgetary reasons-Chapter 37:

The following guidelines concern tenure rights for faculty in Chapter 37 and is provided as an interpretation of the meaning of "tenure within the System" which follows from the opinion of Attorney General Warren, dated March 31, 1971.

1. The right of "tenure within the System" applies only to faculty in the former Chapter 37 institutions and branch campuses who started employment at a former Chapter 37 institution or branch campus on or before July 9, 1974 and have been employed continuously since, and have reference only to employment rights within those Chapter 37 institutions.

2. The tenure right of the faculty member is in the department or budget area of the former Chapter 37 institution in which the faculty member is currently employed.

3. Judgments by the institution concerning must be eliminated because of fiscal necessity should be made on the basis of prudent and equitable economic assessments concerning the numbers and kinds of positions which must be maintained for the institution to fulfill its mission.

This means that position which must be eliminated must be taken from departments or budget areas judged to be relatively overstaffed in relation to teaching or workloads of other departments or budget areas or judged to have staff assigned to functions which have lower priority in relation to maintenance of the institution's performance than other functions maintained by the institution.

4. Within the departments or budget areas from which faculty positions are identified for layoff, tenured faculty should not be laid off until all non-essential non-tenured faculty and fixed term academic staff appointees have been notified of their non-renewal. Then, if tenured faculty shall be laid off, they should be laid off on the basis of seniority, as the faculty have determined it pursuant to UWS S. 3.05, Wis. Adm. Code, unless a clear and convincing case is made that program needs dictate other considerations, as permitted in a. UWS S. 3.07, Wis. Adm. Code.

5. coin the institution, layoff of a tenured faculty member for fiscal reasons in one department or budget area gives to that faculty member a right of first consideration for any open position in another department or budget area at that institution for which he or she is professionally prepared and which involves duties he or she is judged competent to perform. An "open position" is one which is vacated by its incumbent, becomes vacant due to a non-renewal, discharge or death, or is a new, additional faculty position authorized for the institution. The judgment on preparation and competence is appropriately made by the employing department or budget unit, subject to the approval of the relevant administrative officer, including the Chancellor. Denial of the opening to a tenured faculty member of the institution who has been laid off must be based on documented evidence from the employing department or budget area which supports its judgment.

6. A laid-off tenured faculty member from one former UW institution shall have first claim to an open position in another former Chapter 37 institution. An "open position" is one which is vacated by its incumbent, becomes vacant due to a non-renewal, discharge, or death, or is a new, additional faculty position authorized for the institution. In order to guarantee a laid-off tenured faculty member's claim to such an open position, former UW
Institutions and branch campuses shall obtain Central Administration clearance before seeking candidates for an open faculty position. The lay-off faculty member must also register his or her name with Central Administration in order to receive first consideration rights.

The institution must develop a position description/qualifications sheet for the open position and submit a copy to Central Administration. Upon receipt of the position description/qualifications sheet from a campus, Central Administration will review the qualifications of the faculty who have registered their names and will notify any who appear to be possible candidates for the position. An individual so notified has ten working days after receipt of notice to apply to the institution for the position. The individual must also send a copy of the notice of application to Central Administration.

If no individual so notified applies within ten working days, Central Administration will authorize open recruitment for the position. If a notified individual applies, the institution shall interview the person within fifteen working days of the application unless the institution and the applicant mutually agree to an interview at a later date.

The institution shall be the judge of whether or not the applicant is professionally prepared for the open position and competent to perform the duties associated with the position. Judgment concerning preparation and competence shall be made by the employing department or division, subject to approval by the relevant administrative officials of the institution. If the institution determines that the lay-off faculty member does not meet the qualifications for the position, the institution must be prepared to provide documentary evidence to Central Administration from the employing department or division to support its judgment. If an applicant under this section is judged not to meet the qualifications for the position, he or she will be notified in writing by the institution with a copy furnished to Central Administration. Central Administration is then authorized to approve open recruitment.

7. If a tenure-earning designee releases under the provisions of 6. above he or she does not automatically gain institutional tenure as defined by Chapter 36, Wis. Stats. (1973), and UWS Administrative Code, Section 3.01(1)(2). Unless the new employing institution grants institutional tenure, the individual retains tenure rights earned under former Chapter 37, Wis. Stats. The individual's seniority in the new employing institution will be calculated on the basis of time employed there. The individual's rank and salary in the new institution are determined by that institution in line with its specifications in the position description and the budgetary allocation for the position. Tenure in the receiving institution may be granted upon affirmative action of the Board of Regents of the UW System upon the affirmative recommendation of the appropriate Chancellor and faculty; and, if granted, tenure in the receiving institution is coded.

Memo, UW System Vice Presidents, June 14, 1976.
CHAPTER 4D PERSONNEL RULES

SECTION 15: SELECTED DOCUMENTS PERTINENT TO PERSONNEL MATTERS

Meetings of governmental bodies at UW-Stevens Point are subject to OPEN MEETINGS LAW, SECTIONS 19.81-19.98, WIS. STATS. (1991-92)

(http://docs.legis.wisconsin.gov/statutes/statutes/19N/81)

NOTE: The following is a verbatim copy of the statute.

19.81 Declaration of policy.

1. In recognition of the fact that a representative government of the American type is dependent upon an informed electorate, it is declared to be the policy of this state that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business.

2. To implement and ensure the public policy herein expressed, all meetings of all state and local governmental bodies shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens at all times unless otherwise expressly provided by law.

3. In conformance with article IV, section 10, of the constitution, which states that the doors of each house shall remain open, except when the public welfare requires secrecy, it is declared to be the intent of the legislature to comply to the fullest extent with this subchapter.

4. This subchapter shall be liberally construed to achieve the purposes set forth in this section, and the rule that penal statutes must be strictly construed shall be limited to the enforcement of forfeitures and shall not otherwise apply to actions brought under this subchapter or to interpretations thereof.

19.82 Definitions.

... As used in this subchapter:

1. "Governmental body" means a state or local agency, board, commission, committee, council, department or public body corporate and politic created by constitution, statute, ordinance, rule or order; a governmental or quasi-governmental corporation except for the Bradley Center sports and entertainment corporation created under ch. 232; any public-purpose corporation, as defined in s. 181.79 (1); a nonprofit corporation operating an ice rink which is owned by the state; or a formally
constituted subunit of any of the foregoing, but excludes any such body or committee or subunit of such body which is formed for or meeting for the purpose of collective bargaining under subch. IV or V of ch. 111.

2. "Meeting" means the convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. The term does not include any social or chance gathering or conference which is not intended to avoid this subchapter.

3. "Open session" means a meeting which is held in a place reasonably accessible to members of the public and open to all citizens at all times. In the case of a state governmental body, it means a meeting which is held in a building or room thereof which enables access by persons with functional limitations, as defined in s. 161.13(1).

19.83 Meetings of governmental bodies.

Every meeting of a governmental body shall be preceded by public notice as provided in s. 19.84, and shall be held in open session. At any meeting of a governmental body, all discussion shall be held and all action of any kind, formal or informal, shall be initiated, deliberated upon and acted upon only in open session except as provided in s. 19.85.

19.84 Public notice.

Public notice.

1. Public notice of all meetings of a governmental body shall be given in the following manner:
   a. As required by any other statutes and
   b. By communication from the chief presiding officer of a governmental body or such person's designate to the public, to those news media who have filed a written request for such notice, and to the official newspaper designated under ss. 985.04, 985.07 and 985.08 or, if none exists, to a news medium likely to give notice in the area.

2. Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.

3. Public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting.

4. Separate public notice shall be given for each meeting of a governmental body at a time and date reasonably proximate to the time and date of the meeting.

5. Departments and their subunits in any university of Wisconsin system institution or campus and a nonprofit corporation operating an ice rink which is owned by the state are exempt from the requirements of subs. (1) to (4) but shall provide meeting notice which is reasonably likely to apprise interested persons, and news media who have filed written requests for such notice.

6. Notwithstanding the requirements of s. 19.83 and the requirements of this section, a governmental body which is a formally constituted subunit of a parent governmental body may conduct a meeting without public notice as required by this section during a lawful meeting of the parent governmental body, during a recess in such meeting, or immediately after such meeting for the purpose of discussing or acting upon a matter which was the subject of that meeting of the parent governmental body. The presiding officer of the parent governmental body shall publicly announce the time, place and subject matter of the meeting of the subunit in advance at the meeting of the parent body.

19.85 Exemptions.

4. Any meeting of a governmental body, upon motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in this section. The motion shall be carried by a
majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific exemption or exemptions under this subsection by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer’s announcement of the closed session. A closed session may be held for any of the following purposes:

a. Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body;

b. Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of final action on any such matter, provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.

c. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

d. Considering specific applications of probation or parole, or considering strategy for crime detection or prevention.

e. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

(f) Deliberating by the council on unemployment compensation in a meeting at which all employer members of the council or all employee members of the council are excluded;

g. Deliberating by the council on worker’s compensation in a meeting at which all employer members of the council or all employee members of the council are excluded;

(h) Deliberating under s. 157.70 if the location of a burial site, as defined in s. 157.70 (1)(b), is a subject of the deliberation and if discussing the location in public would be likely to result in disturbance of the burial site.

(i) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

(j) Conferriag with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

(k) Consideration of requests for confidential written advice from the ethics board under s. 19.46 (2), or from any county or municipal ethics board under s. 19.59 (3).

(l) Considering any and all matters related to acts by businesses under s. 360.15 which, if discussed in public, could adversely affect the business, its employees or former employees.

(m) Considering financial information relating to the support by a person, other than an authority, of a nonprofit corporation operating an ice rink which is owned by the state, if the information is exempt from disclosure under s. 23.37 or would be so exempt were the information to be contained in a record. In this paragraph, “authority” and “record” have the meanings given under s. 19.32.
2. No governmental body may commence a meeting, subsequently convene in closed session and thereafter reconvene again in open session within 12 hours after completion of the closed session, unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session.

3. Nothing in this subchapter shall be construed to authorize a governmental body to consider at a meeting in closed session the final ratification or approval of a collective bargaining agreement under subch. IV or V of ch. 111 which has been negotiated by such body or on its behalf.

19.86 Notice of collective bargaining negotiations.

Notwithstanding s. 19.82(9), where notice has been given by either party to a collective bargaining agreement under subch. IV or V of ch. 111 to reopen such agreement at its expiration date, the employer shall give notice of such contract reopening as provided in s. 19.84(1)(b). If the employer is not a governmental body, notice shall be given by the employer's chief officer or such person's designate. This section does not apply to a nonprofit corporation operating an ice rink which is owned by the state.

19.87 Legislative meetings.

This subchapter shall apply to all meetings of the senate and assembly and committees, subcommittees and other subunits thereof, except that:

1. Section 19.84 shall not apply to any meeting of the legislature or a subunit thereof called solely for the purpose of scheduling business before the legislative body or adopting resolutions of which the sole purpose is scheduling business before the senate or the assembly.

2. No provision of this subchapter which conflicts with a rule of the senate or assembly or joint rule of the legislature shall apply to a meeting conducted in compliance with such rule.

3. No provision of this subchapter shall apply to any partisan caucus of the senate or any partisan caucus of the assembly, except as provided by legislative rule.

4. Meetings of the senate or assembly the information committee on organization under s. 71.78 (4)(e) or 77.61 (5)(b) shall be closed to the public.

19.88 Ballots, votes and records.

1. Unless otherwise specifically provided by statute, no secret ballot may be utilized to determine any election or other decision of a governmental body except the election of the officers of such body in any meeting.

2. Except as provided in sub. (1) in the case of officers, any member of a governmental body may require that a vote be taken at any meeting in such manner that the vote of each member is ascertained and recorded.

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.

19.89 Exclusion of members.

No duly elected or appointed member of a governmental body may be excluded from any meeting of such body. Unless the rules of a governmental body provide to the contrary, no member of the body may be excluded from any meeting of a subunit of that governmental body.

19.90 Use of equipment in open session.

Wherever a governmental body holds a meeting in open session, the body shall make a reasonable effort to accommodate any person desiring to record, film or photograph the meeting. This section does not permit recording, filming or photographing such a meeting in a manner that interferes with the conduct of the meeting or the rights of the participants.

19.96 Penalty.
Any member of a governmental body who knowingly attends a meeting of such body held in violation of this subchapter, or who, in his or her official capacity, otherwise violates this subchapter by some act or omission shall forfeit without reimbursement not less than $25 nor more than $300 for each such violation. No member of a governmental body is liable under this subchapter on account of his or her attendance at a meeting held in violation of this subchapter if he or she makes or votes in favor of a motion to prevent the violation from occurring, or if, before the violation occurs, his or her votes on all relevant motions were inconsistent with all those circumstances which cause the violation.

19.97 Enforcement.

1.—This subchapter shall be enforced in the name and on behalf of the state by the attorney general or, upon the verified complaint of any person, by the district attorney of any county wherein a violation may occur. In actions brought by the attorney general, the court shall award any forfeiture recovered together with reasonable costs to the state; and in actions brought by the district attorney, the court shall award any forfeiture recovered together with reasonable costs to the county.

2.—In addition and supplementary to the remedy provided in s. 19.96, the attorney general or the district attorney may commence an action, separable or in conjunction with an action brought under s. 19.96, to obtain such other legal or equitable relief, including but not limited to mandamus, injunction or declaratory judgment, as may be appropriate under the circumstances.

3.—Any action taken at a meeting of a governmental body held in violation of this subchapter is voidable, upon action brought by the attorney general or the district attorney of the county wherein the violation occurred. However, any judgment declaring such action void shall not be entered unless the court finds, under the facts of the particular case, that the public interest in the enforcement of this subchapter outweighs any public interest which there may be in sustaining the validity of the action taken.

4.—If the district attorney refuses or otherwise fails to commence an action to enforce this subchapter within 20 days after receiving a verified complaint, the person making such complaint may bring an action under subs. (1) to (3) on his or her relation in the name, and on behalf, of the state. In such actions, the court may award actual and necessary costs of prosecution, including reasonable attorney fees to the relation if he or she prevails, but any forfeiture recovered shall be paid to the state.

19.98 Interpretation by attorney general.

Any person may request advice from the attorney general as to the applicability of this subchapter under any circumstances.

OPEN MEETINGS LAW: COMMENTS AND INTERPRETATIONS

These comments and interpretations are from the Attorney-General, System Legal Counsel, or local guidelines. Those marked * are from Wisconsin Open Meetings Law: A Compliance Guide, 1993, Department of Justice, Attorney-General James E. Doyle.

The comments are arranged alphabetically; some appear under multiple headings.

Absence Ballots.

Absence ballots may not be used for decisions of a governmental body.

Agendas.
No item which has not been announced as part of the meeting agenda may be introduced for action. Every member of the body and the public must be advised of any changes (additions or deletions) at least 2 hours before the meeting.

**Miscellaneous Business.**

The attorney general has concluded that under very limited circumstances, general subject matter designations such as "miscellaneous business" constitute adequate notice that items not specifically listed may come before the body. Such listings may never be used

- to circumvent the statute;
- when giving more notice and greater specificity is possible;
- where a member of the body is aware, prior to the meeting, of the subject matter; or
- where the matter is of great public concern.

In any of these enumerated circumstances or in any reasonably similar circumstances, the matter should be held over for a subsequent meeting and appropriate notice given.

**Reconsideration of a Vote.**

Where notice of a pending reconsideration and the specific subject to be reconsidered are not specifically given, a reconsideration may be brought before a body under a general subject designation. However, any discussion or action on a motion to reconsider should be held over for a subsequent meeting and appropriate notice given.

**Closed Sessions.**

Closed sessions are to be used sparingly and only when necessary to protect the public interest, and only when appropriate under one or more of the exemptions of the statute.*

**Convening Closed Meetings.**

Section 19.83 requires that every meeting shall be preceded by public notice and shall initially be convened in open session. It provides that all discussion and action, formal or informal, be initiated, deliberated and acted upon in open session except where the meeting has been closed, with announcement made for purposes permitted by Sec. 19.85. If proper notice is given, an open session can be held after a closed session.

**Request for a Closed Meeting.**

While a closed meeting is permissible under the Open Meeting Law for purposes of a personnel decision (or reconsideration), a faculty or academic staff member has no absolute right to have the meeting closed. [See also "Request for a Closed Session," below]

**Vote.**
Although there are two differing lower court rulings (one based on previous law on open meetings), there is no definitive court ruling on whether it is appropriate to vote in closed session.*

The advice of the attorney-general is, "a governmental body should vote in open session, unless doing so would compromise the need for the closed session."**

(A vote may be taken in closed session if the vote is an integral part of the purpose for which the closed session was properly called.)

Results of Closed Sessions.

In most cases it is proper for the chief presiding officer to announce the results of the closed session immediately thereafter. This would not result in reconvening in open session within twelve hours after completion of closed session.

Who May Attend Closed Sessions.

Attendance at closed sessions usually should be limited to the members of the governmental body, confidential staff persons, and other nonmembers as may be directly participating in the session or portion of the session.

Those persons necessary for a proper discussion of the subject may attend a closed session at the request of the governmental body. The body has the discretion to excuse persons attending a closed session at any time it believes those persons are no longer necessary for its work.

Convening Closed Meetings.

Section 19.83 requires that every meeting shall be preceded by public notice and shall initially be convened in open session. It provides that all discussion and action, formal or informal, be initiated, deliberated and acted upon in open session except where the meeting has been closed, with announcement made for purposes permitted by Sec. 19.85. If proper notice is given, an open session can be held after a closed session.

Departmental/Unit Decisions.

A departmental or unit vote/decision must be conducted at a duly convened meeting of that department or unit.

Ballots may not be circulated to the members of the department or unit complete, sign, and return them to the department office. Since this would not be within the confines of a duly convened meeting of the department or unit, it cannot constitute an official act of the department or unit.

Exclusion of Members.

No department or unit or committee or other body covered by the Open Meeting Law may exclude any member of that body from any meeting unless the group has specific rules to the contrary. This section [of the statute] also provides that no member of a body may ever be
excluded from meetings of subunits of the body unless the body has specific rules to the contrary.

**Exemptions to Open Meetings.**

Section 19.85 was designed to limit and specify the topics which can be discussed in closed sessions. By having the presiding officer announce the specific exemption which applies, describe the nature of the business to be considered, and then record each member's vote on convening in closed session, it is easier to determine whether there is a violation of the law and who is responsible.

**Exemptions Must Be Cited.**

Naming the general subject matter of a closed session is not sufficient to comply with Sec. 19.85(1); it is necessary to also name the specific statutory exemption which applies. (The phrase "personnel matters" is insufficient notice.)

**Governmental Bodies.**

"The definition of 'governmental body' includes a state or local agency, board, commission, committee, council, department or public body corporate and politic created by constitution, statute, ordinance, rule or order."*

**Subunits.**

A "formally constituted subunit" of any governmental body is also a governmental body under the definitions of the law. A subunit is a separate, smaller body of a parent body. A smaller entity which is made up both of members of a parent body and persons not members of the parent body is not a subunit under the law but may nonetheless also be a governmental body.*

**UW System Applicability.**

**Institutional Subunits.**

Colleges, schools, departments (or functional equivalents), and all committees or subcommittees of these units, and all committees or subcommittees created by or pursuant to rules and regulations of the Board of Regents are governmental bodies within the meaning of the law.

**Common Council.**

All groups which have and exercise an authority not vested in the individual members are covered by the terms of the law. This includes the Common Council and all committees and subcommittees thereof.

**Exemptions.**
Staff meetings, social events, and meetings of appointed advisory bodies, unless provided for in rule, charter or constitution, are not subject to the requirements of the Open Meeting Law.

Mail Ballots.

Advisory.

Mail ballots are permissible if confined to advisory referenda.

Departmental/Unit Decisions.

A departmental or unit vote/decision must be conducted at a duly convened meeting of that department or unit. Mail ballots may not be used for votes on actions of the department or unit.

Minutes.

The law does not demand detailed minutes but requires only that a record be kept of motions and roll call votes, both in open and closed session.*

Every official meeting of a department/unit or a department or unit committee must be recorded in a formal set of minutes. These minutes must include a record of each motion, the vote on that motion, and, in the event of a roll call vote (or a written ballot), a record of individual votes.

- There should be agreement in advance, preferably recorded in the minutes of the first meeting, or in the departmental or unit personnel rules or constitution, on the distribution of minutes and disposition of the written ballots.
- Department and unit rules should also make clear the effect of an abstention, or a response of "present." [According to Robert's Rules of Order, an abstention is not a vote; answering "present" is considered an abstention.]

Motions and Votes Recorded.

The motions and roll call votes of each meeting shall be recorded, preserved, and open to public inspection. Further, any member of the body may require that a vote be taken in such a manner that the vote of each member may be ascertained and recorded.

Open Meeting Defined.

A meeting is open within the meaning of the law if members of the public are free to come and go. There is no legal requirement that such meetings be held in the largest hall on campus. Open meetings should be scheduled where convenient.

Open Meetings: Who May Speak.
An open meeting does not give any member of the audience the right to speak. Only members of the body and persons specifically recognized for that purpose by the presiding officer may speak. In personnel matters, the affected faculty member may request an open meeting but does not thereby gain the right to speak. That option is the prerogative of the body which is meeting.

**Personnel Decisions.**

Legal requirements and System or UWSP policies concerning open or closed meetings, and the options available to faculty and academic staff for personnel decisions, may be found in Chapters UWSP 3, 4, 5, 6, 10, 11, 12, and 13 of the local personnel policies and procedures, and the procedures adopted under each of those chapters.

**Requests for Open Meeting.**

When an open session is requested by one or more, but less than all, of the persons under consideration, that portion of the meeting devoted to presentation of all materials for or against each of the candidates requesting the open session must be open.

Discussion of other individuals under consideration should be closed and held after the open portion of the deliberations. A person requesting an open session is not entitled to hear comparable discussion about peers not requesting open sessions.

**All Sessions Must Be Open.**

If a faculty or academic staff member requests that the evidentiary session of a meeting on renewal or tenure or the evidentiary session of a hearing be open, then the deliberative session must also be open.

**Notice of Renewal Consideration.**

A department or unit or university committee considering renewal of a contract is exempt from the notice provisions of Sec. 19.84 except that it must give notice to interested persons and members of the news media filing written requests. [Refer also to the section on "Public Notice," below.]

**Policy Presumption.**

The open meetings law establishes a presumption that all meetings of governmental bodies will be held in open session. There are exemptions but the exemptions are to be invoked sparingly and only when necessary to protect the public interest. The law provides that its provisions are to be liberally construed so as to achieve the highest degree of openness in government.*

**Public Notice.**
Under Section 19.84 (5), departments/units and their subunits are exempt from the public notice requirements, except that they "shall provide meeting notice which is reasonably likely to apprise interested persons, and news media who have filed written requests for such notice." In order to assure compliance with this requirement, departments/units and the subunits are advised to adhere to all requirements of the statute as if they were not exempt.

Meeting Announcements.

The official vehicle for public announcement of all meetings at UWSP is the University Newsletter.

Responsibility for Notice.

Those responsible for convening any meeting covered by the Open Meeting Law are to provide electronic mail or other written notice (including group, date, time, place, brief agenda, and whether a closed session is involved) to News Service, Main Building, before 9:00 a.m., Wednesday.

A standing notice may be filed for groups which hold regular meetings.

Deadline Missed.

If the decision to hold a meeting is made after the deadline for the University Newsletter has passed, the requirements for public notice may be met by posting an announcement of the meeting, at least 24 hours in advance (in emergencies, at least 2 hours in advance), in a place where those of the public most interested might reasonably be expected to see it.

In addition, written notice is to be filed with News Service, which serves as the office of record for all meetings covered by the Open Meeting Law and will respond to inquiries from the news media and others.

Request for a Closed Session.

While a closed meeting is permissible under the Open Meeting Law for purposes of a personnel decision (or reconsideration), a faculty or academic staff member has no absolute right to have the meeting closed.

A Personnel Committee is a "governmental body" as defined in 19.82 (1), Stats., and thus subject to the open meeting requirement of 19.83. However, Sec. 19.85 (1)(b) permits a governmental body to hold a closed session for the purpose of considering and acting on the grant or denial of tenure for a university faculty member, upon a motion duly made and carried by the governmental body.

The decision to invoke the exemption from the open meetings requirement is a matter for the governmental body itself rather than the faculty member.

Section 19.85 (1)(b) does give the faculty member the right to demand that meetings which are evidentiary hearings be held in open session under some circumstances, but there is no specific statutory right to a closed session. That right to open sessions has been extended through Common Council action to all faculty and academic staff.
The absence of a right in the faculty or academic staff member to demand a closed meeting does not preclude the Personnel Committee from meeting in closed session. Section 19.85 (1)(b) appears to contemplate that tenure deliberations will generally occur in closed meetings. There appears no reason why the Personnel Committee could not or should not vote to honor the faculty or academic staff member's request by convening in closed session.

Requirements.

There are 2 basic requirements of the Open Meetings Law:

- give advance public notice; and
- conduct all business in open session, unless an exemption applies.*

Secret Ballots Not Permitted.

Except for the election of officers, secret ballots may not be taken at any open or closed meeting of a body covered by the terms of the Open Meeting Law.

Taping.

The law gives anyone the right to tape record or videotape open sessions, so long as the recording does not disrupt the meeting.*

NOTE: the provisions of the Open Records Law most likely preclude asking someone who wishes to record a meeting either their name or why they wish to record the meeting.

Violations.

Any action taken in violation of the Open Meeting Law may be voidable, and any member of a governmental body who knowingly attends a meeting held in violation of the law, or who, in an official capacity, otherwise violates the law by some act or omission, may be fined not less than $25 nor more than $300 for each such violation.

No person may be found in violation if that person makes or votes in favor of a motion to prevent the violation from occurring.

Voting.

Absentee Ballots.

Absentee ballots may not be used for decisions of a governmental body.

Departmental/Unit Decisions.

A departmental or unit vote/decision must be conducted at a duly convened meeting of that department.
Mail Ballots.

Mail ballots are permissible only if confined to advisory referenda.

Motions and Votes Recorded.

The motions and roll call votes of each meeting shall be recorded, preserved, and open to public inspection. Further, any member of the body may require that a vote be taken in such a manner that the vote of each member may be ascertained and recorded.

Reconsideration of a Vote.

Where notice of a pending reconsideration and the specific subject to be reconsidered are not specifically given, a reconsideration may be brought before a body under a general subject designation. However, any discussion or action on a motion to reconsider should be held over for a subsequent meeting and appropriate notice given.

Results of Closed Sessions.

In most cases it is proper for the chief presiding officer to announce the results of the closed session immediately thereafter. This would not result in reconvening in open session within twelve hours after completion of closed session.

Secret Ballots Not Permitted.

Except for the election of officers, secret ballots may not be taken at any open or closed meeting of a body covered by the terms of the Open Meeting Law.

Vote in Closed Session.

Although there are two differing lower court rulings (one based on previous law on open meetings), there is no definitive court ruling on whether it is appropriate to vote in closed session. "A governmental body should vote in open session, unless doing so would compromise the need for the closed session."* (A vote may be taken in closed session if the vote is an integral part of the purpose for which the closed session was properly called.)

Written Ballots.

It is not advisable to use written ballots for any vote. However, if written ballots are used, to meet the requirements of the Open Meetings Law, which prohibits any secret ballot except in the election of officers, the ballots must be

- signed by the individual voters at the time of the vote;
- preserved by the presiding officer of the body or treated as a roll call vote and recorded in the minutes of the meeting;
• open to public inspection upon request (whether the vote was taken at an open or closed session); and
• if any member requests that the vote be taken in such a manner that the vote of each member may be ascertained and recorded, written ballots must be treated as a roll call vote. This does not preclude the use of a written evaluation or a written advisory recommendation where such evaluations or recommendations are signed and used only as information.
• Forms circulated to department members for these purposes should not specifically request a yes or no recommendation on personnel matters such as promotion, retention, or tenure, although the individual responding may choose to make such a recommendation.
• Evaluations of individuals for personnel actions must be available to the individual, and to all members of the committee making the decision.

When Applicable.

The open meetings law applies to all meetings of all governmental bodies.*

What Constitutes Meetings.

1. One-half the Members. Normally, when half the members of a body are gathered other than for a social event or convention, there is a rebuttable presumption that a meeting is taking place, even if the members are gathered only to hear information on a matter within the authority of the body.*
2. Negative Quorum. When a number of the body's members sufficient to control the outcome are involved in a gathering, there is a rebuttable presumption of a meeting. For example, if a body has a two-thirds majority rule and one-third of the members are gathered (a so-called negative quorum), there is a rebuttable presumption of a meeting.*
3. Conference Calls. Telephone conference calls involving a sufficient numbers of members of a body to control the outcome also meet the definition of a meeting.*

Written Ballots.

It is not advisable to use written ballots for any vote. However, if written ballots are used, in order to meet the requirements of the Open Meetings Law prohibiting any secret ballot except in the election of officers, the ballots must be

• signed by the individual voters at the time of the vote;
• preserved by the presiding officer of the body or treated as a roll call vote and recorded in the minutes of the meeting;
• open to public inspection upon request (whether the vote was taken at an open or closed session); and
• if any member requests that the vote be taken in such a manner that the vote of each member may be ascertained and recorded, written ballots must be treated as a roll call vote. This does not preclude the use of a written evaluation or a written advisory recommendation where such evaluations or recommendations are signed and used only as information.
• Forms circulated to department members for these purposes should not specifically request a yes or no recommendation on personnel matters such as promotion, retention, or tenure, although the individual responding may choose to make such a recommendation.

• Evaluations of individuals for personnel actions must be available to the individual, and to all members of the committee making the decision.
CHAPTER 4B PERSONNEL RULES

SECTION 3: INTERPRETATIONS, GUIDELINES, AND IMPLEMENTATION PROCEDURES FOR PERSONNEL RULES AND POLICIES: FACULTY APPOINTMENT

This section interprets, amplifies, and provides procedures for the implementation of UWSP Personnel Rules for Faculty, Chapters 1-6, and 15. This material follows the approximate order of the rules.

DEPARTMENTAL/UNIT POLICIES AND PROCEDURES

Wherever UWSP Personnel Rules or policies or procedures provide for the development of departmental/unit policies and procedures and the approval of those policies or procedures by the chancellor or vice chancellor, approval has been delegated to designees for departments/units reporting to a dean, the designee is the dean; for departments/units reporting to vice chancellors, the designee is the vice chancellor; and for departments/units reporting directly to the provost, the designee is the provost.

FACULTY RANKS

MINIMUM QUALIFICATIONS.

An individual to be considered for appointment or promotion must meet at least the stated minimum qualifications of training and experience for the appropriate rank—

Instructor:

master's degree or equivalent, preferably with evidence of progress toward a higher degree;

Assistant Professor:

earned doctorate or the highest degree normally earned in the field;
Associate Professor:

earned doctorate or the highest degree normally earned in the field and, normally, a minimum of 5 years (7 years for part-time) of teaching experience at the college level; or

Professor:

earned doctorate or the highest degree normally earned in the field and, normally, a minimum of 10 years (13 years for part-time) of teaching experience at the college level, plus evidence of scholarly academic standing as demonstrated through publication or other professional attainment.

ALTERNATIVES TO THE DOCTORATE.

Terminal Degrees.

The university includes departments and specializations in which the highest degree normally earned is not the doctorate and in which a requirement for the earned doctorate would be inappropriate.

Departmental Determination.

These areas and specializations are determined by the relevant faculty in cooperation with the appropriate administrative officers. In such areas and specializations, appropriate educational requirements other than the earned doctorate shall be established by the appropriate faculty and administrative officers and thereafter approved by faculty governance.

Requirements.

Such requirements should be established using nationally recognized professional standards and shall be published and be available to the appropriate faculty. Promotions on the basis of such requirements shall not be considered exceptions to the minimal qualifications stated above.

EXCEPTIONS.

Any of the requirements above may be waived in exceptional instances where the faculty member possesses unusual qualities exceeding those normally acceptable. Exceptions to the requirements for promotion are granted by the chancellor.

MODIFICATION OR REMOVAL OF RANK.

Modification or removal of rank without the agreement of the department, school, or other administrative unit, and of the individual faculty member, may occur only after appropriate
notice, hearing, and finding of inappropriate behavior or activity under the provisions of chapters UVS/USP 4 or 6.

Administrative Assignment and Academic Staff Titles.
Already employed faculty reassigned or employed as administrators or other specialized personnel may be employed as academic staff or with academic staff titles but retain rank and status as faculty.

QUALIFICATIONS FOR TEACHING GENERAL EDUCATION COURSES*

Faculty teaching general education courses must hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.


DEPARTMENTAL TESTED EXPERIENCE CRITERIA FOR RANK*

Tested experience includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member is teaching. Each Unit should develop hiring qualifications that outline the minimum threshold of experience and a system of evaluation for tested experience. This experience could include the skill sets, types of certifications or additional credentials, and experiences that would meet tested experience requirements for specific disciplines and programs. Faculty hiring qualifications related to tested experience should be reviewed and approved through the university governance process.


APPLIED MUSIC.

Assistant Professor.

Degree.
Required training and experience: a master's degree in music and 4 years of college teaching experience, or as a professional performer, or a combination of both.

Other Requirements.
Excellence in the appropriate applied area, as demonstrated by either
• active participation in public concerts on or off campus, as either a member of a professional orchestra, opera company, or other ensemble, or as a soloist, or
• recordings, tours, engagements, critical reviews, recognition by colleagues, etc.

Teaching.
In addition to peer and student evaluations, teaching excellence shall be supported by activities outside the university as a clinician and educator, and by the accomplishments of former and present students.

Associate Professor, Music Department Artist Faculty.

(i.e., faculty whose major teaching expertise is in the performance areas: voice, instrument, conducting, composition).

Degree.
A master's degree in music.

Teaching Experience.
Required training and experience: a minimum of 5 years of college teaching experience.

Performance.
Proven excellence in performance and teaching at the college level as evaluated by faculty and students.

Professional Experience.
Professional experience that includes associations with professionally recognized artists, through participation as a permanent member of a recognized major symphony, opera company, choral organization, chamber group, etc., or through participation as a solo performer or conductor in professional activities outside the university.

Professional Growth.
Evidence of continued professional growth and study in categories such as
• study with eminent teachers who may or may not be affiliated with schools of higher education;
• participation as teacher, performer, conductor, or other active member in recognized music festivals, workshops, seminars, or master classes;
• performance in professional recordings;
• finalist in a major competition;
• advanced-level scholarship or fellowship recipient; and
• publications (articles, books, compositions).

Tenure.
Faculty members qualifying for assistant professor under the criteria above shall be considered for tenure on the same basis as an assistant professor who holds the terminal degree.
BIOLOGY

For the purpose of advanced courses with specialized disciplinary content, the department requires a master's degree or PhD candidacy in a field related to biology, and evidence of at least one of the following:

- Identified graduate coursework of at least 6 credits in specialized disciplinary content consistent with the assigned course for the instructor, or
- Publications and/or presentations at professional conferences in the disciplinary content area of the assigned course for the instructor, or
- At least three years of professional experience working in a discipline directly related to the content area of the assigned course for the instructor.

COMPUTING AND NEW MEDIA TECHNOLOGIES (CNMT)

Instructor.

Appointment - The candidate must have a master's degree in a CNMT-related field with proven expertise in computing.

Assistant Professor.

Appointment - The candidate must have a master's degree or higher in a CNMT-related field with proven expertise in computing as well as demonstrable and continuous professional development activities in computing during the most recent five years. In addition, the candidate should have at least one of the following: three years of college teaching experience in computing, equivalent professional work experience in computing, or current certification by a recognized certification body.

Promotion to Rank - The candidate must satisfy the appointment criteria, must have three years of college teaching experience, must be promotable according to the Department Handbook, and must receive a rating of "better than promotable performance" in both teaching and professional disciplinary growth using the criteria defined in the Department Handbook.

Associate Professor.

Appointment - The candidate must have a master's degree or higher in a CNMT-related field with proven expertise in computing, demonstrable and continuous professional development activities in computing during the most recent seven years, five years of college teaching experience in computing, and three years of additional professional work experience in computing.

Promotion to Rank - The candidate must satisfy the appointment criteria at the Assistant Professor level, must have five years of college teaching experience in computing, must be promotable
according to the Department Handbook, and must receive a rating of "better than promotable performance" in both teaching and professional disciplinary growth using the criteria defined in the Department Handbook.

ENGLISH

Lecture

B.A. in English, plus Master's degree in a closely-related field, plus demonstrated professional accomplishment that includes field experience in Editing or Technical/Professional Writing.

INTERIOR ARCHITECTURE.

These are criteria for appointment, promotion, and tenure.

Instructor.

The candidate must have a master's degree and significant professional managerial and/or creative design experience.

Assistant Professor.

The candidate must have a master's degree and 3 years of experience; a combination of professional experience and post-secondary teaching experience.

Associate Professor.

In addition to the qualifications for Assistant Professor, 5 years of superior performance in college teaching and superior status in professional development is required.

Professor.

In addition to the qualifications for Associate Professor, a record of continuous and consistent superior professional development with recognized national status by peers is required. An exceptional record of teaching performance and continuous high quality service must be achieved.

Tenure.

Faculty hired through the fall of 1998 who have met the criteria for associate professor shall be considered as having terminal degrees for tenure purposes.

MATHEMATICAL SCIENCES.

The Higher Learning Commission guidelines state expectations in determining minimally qualified instructors which will be enforced.
beginning September, 2017. According to the HLC, there are three ways to qualify to teach undergraduate courses which are not general education courses:

1. Hold a master's degree or higher in the discipline or subfield.
2. Hold a master's degree or higher in another field, and complete at least 18 graduate credit hours in the discipline or subfield (math).
3. Meet a minimum of "tested experience," as defined by the institution, that "includes a breadth and depth of experience outside the classroom in real-world situations relevant to the discipline."

For general education math courses, only instructors satisfying one of the first two items above are allowed by the HLC document.

The following define for the Department of Mathematical Sciences at UWSP the specific, independent minimum qualifications to teach courses in the program. Satisfying any one of the following qualifies an instructor to teach courses which are not general education courses.

1. Master's degree or Ph.D. in mathematics or a closely related field, such as statistics or engineering.
2. Master's degree in another field and five years relevant teaching experience.
3. Bachelor's degree in mathematics or related field, and either passing at least two professional exams with university level mathematical content or at least ten years of related work experience.
4. Master's degree or higher in another field and at least 18 graduate credit hours in mathematics or mathematics education.

NATURAL RESOURCES: NATURAL RESOURCES LAW ENFORCEMENT.

Assistant Professor.

A Master of Science or higher degree with a major in a natural resources field plus a minimum of 5 years of experience in Conservation or Natural Resources Law Enforcement.

Associate Professor.

In addition to the requirements for the Assistant Professor rank, 5 years of teaching experience at the college level plus evidence of scholarly achievement as demonstrated through research and publication or other professional achievement.

Professor.

In addition to the requirements for the Associate Professor rank, 10 years of teaching experience at the college level plus evidence of scholarly achievement as demonstrated through research and publication or other professional achievement.

Tenure.
A Master of Science degree shall be considered the terminal degree for tenure purposes.

SCHOOL OF EDUCATION.

The School of Education believes that an instructor hold hold a master's or terminal degree in the appropriate field to teach undergraduate courses. Alternative tested experience for a temporary undergraduate instructor must be:

- a bachelor's degree;
- three years of PK-12 teaching experience,
- discipline-specific, state-approved teacher certifications/licenses (past or current), and/or
- specialized credentials, skill sets, or relevant real-world experience.

SCHOOL OF HEALTH CARE PROFESSIONS

The following define for the School of Health Care Professionals at UWSP the minimum qualifications and tested experience (e.g., skill sets, certifications, additional credentials, experiences) for instructional academic staff teaching non-general education courses in the following programs we offer:

- **Athletic Training**
  - A Bachelor's degree in Athletic Training with national certification from the ROCATC, licensure in State of Wisconsin, and a minimum of 3 years full-time occupational experience as an Athletic Trainer.
  - Master's degree or earned doctorate in Health Care Discipline or "related discipline" area, defined within Diagnostic, Therapeutic, Administrative, Research and Development, and Educational fields (these disciplines include physical, mental, social, and natural science areas, as related to the education of health care professionals).

- **Clinical Laboratory Science**
  - A Bachelor's degree in Laboratory Science or "related discipline" area, defined within the Diagnostic, Therapeutic, Administrative, Research and Development, and Educational fields, national certification through the ASCP-BOC and a minimum of 3 years of full-time occupational experience in a clinical laboratory setting.
  - Master's degree or earned doctorate in Health Care Discipline or "related discipline" area, defined within Diagnostic, Therapeutic, Administrative, Research and Development, and Educational fields.

- **Health Science**
  - A Bachelor's Degree in Health Care Discipline with nationally recognized certification and/or licensing credentials recognized of mastery in that health care field and a minimum of 3 years of full-time occupational experience in health care OR Master's Degree in "related discipline" area, defined within
the Diagnostic, Therapeutic, Administrative, Research and Development, and Educational fields.

- Master's degree or earned doctorate in Health Care Discipline or "related discipline" area, defined within Diagnostic, Therapeutic, Administrative, Research and Development, and Educational fields.

Health Informatics and Management Technology

- Master's Degree in Informatics or Health Care Discipline or "related discipline" area, defined within the Diagnostic, Therapeutic, Administrative, Research and Development, and Educational fields, and a minimum of 3 years of occupational experience in a health care discipline or 3-years of teaching experience at the college level.

- Master's degree or earned doctorate in Informatics, Health Care Discipline, or "related discipline" area, defined within Diagnostic, Therapeutic, Administrative, Research and Development, and Educational fields.

Nursing

- Master's Degree in Nursing, licensed as a Registered Nurse, and a minimum of 3 years of occupational experience in nursing.

- Master's degree or earned doctorate in Nursing, Health Care Discipline, or "related discipline" area, defined within Diagnostic, Therapeutic, Administrative, Research and Development, and Educational fields.

SOCIOLOGY: FACULTY IN SOCIAL WORK.

Instructor.
Required training and experience: an MSW degree or its equivalent from an institution accredited by the Council on Social Work Education, plus 2 years of acceptable field experience.

Assistant Professor.
Required training and experience: an MSW degree or its equivalent from an institution accredited by the Council on Social Work Education, a minimum of 1 year of college teaching in social work, and 3 years of varied field experience in social work agencies.

Associate Professor.
Required training and experience: A DSW or Ph.D. in social work and five years' college teaching experience, plus evidence of scholarly work and professional development. Alternatively, an MSW degree or its equivalent from an institution accredited by the Council on Social Work Education, evidence of scholarly work and professional development, five years' college teaching experience and three years' field experience with social work agencies.

Professor.
Required training and experience: A DSW or Ph.D. in social work and ten years of college teaching experience, plus evidence of scholarly work and professional development. Alternatively, an MSW degree or its equivalent from an institution accredited by the Council on Social Work Education, evidence of scholarly work and professional development, ten years' college teaching experience, and five years of field experience with social work agencies.
teaching experience and five years' field experience with a social work agency, including at least two years of demonstrated involvement in administrative program development or agency consultation.

Tenure.
An MSW degree shall be treated as a terminal degree for tenure purposes.

UNIVERSITY LIBRARY.

Terminal Degrees.

A master's degree in library/information science from an American Library Association (ALA)-accredited institution or international equivalent; or in the case of University Archives faculty, a master's degree with an archives sequence.

Instructor.
a master's degree, preferably with evidence of progress toward a terminal degree;

Assistant Professor.
a terminal degree;

Associate Professor.
a terminal degree and, normally, a minimum of 5 years (7 years for part-time) of professional library experience at the college level; plus evidence of service, scholarship, and professional growth;

Professor.
a terminal degree and, normally, a minimum of 10 years (13 years for part-time) of professional library experience at the college level; plus, continued evidence of service, scholarship, and professional growth.

WORLD LANGUAGES AND LITERATURES

For the Department of World Languages and Literatures, Alternative Tested Experience includes five years of professional experience in an area relevant to the language being taught. The faculty of the candidate's language program will consider and evaluate submitted evidence as equivalent experience. This professional experience may include the following:

- Documentation of excellence in teaching, as indicated by formal, internal and/or external teaching award(s).
- Presentation(s) at WULT or ACTFL or other professional conferences.
- Invited lecture in the content area presented to peers or community groups.
- Organization or coordination of content area presentations or conferences.
• Peer-reviewed published translation projects, especially if related to education, instruction, literature or culture of target language.
• Publication of creative writing in the language taught by the candidate.
• Publication of peer-reviewed scholarly essay(s) related to pedagogy, instruction, literature, culture of target language, including book reviews, textbook reviews, educational software reviews.
• Completion of interpretation/translation certification course.
• Activity as Interpreter.
• Training as an Advanced Placement Test grader and activity as grader.
• Training as an Advanced Placement Course instructor.
• Completion of Advanced level WL immersion course(s).
• Innovative World Language (WL) course development.
• WL curriculum development.
• Authoring and publication of WL textbook.
• WL program coordination or administration at the department, high school or district level.
• Organization and leading of study abroad programs, including pre-travel orientation, documentation of content delivery and pre- and post-travel activities.
• Leadership/service as officer in professional WL organization.
• Professional development workshop related to the content area with documented project outcomes.

MINIMAL QUALIFICATIONS TO BE THE INSTRUCTOR FOR A GRADUATE LEVEL COURSE

The instructor of a graduate level course must be either a member of the Graduate Faculty or have been granted Temporary Graduate Teaching Status.

Oversight: The registrar will be responsible for monitoring all graduate level offerings. Any instructor listed but not authorized to teach a graduate course will be identified. Departments will be expected to either obtain appropriate authorization (before the course is taught) or omit the course for graduate credit, or find a qualified instructor. Occasionally, substitutions will occur at the last minute, in such instances departments will be expected to seek authorization, if necessary, before the first class session. Class substitutions will be monitored and departments will be notified of non-compliance. Continued non-compliance with these procedures will be referred to the Graduate Council for appropriate action.

GRADUATE FACULTY

Criteria: Both of the following:
• Rank of Assistant Professor or higher.
• Either
Successful teaching experience in the discipline in which the faculty member provides
graduate instruction, or
Continuing evidence of scholarly achievement and professional activity.

MEMBERSHIP PROCESS

Prospective graduate faculty members are recommended by department chairs or their
equivalent in consultation with faculty members eligible for graduate faculty
status. Departmental recommendations shall be forwarded to the Graduate Council for action.
This status will grant an individual the ability to serve on thesis or dissertation committees,
teach graduate level courses, and vote on matters related to the graduate faculty.

TEMPORARY GRADUATE RESEARCH
STATUS

Criteria: Both of the following
- A Ph.D., Ed.D., or terminal degree;
- Continuing evidence of scholarly achievement and professional activity.

MEMBERSHIP PROCESS

Upon recommendation of the department and the dean of the college, instructors may obtain
TEMPORARY GRADUATE RESEARCH STATUS. These appointments are designed to
allow collaborators from other institutions or non-permanent appointments at the university
(e.g., postdoctoral researchers) to serve on thesis or dissertation committees. Such
appointments will only allow individuals to serve on thesis or dissertation committees
and authorization will typically be granted for the duration of the collaborative project for which
they are serving. Temporary graduate research status does not authorize an individual to
 teach graduate level courses (a separate authorization would be required) and does not grant
the ability of an individual to vote on graduate faculty matters that pertain to administrative or
curriculum issues.

TEMPORARY GRADUATE TEACHING
STATUS

Criteria: Both of the following
- Rank of Assistant Professor or higher;
- Either
  - Successful teaching experience in the discipline in which graduate instruction is given, or
  - Continuing evidence of scholarly achievement and professional activity.

Final or instructional academic appointments are given TEMPORARY GRADUATE TEACHING
STATUS. Minimum requirements for temporary graduate teaching status are to have the
qualifications for rank of Assistant Professor within their discipline and teaching or scholarly activity
as outlined above unless their department has alternative tested experience criteria listed below. These
ALTERNATIVE TESTED EXPERIENCE CRITERIA must be approved by the Graduate Council.
ALTERNATIVE TESTED EXPERIENCE

CRITERIA

College of Natural Resources

For the College of Natural Resources, "tested experience" and/or "skill sets, certifications, other credentials" includes the following:

- Possession of a terminal degree in a natural resources discipline OR
- Professional experience equivalent to 3 years in one, or a combination of the following:
  - Employment with a private, public, or non-profit agency whose primary service is to provide education, policy development, management, commercial or other professional services for the following sectors:
    - Forest Management
    - Environmental Education or Interpretation
    - Natural Resource Planning, Policy, or Sustainable Energy
    - Soil, Land, or Waste Management
    - Wildlife Management or Captive Wildlife
    - Water Resource Management
    - Fisheries Management
  - Paper Science Manufacturing or Chemical/Environmental Engineering
    - Teaching experience in a primary or secondary classroom
      (Kindergarten through grade 12) may be considered for instructional assignments related to environmental education.
    - Informal teaching experience, including the delivery of outreach, extension, or similar community-oriented programming.

Department of Geography and Geology

In the Geography/Geology Department, "tested experience" and/or "skill sets, certifications, other credentials" are met by one or a combination of the following:

For graduate-level instructors in Geography:

- Achievement of Ph.D. candidacy (from an accredited university) in Geography or in a related field.
- Applied research in a geographic subfield (e.g., geospatial techniques) that engaged community, government, or business groups and resulted in a presentation or in published materials.
- Attainment of state or national certificates or accreditation from a geographic or related professional organization in which 5 years of experience are required, or 3-4 years of experience are required and a minimum of two re-certifications is achieved.
- Non-university related employment in a position that uses geographic or related knowledge and skill sets on a daily basis.

For graduate-level instructors in Geology:

- Achievement of Ph.D. candidacy (from an accredited university) in Geology or in a related field.
1. Applied research in a geologic subfield (e.g., hydrogeology), fast-engaged
community, government, or business groups and resulted in a presentation or in
published materials.
2. Attainment of state or national certificates or accreditation from a geologic or
related professional organization in which 2-3 years of experience are required, or 3-4
years of experience are required and a minimum of two re-certifications is achieved.
3. Non-university related employment in a position that uses geologic or
related knowledge and skill sets on a daily basis.

School of Communication Sciences and Disorders

Policy for Tested Experience Hiring Criteria

Hiring Requirements:
1. To teach undergraduate core courses, the person must hold a minimum of a
Master's degree in Speech-Language Pathology or Audiology, or a Master's
degree or a license or certification beyond the baccalaureate degree in the
specific content area of the course (e.g., sign language).

2. To teach graduate courses, the person must hold a minimum of a Master's
degree in speech-language pathology or audiology, have a license to practice, and/or
hold national certification, and have a minimum of 3 years of clinical experience; or have a Master's degree in an unrelated discipline, and possess a
license or certification beyond the baccalaureate degree in the specific content
area of the course (e.g., business/practice management).

School of Education

The School of Education believes that a faculty member should hold a terminal degree
to teach graduate courses. Alternative tested experience: temporary graduate faculty
will need to possess a Master’s degree, five years of professional experience including
at least three years PK-12 teaching experience that is consistent with their discipline,
and where applicable, the knowledge, skills and dispositions to teach online, hybrid or
face-to-face courses. In other circumstances, the combination of a Master's degree,
three years of PK-12 teaching experience, discipline specific to the Wisconsin
Department of Public Instruction certifications/licences, specialized credentials, skill
sets or relevant real-world experience are considered evidence of appropriate
qualifications for graduate teaching.

School of Health Promotion and Human Development

Qualification Guidelines for Teaching Graduate Courses

The following define for the School of Health Promotion and Human Development at
UWSP the minimum qualifications and tested experience (e.g., skills, certifications,
credentials, professional experiences) for teaching graduate courses that we offer in
the following areas:

Community and Organizational Leadership
MEMBERSHIP PROCESS
Using the criteria above and upon recommendation of the department and the dean of the college instructors, may obtain TEMPORARY GRADUATE TEACHING STATUS. Such appointments must specify the course(s) to be taught and the duration for temporary only pertains to the teaching of the specified course(s). Under no circumstances shall the temporary status be used as a continuing substitute for graduate faculty membership. Temporary graduate teaching status does not authorize an individual to serve on thesis or dissertation committees (a separate authorization would be required) and does not grant the ability of an individual to assess graduate faculty matters that pertain to administrative or curriculum issues.

The department or dean has the responsibility to communicate this TEMPORARY GRADUATE TEACHING STATUS to the registrar.

MINIMAL QUALIFICATIONS TO BE THE INSTRUCTOR FOR A GRADUATE LEVEL COURSE

The instructor of a graduate level course must be either a member of the Graduate Faculty or have been granted Temporary Graduate Teaching Status.

Oversight: The registrar will be responsible for managing all graduate level offerings. Any instructor listed but not authorized to teach a graduate course will be identified. Departments will be expected to either obtain appropriate authorization (before the course is taught) until the course is taught, or find a qualified instructor. Occasionally, substitutions will occur at the last minute; in such instances departments will be expected to seek authorization, if necessary, before the first class session. Those substitutions will be approved and departments will be notified of noncompliance. Continued noncompliance with these procedures will be referred to the Graduate Council for appropriate action.

*** OMITTED SECTIONS***

Focus on alternative tested experience for faculty and teaching staff

This is still in chapter 4B:

SECTION 5: INTERPRETATIONS, GUIDELINES, AND IMPLEMENTATION PROCEDURES FOR PERSONNEL RULES AND POLICIES: ACADEMIC STAFF APPOINTMENT
This section interprets, amplifies, and provides procedures for the implementation of UWSP Personnel Rules for Academic Staff, Chapters 1, 9 - 13, and 14. This material follows the approximate order of the Rules.

NOTE. Academic staff are divided into categories according to position responsibilities. Many of the policies, rules, and procedures pertaining to academic staff apply to all categories; others vary for each group.

In cases where materials pertain to all academic staff, they are presented without regard to categories; where there are differences, subheadings divide the materials by the appropriate category.

DEPARTMENTAL/UNIT POLICIES AND PROCEDURES

Wherever UWSP Personnel Rules, policies, or procedures provide for the development of departmental/unit policies and procedures and the approval of those policies or procedures by the chancellor or vice chancellor, approval has been delegated to designees

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

ACADEMIC STAFF APPOINTMENTS

TYPES OF APPOINTMENTS.

Academic staff appointments are of 3 types: fixed term, probationary, and indefinite.

Fixed Term.

Definition.

Fixed term appointments are for a definite period of time specified in the letter of appointment, are renewable solely at the option of the university, and carry no expectation of reemployment regardless of how often renewed.

Appropriate Use.

Fixed term appointments are used for academic staff positions when the appointment is

- primarily for classroom teaching and/or coaching; or
- less than half-time; or
- for a term of 1 year or less, to replace someone on leave; or
- funded by non-GPR money; or
- to a designated position determined appropriate for fixed term at the time of the initial appointment according to the provisions of UWSP 10.03 (1)(b) 5.
Probationary.

Definition.
Probationary appointments are those which lead to a review and decision on an indefinite appointment.

Appropriate Use.
A probationary appointment is normally used for every position other than one primarily for classroom teaching when the position is funded by tax dollars and the position is anticipated to be ongoing.

Indefinite.

Definition.
An indefinite appointment provides permanent status for an unlimited term.

Appropriate Use.
Indefinite appointments are granted only after appropriate annual review and evaluation. Normally, a person will not be granted indefinite appointment to a particular administrative position.

ACADEMIC STAFF CATEGORIES

TITLE CATEGORIES.

Academic staff titles normally fall within 3 categories.

Category A.
Titles in this group include those in which duties and responsibilities are most similar to those of professional and administrative positions common to institutions of higher education other than classroom teaching. Broadly speaking, personnel in this category at UWSP are primarily involved in support programs.

Category B.
Titles in this group include those in which duties and responsibilities are most similar to the research or instructional functions typical of faculty in the UW System. On this campus, this category consists almost exclusively of classroom teaching academic staff.

Category C.
Titles in this group include those in which duties and responsibilities are most similar to designated professional positions and administrative positions in academic areas. At UWSP, persons in this category are generally at or above the level of assistant dean but the category also includes program directors for academic research units, coaches, consultants, and some limited appointments.

TYPES OF APPOINTMENTS FOR SPECIFIC CATEGORIES

Category A.

Tax Funded.

Personnel whose position titles are in this group and whose positions are funded by general purpose revenue funds (tax dollars) are normally on probationary appointments.

Program Revenue Funded.

Those personnel in this group whose positions are funded by program revenue funds (funds other than tax dollars) will normally hold fixed term appointments. (In certain circumstances, those funded by non-GPR dollars may be granted indefinite appointment.)

CATEGORY B.

On this campus and regardless of the funding source, Category B personnel are normally on fixed term appointments.

CATEGORY C.

Tax Funded.

Personnel in this group whose positions are funded by GPR funds will normally hold either a probationary or indefinite appointment [or a probationary or tenured faculty appointment] and a limited appointment in the administrative position.

Program Revenue Funded.

Those personnel in this group whose positions are funded by program revenue funds will normally hold fixed term appointments with limited appointments in the administrative position. (In certain circumstances, those funded by non-GPR dollars may have been granted indefinite appointment.)
LIMITED APPOINTMENTS

DEFINITION.

A limited appointment is an appointment to a designated administrative position in which the individual serves at the pleasure of the appointing official. Such appointments are governed by the provisions of Chapter UWS 15.

APPOINTMENT RIGHTS.

Current Academic Staff.

A member of the academic staff granted a limited appointment does not lose existing rights to an academic staff appointment by accepting the limited appointment.

Initial Appointment.

Whenever feasible, an individual granted a limited appointment and not already holding an academic staff [or faculty] appointment shall be given an appropriate academic staff [or faculty] appointment.

Termination.

Termination of a limited appointment is not a dismissal under Chapters UWS/UWSP 11 and is not otherwise subject to appeal.

Notice.

Whenever possible, an individual holding a limited appointment without another academic staff [or faculty] appointment shall be given notice of termination of the limited appointment at least 3 months in advance of the expiration of the appointment.

SALARY.

The salary for an individual with a limited appointment is determined by a vice chancellor, the provost, or the chancellor, as appropriate. Such salaries are based upon the appointee’s duties and shall be in conformity with the salary structure prescribed in the UW System. Annual salary increases for academic staff holding limited appointments are also determined by the appointing authority.

MINIMUM QUALIFICATIONS FOR APPOINTMENT AND PROMOTION
GENERAL.

An individual to be considered for appointment or promotion must meet at least the minimum qualifications of training and experience for the position/title. Broad qualifications are described in Unclassified Personnel Guidelines XI, a System policy document of some length and complexity. Specific institutional criteria are described in the local Hayes-Hill guidelines, Hayes-Hill Tiling Advisory Committee Operational Procedures and Policies. Copies of UPG I and of local Hayes-Hill guidelines may be obtained from either the associate vice chancellor or the director of personnel. The local are in Chapter 4D, Section 15.

NOTE: The materials pertaining to academic staff are derived from the Academic Staff Tiling and Compensation Study, better known throughout the System and generally referred to in the Handbook as Hayes-Hill.

CATEGORY A or C.

Appointment to or eligibility for promotion to a specific prefix in the professional title series is also dependent upon experience and performance. Minimum expectations are described in the Hayes-Hill guidelines.

CATEGORY B.

Appointment to or eligibility for promotion to a specific prefix in the instructional professional title series is also dependent upon experience and performance. Departmental guidelines are available from each department chairperson.

QUALIFICATIONS FOR TEACHING GENERAL EDUCATION COURSES.

Academic staff teaching general education courses must hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.


TESTED EXPERIENCE CRITERIA*

Tested experience includes a breadth and depth of experience outside of the classroom in realworld situations relevant to the discipline in which the faculty member is teaching. Each Unit should develop hiring qualifications that outline the minimum threshold of experience and a system of evaluation for tested experience. This experience could include the skill sets, types of certifications or additional credentials, and experiences that would meet tested experience requirements for specific disciplines and programs. Faculty hiring qualifications
related to tested experience should be reviewed and approved through the university faculty governance process.


INTERIOR ARCHITECTURE

The following memorandum is an “Alternate Testing Criteria” description for Interior Architecture academic staff who do not hold a terminal degree at a Master’s level, yet who have significant experience working in the field of design and hold a professional credential to signify this experience. With these credentials, individuals are qualified to teach technical and studio related courses within the Interior Architecture Major, however, not within the General Education Program (GEP). The following are the tested credentials which we will be accepted.

A. The Council for Interior Design Qualifications (NCIDQ) Interior Designers who hold an NCIDQ Certification includes the following per NCIDQ standards:
   1. NCIDQ Certified interior designers must complete a minimum of six years of specialized education and work experience and pass the three-part NCIDQ Exam, which is based on CIDQ’s independent, comprehensive analysis of the profession and the daily practice of interior design in a range of settings. NCIDQ Certification meets legal and regulatory standards for the interior design profession as established by more than half of the states across the U.S. and the provinces in Canada.
   2. The exam covers seven areas that capture the core competencies of interior design: building systems, codes, construction standards, contract administration, design application, professional practice and project coordination.
   3. NCIDQ Certification is required for the practice of many types of interior design in regulated jurisdictions throughout North America.
   4. In addition to the standards of certification above, the division requires maintenance of the certification and/or associated state licensures through yearly Continuing Education Requirements (CEU) per the individual’s state jurisdictional requirements.

B. The National Council of Architectural Registration Boards (NCARB) Architects who hold an NCIDQ Certification or who have passed the Architectural Record Exam includes the following per NCARB standards.
   1. Has Graduated with a B. Arch or M. Arch from an NAAB or CACB (Canadian) Accredited Institution
   2. Has Passed the Architectural Record Examination (ARE)
   3. Maintains NCARB Membership and/or applicable Certifications.
   4. Maintains Continuing Education requirements by professional organizations and/or State License requirements such as the American Institute of Architects (AIA).

C. WRA: Wisconsin Registered Architect. Wisconsin Department of Safety and Professional Services (Published under s. 35.93, Wis. Stats., by the Legislative Reference Bureau - Chapter A-6 2 ) or WRID: Wisconsin Registered Interior Designer Interior Designers with the State of Wisconsin (Or other Current State License/Registration)

   Includes the following standards:
1. Completed required education/experiences for licensure; and/or
2. Successful completion of the NCIDQ examination or the Council for the Qualification of Residential Interior Designers (CQRID) examination; and
3. Maintains current registration with the State of Wisconsin and the requirements therein, including continuing education.

Notes

1. Other state registrations/licenses of equivalent standards are applicable if holds a current and valid registration/license based on tested examination.
2. Effective date of policy, if different than upon the chancellor's signature:

D. Interior Architecture Compliance with the Intent for Alternate Educational Qualifications:

Per the Higher Learning Commission (HLC): "Tested experience includes a breadth and depth of experience outside of the classroom in real world situations relevant to the discipline in which the faculty member is teaching. Each unit should develop hiring qualifications that outline the minimum threshold of experience and a system of evaluation for tested experience. This experience could include the skill sets, types of certifications or additional credentials and experiences that would meet tested experience requirements for specific disciplines and programs."

Interior architecture academic staff should either meet the HLC educational qualifications for terminal degree, or meet the tested qualifications above, or have all of the following:

- A minimum of 7 years professional experience;
- Be active in the professional organization of the American Society of Interior Design (ASID) or the International Interior Design Association (IIDA);
- Maintain Continuing Education Units (CEU) per state or professional organization standards,
- Maintain/submit a portfolio of built professional design work
- Provide peer reviewed design assessment/recommendations from at least three professional designers with NCIDQ or other licensure.

MATHEMATICAL SCIENCE

The Higher Learning Commission guidelines state expectations in determining minimally qualified instructors which will be enforced beginning September 2017. According to the HLC, there are three ways to qualify to teach undergraduate courses which are not general education courses:

1. Hold a master's degree or higher in the discipline or subfield.
2. Hold a master's degree or higher in another field, and complete at least 18 graduate credit hours in the discipline or subfield (math).
3. Meet a minimum of "tested experience," as defined by the institution, that "includes a breadth and depth of experience outside the classroom in real-world situations relevant to the discipline."

For general education math courses, only instructors satisfying one of the first two items above are allowed by the HLC document.
The following define for the Department of Mathematical Sciences at UWSP the specific, independent minimum qualifications to teach courses in the program. Satisfying any one of the following qualifies an instructor to teach courses which are not general education courses.

1. Master's degree or Ph.D. in mathematics or a closely related field, such as statistics or engineering.
2. Master's degree in another field and five years relevant teaching experience.
3. Bachelor's degree in mathematics or related field, and either passing at least two professional exams with university level mathematical content or at least ten years of related work experience.
4. Master's degree or higher in another field and at least 18 graduate credit hours in mathematics or mathematics education.

SCHOOL OF BUSINESS AND ECONOMICS.

At time of hiring or adoption of these rules, the Instructional Academic Staff (IAS) member must possess the minimum tested experience criteria as listed by discipline below.

ACCOUNTING

The Instructional Academic Staff (IAS) member must have a minimum of 3 years of managerial or professional-level experience in business, education, government or the military. The IAS member must also have a completed Master's Degree in the appropriate teaching field. If the IAS member does not have a Master's Degree in field, he/she must have additional substantive senior-level professional experience (e.g. active ownership or a senior-level executive position in business, education, government or the military) in the area in which he/she will be teaching in order to be considered as qualified at the Instructional Academic Staff level.

BUSINESS ADMINISTRATION

The Instructional Academic Staff (IAS) member must have a minimum of 3 years of managerial or professional-level experience in business, education, government or the military. The IAS member must also have a completed Master's Degree in the appropriate teaching field. If the IAS member does not have a Master's Degree in field, he/she must have additional substantive senior-level professional experience (e.g. active ownership or a senior-level executive position in business, education, government or the military) in the area in which he/she will be teaching in order to be considered as qualified at the Instructional Academic Staff level.

ECONOMICS

The Instructional Academic Staff (IAS) member must have a minimum of 3 years of managerial or professional-level experience in business, education, government or the military. The IAS member must also have a completed Master's Degree in the appropriate teaching field. If the IAS member does not have a Master's Degree in field, he/she must have additional substantive senior-level professional experience (e.g. active ownership or a senior-level executive position in business, education, government or the military) in the
area in which he/she will be teaching in order to be considered as qualified at the Instructional Academic Staff level.

SCHOOL OF HEALTH PROMOTION AND HUMAN DEVELOPMENT

The Higher Learning Commission guidelines state expectations in determining minimally qualified instructors, which will begin September 2017.

According to the HLC, there are two ways to qualify to teach undergraduate general education or other "non-occupational" courses:

1. Hold a master's degree or higher in the discipline or subfield.
2. Hold a master's degree or higher in another field, and complete at least 18 graduate credit hours in the discipline or subfield being taught.

The following define for the School of Health Promotion & Human Development at UWSP the minimum qualifications and tested experience (e.g., skills, certifications, credentials, professional experiences) for instructional academic staff teaching non-general education courses in the following programs we offer:

Family & Consumer Sciences

- Master's degree in Education, Human Development, Family & Consumer Sciences, Counseling, or related discipline within the fields of Human Services, Family Studies, or Education as appropriate to the specific course being taught plus the equivalent of 3 years fulltime occupational experience in the profession appropriate to the specific course or teaching licensure in Family & Consumer Sciences.

Food & Nutrition

- Bachelor's degree in any field and a minimum of 4 years professional hands on culinary experience in a high volume kitchen that includes catering plus 2 years as executive chef or general manager.
- Master's degree in Health Education, Public Health, Exercise Science, or related discipline within the fields of Health Science, Human Services, Agriculture, Food & Natural Resources, Government & Public Administration or Business Management & Administration as appropriate to the specific course.

Health and Wellness Management

- Master's degree in Health Education, Public Health, Nutrition, Exercise Science or related discipline within the fields of Health Science, Human Services, Marketing, or Business Management & Administration as appropriate to the specific course.
- Master's degree in a discipline not related to the above and 5 years fulltime occupational experience in the profession appropriate to the specific course.

Health Promotion and Wellness
MINIMAL QUALIFICATIONS TO BE THE INSTRUCTOR FOR A GRADUATE LEVEL COURSE

The Higher Learning Commission (HLC) guidelines state expectations in determining minimally qualified instructors (beginning September 2017). According to the HLC, there are three ways to qualify to teach undergraduate general education or other "non-occupational" courses:

1. Hold a master's degree or higher in the discipline or subfield.
2. Hold a master's degree or higher in another field and complete at least 18 graduate credit hours in the discipline or subfield (theater, dance or music).
3. Meet a minimum of "tested experience" as defined by the institution, that "includes a breadth and depth of experience outside the classroom in real-world situations relevant to the discipline." The following define the specific, independent minimum qualifications to teach disciplinary courses in the Department of Theatre and Dance at UWSP.

1. Master's degree or Ph.D. in Theatre, Dance or Music.
2. Master's degree in another field and at least 5 years of related experience.
3. Bachelor's degree in Theatre or Dance, and at least 5 years of experience in the field, or a related performance discipline and at least 5 years of experience in this field.
4. Possess at least one professional certification (e.g., Pilates, Feldenkrais, Linklater, Estill) with appropriate field-related content and at least 15 years of related work experience.
5. Master's degree or higher in another field and at least 18 graduate credit hours in theatre, dance or music.

*HLC, "Determining Qualified Faculty through HLC’s Criteria for Accreditation and Assumed Practices," October 2015.

Commented [S5N2]: The following section is recommended to be moved from Chapter 5 Section 9 because it is about faculty/staff qualifications rather than classroom policies. Graduate teaching status should be considered a type of rank. The language here is identical to the language moved into Chapter 4B, Section 3. In addition, the opening paragraph was originally at the end of the section (when it was still in Chapter 5).
The instructor of a graduate level course must be either a member of the Graduate Faculty or have been awarded Temporary Graduate Teaching Status.

Oversight: The registrar will be responsible for monitoring all graduate level offerings. Any instructor listed but not authorized to teach a graduate course will be identified, departments will be expected to either obtain appropriate authorization (before the course is taught), or find a qualified instructor. Occasionally, substitutions will occur at the last minute; in such instances departments will be expected to seek authorization, if necessary, before the first class session. Class substitutions will be monitored and departments will be notified of noncompliance. Continued noncompliance with these procedures will be referred to the Graduate Council for appropriate action.

GRADUATE FACULTY

Criteria: Both of the following:

- Rank of Assistant Professor or higher.
- Either
  - Successful teaching experience in the discipline in which the faculty member provides graduate instruction, or
  - Continuing evidence of scholarly achievement and professional activity.

MEMBERSHIP PROCESS

Prospective graduate faculty members are recommended by department chair or their equivalent in consultation with faculty members eligible for graduate faculty status. Departmental recommendations shall be forwarded to the Graduate Council for action.

This status will grant an individual the ability to serve on thesis or dissertation committees, teach graduate level courses, and vote on matters related to the graduate faculty.

TEMPORARY GRADUATE RESEARCH STATUS

Criteria: Both of the following

- A Ph.D., Ed.D, or terminal degree.
- Continuing evidence of scholarly achievement and professional activity.

MEMBERSHIP PROCESS

Upon recommendation of the department and the dean of the college, instructors may obtain TEMPORARY GRADUATE RESEARCH STATUS. These appointments are designed to allow collaborators from other institutions or non-tenure-track appointments at the university (e.g., postdoctoral researchers) to serve on thesis or dissertation committees. Such appointments will only allow individuals to serve on thesis or dissertation committees and authorization will typically be granted for the duration of the collaborative project for which they are assisting. Temporary graduate research status does not authorize an individual to teach graduate level courses (a separate authorization would be required) and does not grant
the ability of an individual to vote on graduate faculty matters that pertain to administrative or curriculum issues.

TEMPORARY GRADUATE TEACHING STATUS

Criteria: Both of the following
* Rank of Assistant Professor or higher.
* Either
  o Successful teaching experience in the discipline in which graduate instruction is given, or
  o Continuing evidence of scholarly achievement and professional activity.
Faculty or instructional academic staff may be given TEMPORARY GRADUATE TEACHING STATUS. Minimum requirements for temporary graduate teaching status are to have the qualifications for rank of Assistant Professor within their discipline and teaching or scholarly activity as outlined above unless their department has alternative tested experience criteria listed below. These ALTERNATIVE TESTED EXPERIENCE CRITERIA must be approved by the Graduate Council.

ALTERNATIVE TESTED EXPERIENCE CRITERIA

College of Natural Resources

For the College of Natural Resources, "tested experience" and/or "skill sets, certifications, or credentials" includes the following:
* Possession of a terminal degree in a natural resources discipline OR
* Professional experience equivalent to 5 years or one, or a combination, of the following:
  o Employment with a private, public, or non-profit agency whose primary service is to provide education, policy development, management, commercial or other professional services for the following sectors:
    * Forest Management
    * Environmental Education or Interpretation
    * Natural Resource Planning, Policy, or Sustainable Energy
    * Soil, Land, or Waste Management
    * Wildlife Management or Captive Wildlife
    * Water Resource Management
    * Fisheries Management
    * Paper Science Manufacturing or Chemical/Environmental Engineering
      o Teaching experience in a primary or secondary classroom
        (Kindergarten through grade 12) may be considered for instructional assignments related to environmental education,
      o Informal teaching experiences, including the delivery of outreach, extension, or similar community-oriented programming.

Department of Geography and Geology
In the Geography/Geology Department, "tested experience" and/or "skill sets, certifications, or other credentials" are met by one or a combination of the following:

For graduate-level instructors in Geography:

- Achievement of Ph.D. candidacy (from an accredited university) in Geography or in a related field.
- Applied research in a geographic subfield (e.g., geospatial techniques) that engaged community, government, or business groups and resulted in a presentation or in published materials.
- Attainment of state or national certificates or accreditation from a geographic or related professional organization in which 3-4 years of experience are required, or 5 years of experience are required and a minimum of two re-certifications is achieved.
- Non-university related employment in a position that uses geographic or related knowledge and skill sets on a daily basis.

For graduate-level instructors in Geology:

- Achievement of Ph.D. candidacy (from an accredited university) in Geology or in a related field.
- Applied research in a geologic subfield (e.g., hydrogeology) that engaged community, government, or business groups and resulted in a presentation or in published materials.
- Attainment of state or national certificates or accreditation from a geologic or related professional organization in which 3-4 years of experience are required, or 5 years of experience are required and a minimum of two re-certifications is achieved.
- Non-university related employment in a position that uses geologic or related knowledge and skill sets on a daily basis.

School of Communication Sciences and Disorders

Policy for Tested Experience Hiring Criteria:

Hiring Requirements:

3. To teach undergraduate courses - the person must hold a minimum of a Master's degree in Speech-Language Pathology or Audiology, or a Master's degree or a license or certification beyond the baccalaureate degree in the specific content area of the course (e.g., sign language).
4. To teach graduate courses - the person must hold a minimum of a Master's degree in speech-language pathology or audiology, have a license to practice, and/or hold national certification, and have a minimum of 3 years of clinical experience; or have a Master's degree in an unrelated discipline, and possess a license or certification beyond the baccalaureate degree in the specific content area of the course (e.g., business/gaslitc management).

School of Education

The School of Education believes that a faculty member should hold a terminal degree to teach graduate courses. Alternatively, tested experience: temporary graduate faculty will need to possess a Master's degree, five years of professional experience including at least three years PK-12 teaching experience that is consistent with their discipline, and where applicable, the knowledge, skills and dispositions to teach online, hybrid or
face-to-face courses. In other circumstances, the combination of a Master’s degree, three years of PK-12 teaching experience, discipline-specific to the Wisconsin Department of Public Instruction certifications/licensure, specialized credentials, skill sets or relevant real-world experience are considered evidence of appropriate qualifications for graduate teaching.

School of Health Promotion and Human Development

Qualification Guidelines for Teaching Graduate Courses

The following define for the School of Health Promotion and Human Development at UWSP the minimum qualifications and tested experience (e.g., skills, certifications, credentials, professional experience) for teaching graduate courses that we offer in the following areas:

Community and Organizational Leadership

Master’s degree in a discipline within the fields of Government & Public Administration, Business Management and Administration, Health Science, Human Services, Communications, Marketing, or Education and Training as appropriate to the specific course area of the course, plus 5 years of professional experience in the specific content area of the course.

Family and Consumer Sciences

Master’s degree in Education, Human Development, Family and Consumer Sciences, Counseling, or related discipline within the fields of Human Services, or Family Studies, or Education as appropriate to the specific course being taught, plus 3 years of professional experience in the specific content area of the course, or teaching licensure in Family and Consumer Sciences and 5 years of professional experience in the specific content area of the course.

Food and Nutrition

Master’s degree in Health Education, Public Health, Exercise Science, or related discipline within the fields of Health Science, Human Services, Agriculture, Food & Natural Resources, Government and Public Administration, or Business Administration and Administration as appropriate to the specific course area of the course, plus 5 years of professional experience in the specific content area of the course.

Health and Wellness Management

Master’s degree in Health Education, Public Health, Nutrition, Exercise Science or related discipline within the fields of Health Science, Human Services, Marketing, or Business Administration and Administration as appropriate to the specific course area of the course, plus 5 years of professional experience in the specific content area of the course.

Health Promotion and Wellness
Master's degree in Health Education, Public Health, Nutrition, Exercise Science or related discipline within the fields of Health Science, Human Services, Marketing, or Business Management and Administration as appropriate to the specific content area of the course, plus 5 years of professional experience in the specific content area of the course.

Human Development

Master's degree in Education, Human Development, Family and Consumer Sciences, Counseling, or related discipline within the fields of Human Services, Family Studies, or Education as appropriate to the specific content area of the course, plus 5 years of professional experience in the specific content area of the course.

MEMBERSHIP PROCESS

Using the criteria above and upon recommendation of the department and the dean of the college, instructors may obtain TEMPORARY GRADUATE TEACHING STATUS. Such appointments must specify the course(s) to be taught and the duration for temporary subs, pertinent to the teaching of the specified course(s). Under no circumstances shall the temporary status be used as a continuing substitute for graduate faculty membership. Temporary graduate teaching status does not authorize an individual to serve on thesis or dissertation committees (a separate authorization would be required) and does not grant the ability of an individual to vote on graduate faculty matters that pertain to administrative or curriculum issues.

The department or dean has the responsibility to communicate this TEMPORARY GRADUATE TEACHING STATUS to the registrar.

EDUCATIONAL CODE, CREDITING OF PRIOR SERVICE, AND SALARY INFORMATION

EDUCATIONAL PREPARATION CODE.

Effective 2006-2007, an academic staff member's code assignment is based on the following academic preparation.

Code 1.

- Ph.D.
- Ed.D.
- Earned doctor's degree equivalent to the Ph.D. or Ed.D., requiring an original contribution to the field and requiring the minimum equivalent of 3 full years of graduate study beyond the baccalaureate.
• MFA in creative arts (specifically: studio art, creative writing, dance and technical areas of drama) when a higher terminal degree is not normally awarded.

Code 2.

• Earned degrees, such as the J.D., requiring a minimum of 90 semester credit hours of graduate level work beyond the baccalaureate degree.
• All requirements for the doctorate met except completion of the dissertation.

Code 3.

• Master's degree plus 30 semester credit hours of graduate level work in a coherent program of study. If the master's degree requires more than 30 semester credit hours, then the additional graduate level work only needs to bring the total semester credit hours to 60 (for example, a master's degree requiring 36 semester credit hours would need to be supplemented with an additional 24 credits to qualify for this educational code.)
• A specialist degree or its equivalent.
• University Library faculty with an MLS and a second approved master's degree.

Code 4.

• A master's degree.

Code 5.

• A bachelor's degree.

Code 6.

• No bachelor's degree.

GRANTING PRIOR SERVICE CREDIT: TIME TOWARD INDEFINITE APPOINTMENT

(PROBATIONARY OR FIXED TERM).

General Guideline.

The practice of granting credit for prior service is not universal but has been most common in traditional four-year universities. When prior service credit is granted, it is usually limited to 3 years, leaving 3 to 4 years for evaluating probationary academic staff prior to making the mandatory decision on indefinite appointment.
Impact.

Evaluation and review for a decision on indefinite appointment is required for academic staff holding probationary appointments. Academic staff holding fixed term appointments may request review for the granting of indefinite appointment after 10 years of service at UWSP. Indefinite appointment may be awarded only after the third year of full-time service at UWSP. One consequence of granting credit for prior service is to shorten by a stipulated number of years the time period in which the decision to award indefinite appointment is made.

Individual Decisions.

Decisions on crediting of prior service are made on an individual, case-by-case basis: there is no automatic or formula-based credit for prior service.

SALARY INFORMATION.

Salary at Time of Hiring.

Category A or C.

With the exception of those few positions assigned to an executive salary group, salaries of administrative and support academic staff with titles in these categories shall be determined by the appropriate vice chancellor, the provost, or the chancellor, as appropriate, and shall be in conformity with the Hayes-Hill salary structure.

Hayes-Hill Format.

Hayes-Hill establishes a series of titles for each academic staff category. Each title is assigned a pay grade with a minimum and a maximum. Initial salaries shall be at least at the minimum level for the appropriate title and may, as a result of consideration of experience, market factors, or comparable salaries in the unit, be above the minimum but normally no salary shall be above the maximum.

Document Availability.

Copies of current salary ranges for the various classifications and grades in Category A or C are available from the director of personnel or the associate vice chancellor.

Executive Salary Group.

Determination of positions or be assigned to an executive salary group are made at the System level. Copies of the list of individuals
assigned to executive salary groups are available from the director of personnel.

Category B.

Salary ranges for academic staff classroom teaching positions and other positions with Category B titles are established by the appropriate department chairperson and dean prior to advertising the position. Salaries for these positions are determined according to the appropriate salary schedule.

Individual Salary Determinations.

Range for Candidates.
Salary ranges for specific individuals are established by the appropriate dean, in consultation with the department chairperson, before a candidate may be invited to campus.

Individual Salaries.
Individual salaries are established by the dean, in consultation with the department chairperson, in accordance with the appropriate salary schedule.

Document Availability.

Copies of the salary schedule for classroom teaching academic staff are available from the dean or associate vice chancellor.

Summer Session.

Compensation.
Classroom teaching academic staff are rarely hired during summer sessions. When classroom teaching academic staff are hired for the summer, compensation is normally 9.3% of the previous academic year salary for the equivalent of three credits of instruction (half-time); full-time is normally compensated at 18.6%.

Contracts.
Summer session teaching contracts are all contingency contracts, based on negotiations between the academic staff member and appropriate dean on the number of students anticipated to enroll. When enrollment is less than anticipated, the dean determines whether the class is to be canceled and the contract voided or to keep the class at the lower enrollment and reduce the salary of the academic staff member.

Credit of Prior Years.
Whenever a newly hired person receives credit for previous experience in determining salary, fractional years of credit are rounded to the next higher number of full years (e.g., 1.2 years are counted as 2 years).

**Full-time and Part-time.**

**Category A or C.**

Unless otherwise negotiated and expressly stated in the letter of appointment, full-time shall be defined as 5 working days per week or the equivalent, half-time shall be defined as 2 1/2 working days per week or the equivalent, and other part-time appointments shall be calculated as a percentage based on 5 days per week as full-time.

**Category B.**

Full time shall be defined as 24 credit hours per academic year.

**Paychecks.**

Academic year salaries for new academic staff appointees are paid in 9 checks. Annual salaries are paid in 12 checks.

**Date Available.**

Academic staff payroll checks are usually available on the first work day of each month but are not issued on Saturday, Sunday or a holiday. Checks will be delivered only to the academic staff member or to a spouse employed by the university.

The first check for the academic year is issued on October 1, the last on June 1 (July 1 for academic staff remaining on the 10 month pay plan).

**Direct Deposit.**

Academic staff members may have payroll checks deposited directly to the financial institution of their choice. Deposit is by courier (local) or mail (out of town). Checks are deposited or mailed for deposit on the night before payday; however, the deposit may not legally be credited to the academic staff member's account until the first.

Persons with questions regarding direct deposit of payroll checks should call the UWSP Payroll Office.

**Summer Session.**

Summer school checks are issued on August 1 and September 1.
Optional Twelve-payment Plan.

For academic staff on academic year appointments, an optional twelve-payment plan (rather than 9 or 10) is available, and can be arranged through the UWSP Credit Union.

FIXED TERM, PROBATIONARY, AND INDEFINITE APPOINTMENTS

CONTRACTUAL PERIODS AND SCHEDULES FOR RECOMMENDATIONS ON RETENTION, INDEFINITE APPOINTMENT, PROMOTION, AND MERIT.

Contractual periods.

Academic staff may be hired on multiple-year contracts, rolling contracts, or one-year contracts. Limited appointments, in which persons serve at the pleasure of the appointing authority, may be open-ended.

Annual Schedule.

The provost, vice chancellors, and deans annually distribute to department chairpersons and unit heads a schedule of specific dates when recommendations regarding renewal, indefinite appointment, promotion, and merit are due.

Probationary Personnel.

Dates for decisions on renewal are governed by the provisions of Chapters UWS and UWSP 10.04. Academic staff shall receive notice at least 3 months prior to the expiration of the appointment in the first year; at least 6 months prior to the expiration of the appointment in the second year, and 12 months prior to the expiration of the appointment thereafter.

Fixed Term Personnel.

Half-time or More.

Academic staff serving .5 FTE or more, or who have accumulated 7 academic years of service at .5 FTE or more per semester shall receive notice at least 3 months prior to the expiration of the appointment in the first 2 years; at least 6 months prior to the expiration of the appointment in the 3rd through 7th year; at least 9 months prior to the expiration of the appointment in the 8th through
10th years; and 12 months prior to the expiration of the appointment thereafter.

When the letter of appointment states that renewal is not intended, no further notice of nonrenewal is required.

**Less Than Half-time.**
Academic staff serving less than .5 FTE shall receive notice at least 3 months prior to the expiration of the appointment in the first 2 years, and 6 months prior to the expiration of the appointment thereafter.

When the letter of appointment states that renewal is not intended, no further notice of nonrenewal is required.

**Indefinite Appointment.**
Units normally submit recommendations for indefinite appointment to the appropriate administrator in early March.

**Reduced Responsibilities.**
A probationary academic staff member may reduce professional responsibilities under limited conditions specified in UWSP 10.03 (2) (a) (3). Colloquially, this is called "stopping the clock," and may be requested in circumstances such as childbirth, adoption, dependent care obligations, or disability. The time granted for such activities does not count as a break in continuous service nor as part of the probationary period.

**Promotion.**
Units normally submit recommendations for promotion in February, or as part of the retention recommendation.

**Merit.**
The date when merit recommendations are due is governed by legislative and System action. Unit merit recommendations are usually submitted to the appropriate administrator in March.

### APPOINTMENTS.

#### Decision Authority.

**Probationary Academic Staff.**

- In divisions other than Academic Affairs, decisions on appointment and renewal for probationary academic staff appointments in the first year and after the 4th year are made by the unit and the appropriate vice chancellor (as the chancellor's designee). In Academic Affairs, those decisions are made by the department or unit and the provost (as the chancellor's designee).
Decisions on renewal in the 2nd, 3rd, and 4th years are made by the unit and the vice chancellor (as the designee), or the department and the appropriate dean (as the designee).

Fixed Term Academic Staff.

- In divisions other than Academic Affairs, decisions on appointment and reappointment for all fixed term academic staff are made by the unit and the appropriate vice chancellor (as the chancellor's designee).
- In Academic Affairs, decisions on appointment and reappointment for all fixed term academic staff are made by the department or unit and the provost (as the chancellor's designee).

Change in Position Responsibilities.

An amended letter of appointment shall be sent in situations where a significant change in position responsibility occurs; however, no such change may be made during a contractual period without the mutual consent of the academic staff member and the appropriate institutional officers, except as may be necessary under 36.21 Wis. Stats. and Chapter UWSP 12.

Teaching Responsibilities.

An individual who holds academic rank in a department and who is serving in an academic staff position is usually expected to perform some regular teaching assignment each year. Faculty of the University Library are an exception to this policy.

Joint Appointments.

Joint appointments of academic staff members may be made between units (e.g., Records and Registration & Campus Activities; HPERA & Admissions) and/or divisions (e.g., University Services and Student Development & Business Affairs). These appointments are made only if the academic staff member and the involved university 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 units.

Unit Responsibilities.

Letters of appointment for academic staff members with joint appointments shall clearly delineate the responsibilities of each unit, the salary responsibilities of each 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 units in meetings, appropriate committees, and other activities under each
unit's policies and procedures. Such participation will depend upon prior agreement of the involved units.

Part-time Appointments.

Category A or C.

Unless otherwise negotiated and expressly stated in the letter of appointment, half-time shall be defined as 2 1/2 working days per week or the equivalent, and other part-time appointments shall be calculated as a percentage based on 5 days per week as full-time.

Category B.

Half-time shall be defined as 6 credit hours per semester or the equivalent, and other part-time appointments shall be calculated as a percentage based on 24 credit hours per academic year as full-time.

Change in Proportion of Time.

An academic staff member may request either:

- a permanent reduction to half-time;
- a permanent reduction to less than half-time on a fixed term appointment; or
- a temporary reduction as a partial leave without pay.

Salary.

An academic staff member's base salary is prorated for any reduction in time; eligibility for fringe benefits may change during semesters at reduced time.

Probationary Agreement.

For academic staff on probationary appointment, the initial letter of agreement for a reduced assignment shall state how much time the academic staff member will have accrued toward indefinite appointment by the beginning of the reduced assignment, and how much time will be accrued during the period the academic staff member serves on reduced assignment.

Salary and Merit for Part-time Academic Staff.

Criteria.

General criteria for determining salary and merit for part-time academic staff are the same as for full-time academic staff. Units may develop specific performance objectives for individuals with part-time appointments just as they do for academic staff with full-time appointments.

Amount.

Part-time academic staff receive proportional salary based on full-time equivalency as defined for the appointment category.

*** OMITTED SECTIONS***
Focus on alternative tested experience for faculty and teaching staff.
There is graduate faculty stuff in chapter 5:

CHAPTER 5 POLICIES PERTAINING TO CLASSROOM ACTIVITIES

SECTION 9 GRADUATE COURSE POLICY

DEFINITIONS OF SPECIAL GRADUATE COURSES

Independent Study emphasizes a specific topic. The topic selected is not normally a regular course offering. Instruction is generally under the guidance of a professor who meets regularly with the student. Credit may be variable, depending on the workload and the time span over which the course is offered. Topics for which credit has been received cannot be repeated.

Special Topics courses emphasize a topic of narrow focus. The topic selected is generally one that meets the special needs of a group of students. The topic is not intended to be repeated. Instruction is normally in the form of lectures, discussions, or other means of exchange of ideas. Credit may be variable, depending on the workload and the time span over which the course is offered.

Workshops emphasize a topic of interest to a wide group of students. Workshop offerings may be repeated. Instruction involves free discussions, the exchange of ideas, demonstration of methods, the acquisition of skills and techniques in a specialized area within a discipline, and participation and problem-solving given mainly for and by adults already employed or those adequately prepared with common interests and problems based on the needs and wants of the group. The final result should be clearly defined, such as progress in a particular skill, or individual or group reports or papers on the conclusions reached or solutions developed or for class analyses and reactions. Workshops may have variable time spans as well as variable graduate credit.

A Seminar collects a small group of advanced students engaged in presenting either existing or original research under the guidance of a professor who meets regularly with them for reports, discussions, and informal lectures. Seminars may have variable time spans as well as variable graduate credit.

A Colloquium stresses discussion of a specific subject or meetings that several lecturers take turns in leading. Colloquia may have variable time spans as well as variable graduate credit. (Colloquium is normally included under Special Topics.)

A Symposium is a meeting or conference of limited duration for discussion of some topic at which several speakers deliver short addresses on various aspects of the topic. No graduate credit.
MINIMUM GRADUATE STANDARDS FOR DUAL-NUMBERED (SLASH) COURSES

Courses granting graduate credit should be structured and taught primarily at the graduate level of instruction. Ideally, dual-numbered courses should enroll primarily graduate students, with a minority of the course enrollment made up of academically superior undergraduate students. Graduate Council recognizes, however, the impracticality of this ideal in some disciplines. Therefore, Graduate Council establishes the following minimum guidelines for graduate students enrolled in dual-numbered courses:

Graduate students will be required to accomplish at least one additional objective beyond the requirements of undergraduate students in the same course. Faculty are encouraged to utilize more than one of these additional objectives in their classes. Additional objectives shall be qualitative rather than quantitative in nature. Examples of suitable additional objectives are a research project with a written and/or oral report, a term paper, a seminar or presentation given to the class, a classroom utilizable product that can be shared with others, or essay and/or oral examinations as alternatives to objective exams given to undergraduates in the same class. These examples are not inclusive, and faculty are encouraged to develop other qualitative objectives for their specific courses. These additional qualitative objectives will be included in the syllabus for each course.

In addition, faculty members teaching dual-numbered courses are encouraged to utilize modes of instruction that involve dialogue, student discussion, and student presentations. Where this is not feasible for the entire class, faculty are encouraged to have separate or additional discussion/seminar sessions for the graduate students.

Dual-numbered courses will be taught by members of the Graduate Faculty.

All departments offering dual-numbered courses will use these Graduate Council guidelines to develop specific procedures insuring adequate graduate level instruction in those courses. These procedures will be submitted for information to the Graduate Council and filed with the Graduate Dean.

[The section that follows is recommended to be moved from here into each of Chapter 4B, section 3 (for faculty) and Chapter 4B, section 5 (for academic staff) because it is about faculty/staff qualifications rather than classroom policies. Graduate teaching status should be considered a type of rank. In each case paragraph that was originally at the end of this section was moved to the beginning for clarity.]

GRADUATE FACULTY

Criterion: Both of the following:

- Rank of Assistant Professor or higher.
- Either
  - Successful teaching experience in the discipline in which the faculty number provides graduate instruction.
  - Continuing evidence of scholarly achievements and professional activity.

MEMBERSHIP PROCESS

Prospective graduate faculty members are recommended by department chairs or their equivalents in consultation with faculty members eligible for graduate faculty.
TEMPORARY GRADUATE RESEARCH STATUS

Criteria: Both of the following

- A Ph.D., Ed.D., or terminal degree
- Continuing evidence of scholarly achievement and professional activity

MEMBERSHIP PROCESS

Upon recommendation of the department and the dean of the college, instructors may obtain TEMPORARY GRADUATE RESEARCH STATUS. These appointments are designed to allow collaboration from other researchers as non-tenure or non-tenure-track appointments at the university (e.g., postdoctoral research) to serve on their dissertation committee. Such appointments may allow individuals to serve on the dissertation committee and authorizations will typically be granted for the duration of the collaborative project to which they are assigned. Temporary graduate research status does not authorize an individual to teach graduate-level courses or approve authorizations. It does not grant the ability of an individual to vote on graduate faculty matters that pertain to administrative or curriculum issues.

TEMPORARY GRADUATE TEACHING STATUS

Criteria: Both of the following

- Rank of Assistant Professor or higher
- Either
  - Successful teaching experience in the discipline in which graduate instruction is given; or
  - Continuing evidence of scholarly achievement and professional activity

Faculty-instructional appointments as temporary faculty status in TEMPORARY GRADUATE TEACHING STATUS require minimum qualifications for rank of Assistant Professor within their discipline and teaching scholarly activity as outlined above. Otherwise, alternative tested experience criteria outlined below. These ALTERNATIVE TESTED EXPERIENCE CRITERIA must be approved by the Graduate Council.
For the College of Natural Resources, "tested experience" and/or "skill sets, certifications, other credentials" includes the following:

- Possession of a terminal degree in a natural resources discipline OR
- Professional experience equivalent to 5 years of employment, or a combination of the following:
  - Employment with a private, public or non-profit agency where primary service is to provide education, policy development, management, commercial or other professional services for the following sectors:
    - Forest Management
    - Environmental Education or Interpretation
    - Natural Resource Planning, Policy or Sustainable Energy
    - Soil, Land, or Waste Management
    - Wildlife Management or Captive-Wildlife
    - Water Resource Management
    - Fisheries Management
    - Paper Science Manufacturing or Chemical/Environmental Engineering
  - Teaching experience in a primary or secondary classroom (kindergarten through grade 12) may be considered for instructional assignments related to environmental education.
  - Informal teaching experience, including the delivery of outreach, extension, or similar community-oriented programming.

Department of Geography and Geology

In the Geography/Geology Department, "tested experience" and/or "skill sets, certifications, other credentials" are met by one or a combination of the following:

For graduate-level instructors in Geography:

- Achievement of Ph.D. candidacy (from an accredited university) in Geography or in a related field
- Applied research in a geographic sub-field (e.g., geospatial techniques) that engaged community, government, or business groups and resulted in a presentation or in published materials
- Attainment of state or national certification or accreditation from a geographic or related professional organization in which 5 years of experience are required, or 3-4 years of experience are required and a minimum of two re-certifications is achieved
- Non-university-related employment in a position that uses geographic or related knowledge and skill sets on a daily basis

For graduate-level instructors in Geology:

- Achievement of Ph.D. candidacy (from an accredited university) in Geology or in a related field
- Applied research in a geologic sub-field (e.g., hydrogeology) that engaged community, government, or business groups and resulted in a presentation or in published materials
- Attainment of state or national certification or accreditation from a geology or related professional organization in which 5 years of experience are required, or 3-4 years of experience are required and a minimum of two re-certifications is achieved
School of Communication Sciences and Disorders

Policy for Terted-Experience Hiring Criteria

Hiring Requirements:

1. To teach undergraduate courses, the person must hold a minimum of a Master's degree in speech-language pathology or audiology, or a related degree or certification beyond the bachelor's degree in the specific content area of the course (e.g., sign language).

2. To teach graduate courses, the person must hold a minimum of a Master's degree in speech-language pathology or audiology, have a license to practice, and hold national certification, and have a minimum of 3 years of clinical experience or have a Master's degree in an unrelated discipline, and possess a license or certification beyond the bachelor's degree in the specific content area of the course (e.g., business/finance management).

School of Education

The School of Education believes that a faculty member should hold a terminal degree to teach graduate courses. Alternative to experience, temporary faculty with a Master's degree five years of professional experience, including at least three years PK-12 teaching experience that is consistent with their discipline, and where applicable, the knowledge, skills, and dispositions to teach content, hybrid or face-to-face courses, is considered evidence of experience; the completion of a Master's degree; three years of PK-12 teaching experience; discipline-specific to the Wisconsin Department of Public Instruction certifications; and specialized credentials, skill sets, or relevant work experience are considered evidence of appropriate qualifications for graduate teaching.

School of Health Promotion and Human Development

Qualification Guidelines for Teaching Graduate Courses

The following define for the School of Health Promotion and Human Development at UWSP the minimum qualifications and experience for teaching graduate courses that are offered in the following areas:

Community and Organizational Leadership

- Master's degree in a discipline within the fields of Government & Public Administration; Business Management and Administration; Health Sciences; Human Services; Communications; Marketing; or Education and Training, or appropriate to the specific content area of the course, plus 5 years of professional experience in the specific content area of the course.

Family and Consumer Sciences
Master's degree in Education; Human Development; Family and Consumer Sciences; Counseling; or related discipline within the fields of Human Services; or Family Studies; or Education as appropriate to the specific content area of the course; plus 5 years of professional experience in the specific content area of the course.

Food and Nutrition

Master's degree in Health Education; Public Health; Exercise Science; or related discipline within the fields of Health Science; Human Services; Agriculture; Food & Natural Resources; Government and Public Administration; or Business Management & Administration as appropriate to the specific content area of the course; plus 5 years of professional experience in the specific content area of the course.

Health and Wellness Management

Master's degree in Health Education; Public Health; Nutrition; Exercise Science or related discipline within the fields of Health Science; Human Services; Marketing; or Business Management and Administration as appropriate to the specific content area of the course; plus 5 years of professional experience in the specific content area of the course.

Health Promotion and Wellness

Master's degree in Health Education; Public Health; Nutrition; Exercise Science or related discipline within the fields of Health Science; Human Services; Marketing; or Business Management and Administration as appropriate to the specific content area of the course; plus 5 years of professional experience in the specific content area of the course.

Human Development

Master's degree in Education; Human Development; Family and Consumer Sciences; Counseling; or related discipline within the fields of Human Services; Family Studies; or Education as appropriate to the specific content area of the course; plus 5 years of professional experience in the specific content area of the course.

MEMBERSHIP PROCESS

Using the criteria above and upon recommendation of the department and the dean of the college, instructors may obtain TEMPORARY GRADUATE TEACHING STATUS. Each appointment must specify the course(s) to be taught and the duration for temporary only, pertinent to the teaching of the specified course(s). Under no circumstances shall the temporary status be used as a continuing substitute for graduate faculty membership. Temporary graduate teaching status does not authorize an individual to serve on their dissertation committee or make any other faculty matters that pertain to administrative or curriculum issues.
MINIMAL QUALIFICATIONS TO BE THE INSTRUCTOR FOR A GRADUATE LEVEL COURSE

The department chair has the responsibility to communicate this TEMPORARY GRADUATE TEACHING STATUS to the registrar.

MINIMAL QUALIFICATIONS TO BE THE INSTRUCTOR FOR A GRADUATE LEVEL COURSE

The instructor of a graduate-level course must either be a member of the Graduate Faculty or have been granted Temporary Graduate Teaching Status.

Oversight: The registrar will be responsible for monitoring all graduate-level offerings. Any instructor listed but not authorized to teach a graduate course will be identified. Departments will be expected to either obtain appropriate authorization (before the course is taught) or continue to list the course for graduate credit; or find a qualified instructor. Occasionally, substitutions will occur at the last minute. In such instances, departments will be expected to seek authorization if necessary before the first-class session. Class substitutions will be monitored and departments will be notified of non-compliance. Continued non-compliance with these procedures will be referred to the Graduate Council for appropriate action.
PROCEDURES FOR PROPOSING NEW OR REVISED UNIVERSITY HANDBOOK POLICY

All University Handbook policies, new or revised, must be prepared and submitted in the format shown below using this template.

*When proposing revision to existing University Handbook text, please go to the University Handbook for the current existing text [https://catalog.uwsp.edu/index.php?catoid=10]. The existing text should be used as the foundation for revision with underlining to designate proposed new text and strike out for proposed deletion. To avoid confusion, please make sure to remove hyperlink underlining prior to beginning proposed revisions.

The completed proposal should be forwarded as an electronic MS Word document to the appropriate committee chair. Please note, committee chairs set the agenda for their meetings; those submitting proposals will be notified when the proposal will be considered.

☐ New Policy – complete items 1, 2, 4 and 5.  ☐ Revised Policy – complete items 1-5.

1. Proposed or existing location in the University Handbook (i.e., Chapter, Section):
   
   Chapter 7, Section 2

2. Please indicate who has authority to approve changes to this portion of the University Handbook:
   
   General Education Committee, Common Council, and Chancellor

Existing University Handbook text is available at [https://catalog.uwsp.edu/index.php?catoid=10]. When proposing revision, use existing text and underline to designate proposed new text and strike out for proposed deletions. To avoid confusion, please make sure to remove hyperlink underlining prior to beginning proposed revisions.

3. Existing University Handbook text:
   The GEC will regularly gather course-level information on student learning through the collection of course portfolios. A course portfolio is a selection of materials from a given course-including the syllabus and relevant examples of student work-along with reflective statements written by the instructor that explore how the course structures and assessment strategies contributed to student learning. Faculty members teaching designated General Education courses will be required to prepare a course portfolio according to the five-year cycle noted above. (Note: the GEC will consult with departments offering multiple sections of the same GEP course to establish a plan for assessment; such a plan will specify a subset of instructors/sections who will submit course portfolios.) Each course portfolio will contain the following elements:

4. Proposed new/revised* University Handbook text:
   The GEC will regularly gather course-level information on student learning through the collection of course portfolios. A course portfolio is a selection of materials from a given course-including the syllabus and relevant examples of student work-along with reflective statements written by the instructor that explore how the course structures and assessment strategies contributed to student learning. Faculty members teaching designated General Education courses will be required to prepare a course portfolio according to the five-year cycle noted above. (Note: the GEC will consult with departments offering multiple sections of the same GEP course to establish a plan for
assessments; such a plan will specify a subset of instructors/sections who will submit course portfolios. Departments are responsible for developing a plan to assess all courses bearing the GEP designation at least once during the cycle year corresponding to the GEP Level. The GEC and AGS are available to provide input on such a plan specifying in which semester and which section(s) will be assessed. The departments are granted latitude to determine a sufficient representative sample of sections in multi-section courses to adequately capture student achievement of the GEP learning outcomes. An assessment portfolio must be submitted for all GEP designated courses. Each course portfolio will contain the following elements:

5. Effective date of policy, if different than upon the chancellor's signature: