

# Department Chair Handbook

2019-2020

Office of Academic Affairs  
Human Resources



University of Wisconsin  
**Stevens Point**

## Contents

Role and Responsibilities of the Chairperson .....	3
Overview of Role.....	3
Faculty and Chair Teaching Load .....	4
Department Meetings .....	5
Meetings .....	5
Minutes .....	7
Voting and Department Decisions .....	7
Signature Authority.....	8
Key Contacts.....	8
Student Matters.....	8
Program Matters.....	8
Personnel Matters .....	9
Legal Matters .....	9
Legal Resources.....	10
Personnel Policies and Procedures.....	10
Faculty Retention and Tenure .....	10
Academic Staff Retention and Indefinite Status.....	11
Fixed-term, no-intent-to-renew.....	11
Fixed-term, renewal notification .....	11
Probationary .....	11
Faculty and Academic Staff Promotions.....	11
Faculty Promotions .....	11
Category B (Teaching) Academic Staff Promotions .....	12
Category A Academic Staff Promotions.....	12
Post-Tenure Review & Review of Indefinite Academic Staff.....	12
Evaluation of Academic Staff .....	13
Category B.....	13
Category A and C.....	13
Evaluation of University Staff .....	13
Merit .....	14
Faculty .....	14
Category B Academic Staff.....	14
Category A Academic Staff.....	14
Staff Compensation Changes.....	15
Recruitment and Retention .....	15
Recruitment Process.....	15
Faculty and Academic Staff Recruitment.....	15
University Staff Recruitment.....	15
Best Practices for Working with New and Probationary Faculty.....	16

Faculty and Staff Benefits .....	16
Sick Leave .....	16
Vacation .....	18
Information Technology.....	18
Risk Management .....	18

## Role and Responsibilities of the Chairperson

### Overview of Role

The University Handbook defines the roles of the chairperson in Chapter 2, Section 1 of the handbook. The handbook definition is as follows:

### ROLE AND RESPONSIBILITIES OF THE CHAIRPERSON

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

#### Role.

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

#### Members' Responsibilities.

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

#### Duties and Responsibilities.

The chairperson shall

- Coordinate short and long range planning for the department and in the process identify personnel and other budget support needed to achieve departmental program goals;
- Assign staff to the academic advisement of majors and minors;
- Make recommendations to the Dean regarding appointments, promotions, tenure, indefinite appointment, merit, and salaries;
  - With the approval of the department, the chairperson, and the dean of the college, a department chairperson may vote with departmental committees on personnel matters. Where this practice is adopted, the chairperson shall be a voting member of appropriate personnel committees and shall not forward a separate recommendation to the dean; the dean shall receive only the committee's recommendation.
- Accept majors and minors, and certify completion of the required curriculum for such majors and minors;
- Assist in the orientation and guidance of new faculty;
- Encourage and advise department members in furthering professional growth in such ways as research, graduate work, and the improvement of instruction;
- Prepare and administer the departmental budget;

- Prepare the class schedule and such other assignments for department members as appropriate;
- Forward to the appropriate university officials the department's recommendations on such policy matters as are the proper responsibility of the department;
- In consultation with the department, make an annual report to the dean of the college concerning the organization and operation of the department, with particular reference to items such as those listed earlier regarding determination of policies and recommendations;
- Keep records of departmental actions on personnel matters, and maintain a complete file of all information gathered for the review and evaluation of department members;
  - Upon the request of the appropriate committee chairperson, the department chairperson shall make these personnel files available for the use of committees involved in personnel actions.
  - Individuals have the right to examine their personnel files and to have placed in them written responses to any material contained in the file.
- Perform other duties which may from time to time be assigned by the dean of the college; and
- Perform such other duties normally associated with the responsibilities of a departmental chairperson and necessary for the efficient operation of the department.

### **Faculty and Chair Teaching Load**

The faculty teaching load is defined in the University Handbook Chapter 4 Section 15 and reads as follows:

#### **FACULTY TEACHING LOAD**

This policy on faculty teaching load is the recommendation of faculty governance. It is recognized that its full implementation is necessarily dependent upon the availability of adequate financial and physical resources.

This policy does not address time commitments associated with scholarship and service. Performance expectations in all areas of faculty responsibility are provided in the document "Teaching, Scholarship, and Service: Descriptions, Expectations, and Peer Evaluation for Retention, Tenure, and Merit" available from the Office of Academic Affairs as well as department personnel guidelines available from individual department offices.

#### Academic Year Teaching Load

1. The department chairperson is responsible for establishing individual teaching loads within the department.
2. A full-time teaching load is 24 credit hours or the equivalent.
3. Each faculty member should have a maximum of 3 separate class preparations per semester.

4. Laboratory hours are typically equated to lecture hours on a 3 to 2 ratio. Supervision of student teachers and practica are typically equated to lecture hours on a 2.5 to 1 ratio.
5. There should be a maximum of 18 contact hours per week for each faculty member, except for faculty on temporary appointments.

In addition to the normal teaching assignment, the following are to be considered related activities not to be used as a basis for load reduction:

- Academic advising when the majority of departmental colleagues advise students;
- Maintenance of adequate office hours for student consultation;
- Routine maintenance of equipment used for teaching;
- Preparation of materials used in teaching;
- Participation in professional organizations;
- Study to remain current in one's discipline;
- Scholarship as normally expected of faculty in the department;
- Service as normally expected of faculty in the department.

#### Teaching Load for Department Chairpersons

1. All department chairs are given an academic year contract plus a half-time summer appointment.
2. The teaching load for department chairs is determined by the dean of the appropriate college. Chairpersons normally teach 12 credits or the equivalent during an academic year.

#### **Department Meetings**

Departments are expected to hold regular meetings to ensure that important matters are considered. The department responsibilities are defined in Chapter 2, Section 1 of the University Handbook. In addition to the duties outlined below, it should be noted that Departmental Meetings, and their subcommittee meetings are considered meetings of governmental bodies and as such, are subject to the Wisconsin Open Meetings Law. A summary of this law, and help FAQ's can be found on the website of the UW System Office of General Counsel (<http://www.uwsa.edu/general-counsel/legal-topics/open-meetings-law/>).

#### **Meetings**

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

#### **Public Notice**

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

## Open Meetings Required

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

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

### Attendance and Speaking.

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

### Presence at Meetings.

#### No Exclusions.

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

### Local Application.

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

### Attendance at Meetings.

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

### Right to Open Meeting for Personnel Matters.

#### UWSP 3.06.

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

#### UWSP 10.03.

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

### 19.85 Wis. Stats.

Under the Open Meetings Law, even when departmental policies provide that subunit or committee meetings be restricted to members of the subunit or committee, a faculty

member under consideration for tenure has the right to request and receive an open meeting for the portion of the meeting pertaining to consideration of that individual.

Departmental Policies.

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

CLOSED MEETINGS.

Attendance.

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

Speaking Rights.

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

**Minutes**

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

**19.88 (3)**

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

**19.35 Access to records; fees.**

(1) Right to inspection.

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

. . .

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

**Voting and Department Decisions**

Voting guidelines are determined by the department rules/handbook.

Department rule changes should be discussed within the department. The College Dean has the final authority for changes to the department rules.

## Signature Authority

UWSP is part of UW System, a legal entity, whose operational authority emanates from Chapter 36 of the Wisconsin Statutes. That means that UWSP conducts business ONLY through its duly authorized officers and agents. The authorization to sign documents that legally obligate UWSP is detailed in Board of Regent's Policy 93-1.

**Being an employee of UW-Stevens Point does not automatically authorize anyone to sign documents that have legal consequences for UW-Stevens Point.** In fact, the Board of Regents policy limits signature authority to a specifically authorized group of persons. Under policy 93-1, the Chancellor may authorize additional individuals to sign contracts in certain circumstances. See the list of [authorized signers](#) of contracts/documents for UW-Stevens Point.

For further information, please see <http://www.uwsp.edu/busaffairs/Pages/Signature-Authority.aspx>

## Key Contacts



Your primary point of contact for many questions and concerns will be your Dean's office. The list below identifies other offices and individuals that can assist you with specific issues.

### Student Matters

Matter	Office	Contact(s)
Advising	Academic and Career Advising Center	Lisa Michalec, Director
Academic and Non-academic misconduct	Dean of Students	Brittany Hook, Case Manager
Mental health issues	Counseling Center	Stacy Gerken, Director
Financial Aid (including Satisfactory Academic Progress)	Financial Aid	Mandy Slowinski, Director
Student accommodation requests (including pregnancy)	Disability and Assistive Technology Center	Andy Held, Director
Connecting students to other resources for academic or non-academic needs	Dean of Students	Rebecca Rogge, Case Manager

### Program Matters

Matter	Office	Contact(s)
Assessment	Academic Affairs	Vera Klekovkina, Assessment Coordinator
General Education/First Year Seminars	Academic Affairs	Nancy LoPatin-Lummis, General Education Director
Approval or changes to a course	Common Council	Curriculum Committee Chair
Departmental review	Academic Affairs	Todd Huspeni, AVC
	Common Council	Departmental Review Subcommittee Chair
Student Credit Hour Reports	Registration and Records	Ed Lee, Registrar

## Personnel Matters

Matter	Office	Contact(s)
Permission to recruit	Academic Affairs	Greg Summers, Provost
Recruiting/Search process (includes Hayes-Hill titling)	Human Resources	Designation by unit, see contacts list available on <a href="#">HR Staff webpage</a>
Student employee matters	Human Resources	Jake Shearier, Payroll Specialist
Faculty and instructional staff contracts	Academic Affairs	Katie Jore, AVC Paulette Rogers, PA
Non-instructional staff offer letters and contracts	Human Resources	Tom Bertram, HR Administrative Assistant Adv.
Academic staff retention, annual & supplemental review, and indefinite status	Academic Affairs	Katie Jore, AVC
	Human Resources	Lisa Schaufenbuel, Assoc. Director
Faculty retention, tenure, promotion, and post-tenure review	Academic Affairs	Katie Jore, AVC Libby Raymond, PA
Mental health, drug or alcohol problems	Refer to Employee Assistance Program: fei Behavioral Health	Provide brochures and/or reference <a href="#">HR webpage</a> (brochures available through Human Resources)
Benefits	Human Resources	Tina Rajski, Payroll and Benefits Specialist
Payroll	Human Resources	Payroll Specialist: University Staff: Tina Rajski FASLI: Lisa Nelson

Employee category explanations: <https://www.wisconsin.edu/ohrwd/hr/emplcat/>

Policies: <https://www.uwsp.edu/hr/Pages/Employee%20Relations/Policies.aspx>

## Legal Matters

Matter	Office	Contact(s)
Employee disabilities or accommodation requests, employment discrimination, sexual harassment, and Family and Medical Leave	Human Resources	Terri Frank, HR Compliance Specialist  Lisa Schaufenbuel, Associate Director
Ethics	Academic Affairs	Katie Jore, AVC
FERPA (Federal Educational Rights and Privacy Act)	Academic Affairs	Katie Jore, AVC
	Records & Registration	Ed Lee, Registrar
Open meetings	Academic Affairs	Katie Jore, AVC
Open records	Chancellor's Office	Rob Manzke, Chief of Staff

Risk Management, liability, safety concerns	Risk Management	Walter Clark, Director
---	-----------------	------------------------

## Legal Resources

**Legal Resources provided by Office of General Counsel:** There is a wide array of legal issues that pertain directly to the duties of the department chair, from the Americans with Disabilities Act to the Wisconsin Open Meetings Law. The Office of General Counsel for the UW System Administration provides a set of electronic reference documents, with FAQs.

These resources can be found at <http://www.uwsa.edu/general-counsel/legal-topics/>

**Caveat:** While the resources provided on this page can be a helpful reference for issues frequently encountered by department chairs, it is intended for informational purposes only. Nothing in the online resources documents should be construed or relied upon as legal advice.

**Rule of Thumb:** The online resources are good place to start, but **when in doubt, don't improvise.** Instead, consult with your Dean and the "key contacts" provided in this manual. On occasion, this consultation will determine that specific legal advice is warranted from the General Counsel's Office. The key contacts will assist you in seeking that advice.

**The Role of the General Counsel's Office:** The General Counsel's Office provides legal advice and representation to the Board of Regents of the UW System, the Office of the UW System President, and UW System institutions; serves as liaison to state government offices and agencies, including the Wisconsin Department of Justice; and provides information and training on legal issues to administrators and staff throughout the UW System.

## Personnel Policies and Procedures

### Faculty Retention and Tenure

For a complete schedule of due dates for faculty retention and tenure recommendations, consult the current [Academic Affairs Calendar](#). When doing so, note that the number of years of employment referred to in the calendar are not always the actual number of years at UW-Stevens Point. For retention and tenure purposes, these years refer to the years toward tenure. For example, for an individual hired with two years toward tenure, the first year at UW-Stevens Point would be considered the third year toward tenure and this individual would follow the retention schedule for individuals in their third year of employment. Also note that the final decision on retention through the 4<sup>th</sup> year contract is made at the college level.

The following pattern of retention decisions would be typical for probationary faculty members with no performance concerns:

- Enter with contract for 1<sup>st</sup> and 2<sup>nd</sup> years
- Recommendation for 3<sup>rd</sup> and 4<sup>th</sup> years due to Dean's office in October of 2<sup>nd</sup> year
- Recommendation for 5<sup>th</sup> and 6<sup>th</sup> years due to Dean's office in February of 3<sup>rd</sup> year

- Recommendation for 7<sup>th</sup> year due to Dean's office in February of 5<sup>th</sup> year
- Recommendation on **tenure** due to Dean's office in November of 6<sup>th</sup> year

### Academic Staff Retention and Indefinite Status

*Specific due dates for academic staff retentions are identified in the current [Academic Affairs Calendar](#).*

There are basically three different types of Academic Staff appointments. Each has its own renewal rules.

#### Fixed-term, no-intent-to-renew

Many Category B, teaching academic staff, are on fixed-term no-intent-to-renew contracts and therefore do not receive retention notification.

#### Fixed-term, renewal notification

Some Category B, teaching academic staff and some Category A academic staff are on fixed-term renewal notification contracts. It is a good idea to maintain a spreadsheet to track notification of these individuals as there may be times, as in the seventh year, when you will need to make two recommendations in one year, but will only be notified by the Office of Academic Affairs about the first recommendation.

The calendar for the renewal notification schedule is posted on the [Academic Affairs Calendar webpage](#).

#### Probationary

A few Category A academic staff with appointments in the departments or colleges are on probationary appointments. No new appointments are being contracted as probationary appointments. These appointments are similar to probationary faculty appointments.

The calendar for the renewal notification schedule is posted on the [Academic Affairs Calendar webpage](#).

### Faculty and Academic Staff Promotions

*Check the current [Academic Affairs Calendar](#) for specific due dates.*

#### Faculty Promotions

Recommendations for faculty promotions are normally due to the Dean's office in November. Faculty applying for promotion to the rank of Associate Professor must have **completed** five years (seven years part-time) of college teaching. Typically, the promotion decision occurs, therefore, in the sixth year at the same time as the tenure decision.

Faculty applying for promotion to the rank of Full Professor must have **completed** ten years (13 years part-time) of college teaching.

Departmental personnel guidelines should clearly delineate additional expectations for promotion.

### Category B (Teaching) Academic Staff Promotions

Recommendations for teaching academic staff promotions are due to the Dean's office in November.

There are no University or System minimums for promotion of Teaching Academic Staff (Category B). The *University Handbook*, Chapter 4B, Section 5 states, "Appointment to or eligibility for promotion to a specific prefix in the instructional professional title series is ... dependent upon experience and performance. Minimum expectations are described in each department's personnel guidelines."

### Category A Academic Staff Promotions

Recommendations for Category A academic staff promotions are due to the Dean's office in January.

The *Operational Policies and Procedures* for the Hayes-Hill Titling Advisory Committee state that Category A academic staff in the profession title series are "first eligible for promotion from Associate to No Prefix when 1.5 years of experience have been accumulated before January 1 in the year the application for promotion is submitted ...[and are] first eligible for promotion from No Prefix to Senior when 6.5 years of experience have been acquired by January 1 in the year the application for promotion is submitted." *An academic staff member who is hired as No Prefix is effectively credited with two years of experience at the time of hire and is eligible for promotion to Senior when 4.5 years of experience have been acquired by January 1 in the year the application for promotion is submitted.*

Promotion files must include results of a supplemental review completed within the last 12 months. If you have questions about Category A promotions consult with the Associate Vice Chancellor for Personnel, Budget, Grants, and Summer Session or with the Chief Human Resources and Affirmative Action Officer.

### Post-Tenure Review & Review of Indefinite Academic Staff

Each tenured faculty member must undergo review every five years. At least one interim meeting must be held with the faculty member, the department chair and one member of the review committee.

Category B, teaching academic staff with indefinite status must be evaluated at least once every five years. A progress review should occur midway between evaluations. Student and peer evaluations of teaching must be included in the review. Department personnel guidelines should delineate the complete evaluation process for teaching academic staff in a manner consistent with Chapter 4B, Section 5 of the *University Handbook*.

All Category A and C academic staff must be reviewed annually by their supervisor. In the 2<sup>nd</sup> and 5<sup>th</sup> years and every five years thereafter, they must also undergo a supplemental review. *The review is in addition to the annual evaluation.* The supplemental review should be timed so that the two can be

done together. The procedures for these reviews are spelled out in Chapter 4B, Section 5 of the *University Handbook*.

Deans must notify the Vice Chancellor's office in June of tenured faculty reviewed that year. Check with your Dean's office for the date notification is due to the Dean.

### Evaluation of Academic Staff

The rules for evaluation of Category B, teaching academic staff, are similar to those for faculty. The rules for evaluation of Category A and C academic staff are quite different.

Staff performance review materials can be found on the Human Resources and Affirmative Action Performance Management webpage:

<https://www.uwsp.edu/hr/Pages/Training%20and%20Development/Performance-Reviews.aspx>

### Category B

Category B, teaching academic staff on fixed term appointments must be evaluated annually. Those with indefinite status must be evaluated at least once every five years. A progress review should occur midway between evaluations. Student and peer evaluations of teaching must be included in the review. Department personnel guidelines should delineate the complete evaluation process for teaching academic staff in a manner consistent with Chapter 4B, Section 5 of the *University Handbook*.

### Category A and C

All Category A and C academic staff must be reviewed annually by their supervisor. The annual review and a retention review can be timed so that they are performed simultaneously. In the 2<sup>nd</sup> and 5<sup>th</sup> years and every five years thereafter, the staff member must also undergo a supplemental review. *The supplemental review is in addition to the annual evaluation.* The supplemental review should be timed so that the two reviews can be done together. The procedures for these reviews are spelled out in Chapter 4B, Section 5 of the *University Handbook*.

### Evaluation of University Staff

The UW-Stevens Point Employee Handbook states that:

A supervisor is required by statute to prepare a written report on each employee's job performance once a year. The supervisor will evaluate work performance in terms of standards established for the position and department. He/she will discuss areas that need improvement or that have shown improvement, as well as establish goals for the future. Each employee will sign the report to indicate that he/she has reviewed it and been involved in its preparation. Each employee will receive a copy of the report. The report is filed in the employee's personnel file in Personnel Services.

The department chair usually serves as the direct supervisor for the university staff members employed within the department. The above-mentioned performance reviews are due to Human Resources and Affirmative Action on an annual basis/every 12 months. Most individual's reviews are

done in alignment with their anniversary date or during the same time as Academic Staff reviews are completed.

Staff performance review materials can be found on the Human Resources and Affirmative Action Performance Management webpage:

<https://www.uwsp.edu/hr/Pages/Training%20and%20Development/Performance-Reviews.aspx>. In addition to the procedures for the performance review, the performance management page also provides a number of helpful suggestions for conducting a successful review. Department chairs should spend some time studying the materials before reviewing the performance of a staff member.

## Merit

Merit points may only be distributed within the employee classification. In other words, merit points generated by faculty must go to faculty, those generated by Category B academic staff must go to Category B academic staff and those generated by Category A academic staff must go to Category A academic staff.

Department and Chair point assignments are normally due to the Dean's office in February.

## Faculty

Each faculty member in a department generates 14 merit points. Ten of these 14 points are distributed to the department to be allocated according to departmental procedures. The remaining 4 points are distributed among the department chairperson (1 point), the dean of the college (2 points), and the vice chancellor (1 point) to be allocated according to the appropriate procedures for each. In order to receive the full pay plan increase, a faculty member must earn 14 total merit points.

Procedural guidelines for merit distribution for faculty can be found in the [University Handbook](#), Chapter 4B, Section 3, under *Evaluation of Faculty by Students and Peers*.

## Category B Academic Staff

Each Category B academic staff member in a department generates 14 merit points. Ten of these 14 points are distributed to the department to be allocated according to departmental procedures. The remaining 4 points are distributed among the department chairperson (1 point), the dean of the college (2 points), and the vice chancellor (1 point) to be allocated according to the appropriate procedures for each. In order to receive the full pay plan increase, a faculty member must earn 14 total merit points.

## Category A Academic Staff

Each Category A academic staff member in a unit generates 10 merit points. Any points not assigned to the academic staff member who generates them are returned to a central university pool and distributed in "Step 2" merit to other Category A academic staff.

Procedural guidelines for merit distribution for faculty can be found in the [University Handbook](#), Chapter 4B, Section 5, under *Evaluation of Category A Academic Staff*.

## Staff Compensation Changes

Compensation changes for Academic or University staff may occur for the following reasons:

- Performance based increase
- Career progression
- Ongoing/permanent change in duties or re-titling
- Temporary change in duties
- Counter offer or retention
- Equity

The foundation for all staff compensation changes (besides pay plan) are supported through the [Pay Determination Guidelines](#). This policy references University Staff and also applies to Academic Staff.

Chairpersons have the ability to recommend pay increases. Prior to recommending compensation change, please consult with your dean to determine what process your college uses to make these recommendations.

For guidance contact Human Resources and Affirmative Action.

## Recruitment and Retention

### Recruitment Process

Outside of the department, there are three offices on campus that play a role in hiring: The Dean's office, the Academic Affairs office, and Human Resources and Affirmative Action. All continuing full-time and part-time positions require approval from the University Officers, regardless of funding source and regardless of appointment type, i.e. faculty, academic staff, or university staff. University staff temporary employees (USTE), adjunct faculty, and project appointments require only approval from the Provost. Departments make their position requests directly to their Dean, and the Deans make their requests to the Provost.

### Faculty and Academic Staff Recruitment

After receiving permission to fill a faculty or academic staff position, the department follows the hiring guidelines identified in Chapter 3 of the *University Handbook* and works with the Human Resource and Affirmative Action office to ensure that all required steps and forms are completed. Forms may be accessed at <http://www.uwsp.edu/equity/Pages/hiringForms.aspx> .

### University Staff Recruitment

After receiving permission to fill a university staff position, the department works with the Human Resource and Affirmative Action to ensure that all required steps and forms are completed.

## Best Practices for Working with New and Probationary Faculty

- Provide a copy of the department personnel guidelines at the time of hire or as soon as the new faculty member comes to campus
- Provide a department “handbook” that includes key contact people or offices, information on basic department processes, types of services and equipment provided by the department, etc.
  - The handbook should include:
    - Contacts both inside and outside the department from whom the new faculty member feels comfortable seeking information and advice. At least one contact should **not** be a member of the faculty member’s retention committee
    - Department culture/expectations regarding: being in the office; colleague coverage for illness, conferences or “personal days;” office hours; participation of probationary faculty in the governance of the department
    - Teaching issues including: strategies; concerns; importance of being in class during exams; student and peer evaluation processes; etc.
    - Dealing with student discipline problems such as cheating, plagiarism or classroom disruption
  - Have the Associate Director or the Director of Human Resources and Affirmative Action review for compliance purposes
- Discuss personnel guidelines
  - If the faculty member has a one-year contract, this discussion should occur by the middle of September
  - If the faculty member has a two-year contract, it should occur by January of the first year
- Provide samples, with permission, of recent, successful retention and tenure files
- Limit the number of different class preparations during the first two years if possible
- Assign courses within the new faculty member’s area of expertise
- Adjust the new faculty member’s schedule to allow blocks of time for scholarship and course preparation
- Avoid giving overloads to faculty in their first several years
- Provide training in advising for second year faculty in September or October

## Faculty and Staff Benefits

In general, determining benefits available to faculty and staff including health insurance, retirement benefits, sick leave and vacation time is a very complex process which often depends on the individual being hired. All benefits-related questions should be directed to Human Resources and Affirmative Action.

However, there are general guidelines from UW System available on their [benefits website](#) which can be useful to help form questions when discussing these issues with Human Resources and Affirmative Action. Many questions directed toward chairpersons are related to Sick Leave and Vacation.

## Sick Leave

Guidelines regarding the eligibility for sick leave can be found on the [UW System Sick leave web page](#). Please note that although similar, there are some differences between faculty, academic staff, and university staff positions.

Guidelines for the accrual and usage of sick leave for faculty and academic staff can be found in the [Unclassified Personnel Guidelines #10](#). Since chairpersons typically have the responsibility of signing leave statements for their faculty, the guidelines for usage of sick leave outlined in UPG 10.04 are included here:

#### **10.04 Use of Sick Leave**

- (1)** Employees may use accumulated sick leave for:
  - (a)** Absence due to personal illness, injury, disability, pregnancy, or adoption;
  - (b)** Attendance upon an immediate family member whose health or medical condition requires the employee's direct care; and
  - (c)** The death of an immediate family member.
- (2)** Teaching responsibilities not met because of an absence specified in UWS 19.01, Wis. Adm. Code, must be reported as leave, regardless of whether a qualified instructor covers the aforementioned responsibilities. Teaching responsibilities include class time preparation, actual classroom instruction, and scheduled office hours available to students for educational guidance.
- (3)** The rate of sick leave compensation shall be calculated on the employee's base salary; on the date(s) the sick leave is used.
- (4)** Special Circumstances Governing Use of Sick Leave
  - (a)** Sick Leave use outside the regular contract year
    1. Unclassified employees who are under contract with the University of Wisconsin to teach or perform other duties for compensation during a period outside their regular contract year may use sick leave during the contract period for reasons described in §10.04(1).
    2. Sick leave may be used during the contract period if the unclassified employee is unable to fulfill his/her contractual duties due to an illness or other medical necessity that begins before the effective date of the contract.
    3. Sick leave may not be charged for hours that the unclassified employee did not work because the class or other duties were cancelled by the University due to lack of enrollment, lack of funding, or similar reasons.
      - a. Sick leave used outside the regular contract year should be reported in actual hours.
      - b. Sick Leave during Winter and Spring Sessions Breaks. Academic year employees are in pay status during winter and spring session breaks and are required to fulfill their university obligations, research, and/or educational pursuits and to observe their official work schedules. If, due to illness or other reasons described in §10.04(1), they are not able to fulfill their academic obligations, sick leave must be charged.
      - c. Paid sick leave benefits and sick leave accrual stop when income continuation insurance benefits begin.
- (5)** Certification of Medical Necessity. Requirement for Faculty, Limited Appointees, and Academic Staff who use Sick Leave.
  - (a)** UW institutions shall require written certification from a health care provider of the medical necessity for use of sick leave for absences of more than 5 consecutive full working days, except where the use of sick leave is authorized in advance, pursuant to the Wisconsin or Federal Family and Medical Leave Act.

- (b) Where an institution is aware of an emergency that prevents communicating with or obtaining information about the condition of the employee, such written certification shall not be required until such time as communication is possible and appropriate, given the condition of the employee.
- (c) In cases of suspected abuse of the sick leave privilege, the institution shall be authorized to require written certification from a health care provider to verify the medical necessity for the employee's absence regardless of the length of absence.

## Vacation

Faculty and Academic Staff on annual appointments are typically eligible to earn vacation, whereas those with academic year appointments cannot.

Guidelines regarding the eligibility for vacation leave can be found on the [UW System Vacation leave web page](#). Please note that although similar, there are some differences between Faculty, Academic Staff, and University Staff positions.

Guidelines for the accrual and usage of vacation leave for Faculty and Academic Staff can be found in the [Unclassified Personnel Guidelines #9](#).

## Information Technology

Department chairpersons are responsible for understanding information technology policies and procedures. Some information technology assistance is supported by Service Desk, other needs are supported by your College Support Team Specialist. By knowing the correct contacts for specific needs will help ensure your department gets the support it needs timely and accurately. Become familiar with which type of assistances are supported by Service Desk and your College Support Team Specialist.

Contacts and explanations of who to contact are located on the Information Technology's website at: <https://www.uwsp.edu/infotech/Pages/Technology-Information-for-New-Faculty-and-Staff.aspx>

Information Technology policies and procedures can be found on the Information Technology's website at: <https://www.uwsp.edu/infotech/Pages/Policies/Policies.aspx>

## Risk Management

Department chairpersons are responsible for understanding Risk Management policies and procedures. Identifying risks, implementing prevention, and responding to incidents are a key part of the role. Contact Risk Management for trainings, environmental health and safety reviews/audits, and response to a workplace injury or illness support.

Visit the Risk Management website for general resources, policies, and contacts at: <https://www.uwsp.edu/rmgt/Pages/>