



Professional Service for University Staff

No: US001

Authority: Regent Policy Document 20-20

Date: September 19, 2017

Initiator: University Staff Council

Responsible Party: Chancellor

Approved: March 29, 2018

- I. Purpose** The purpose of this policy is to provide university staff parity with faculty and academic staff for service and participation on university shared governance committees and other campus-wide, college/school, department or unit activities or service projects. University staff service and participation on university shared governance committees and other campus-wide, college/school, department or unit activities or service projects shall count toward promotion and performance. Faculty and academic staff have evaluation criteria which ties their service and participation on university shared governance committees and other campus-wide, college/school, department or unit activities or service projects to promotion and performance. This policy would give university staff the same privilege as faculty and academic staff.
- II. Policy** University staff service and participation on university shared governance committees and other campus-wide, college/school, department or unit activities or service projects shall be counted when evaluating university staff for performance and promotion.
- III. Definitions**
- **University staff.** University staff are members of the university workforce who contribute in a broad array of positions in support of the University's mission and are not exempt (hourly) from the overtime provisions of the Fair Labor Standards Act.
 - **Shared governance.** Subject to the responsibilities and powers of the Board of Regents, the President of the UW System, and the chancellor and faculty of the institution, university staff are active participants in the immediate governance of and policy development for the institution. Active participation in governance for university staff is not collective bargaining and will not result in a labor agreement or contract. University staff members have the primary responsibility for the formulation and review of all policies and procedures concerning university staff members, including university staff personnel matters. Similar to the faculty and academic staff, university staff members have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.

Supervisors shall not prohibit or limit the service of university staff who have been appointed or elected to university shared governance committees, university staff, academic staff and/or faculty standing committees, university staff governance committees and other campus-wide, college/school, department or unit activities or service projects.

- **Service.** Activities that are beyond the scope of regular departmental or position description-related responsibilities. Appropriate examples include service on university shared governance committees, university staff, academic staff and/or faculty standing committees, university staff governance committees and other campus-wide, college/school, department or unit activities or service projects. Service shall not be mandatory. All service shall be in pay status.
- **Performance evaluations.** Performance of each university staff member is relative to his or her own personal goals and to the goals of the department, the program, and the University. The end result may support decisions about retention, promotion and merit pay increases. The university staff evaluation template 02 has language which includes service.
<http://uwm.edu/hr/home/forms/new-and-current-employees-forms/>
- **Promotion.** Advancement of an employee from one job position to another job position that has a higher salary range, and a higher level job title in a hierarchical organizational structure.

IV. Procedures

- All supervisors of university staff shall count service when evaluating university staff for performance and promotion.
- University staff shall notify supervisors of their service commitments as soon as possible after election/appointment to service on university shared governance committees, university staff, academic staff and/or faculty standing committees, university staff governance committees and other campus-wide, college/school, department or unit activities or service projects.