

Academic Staff Senate Orientation Fall 2024

Welcome!

- We thank you for your commitment and willingness to serve
- We are committed to work together and with UWM colleagues on shared interests and goals
- We are grateful for the chance to foster relationships with our UWM peers!

Shared Governance

The administration of each campus of the Wisconsin system shares the responsibilities for governing the institution with **faculty, academic staff, university staff, and students**.

- Codified for faculty, academic staff and students in Chapter 36 of the Wisconsin State Statutes.
 - Chapter 36 is the legislation that created the present University of Wisconsin System (1973)
- Regent Policy document 20-20 codified this right for university staff as well in 2013.

Secretary of the University

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Secretary of the University

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Polices & Procedures Governance Promotions Commencement & Ceremonies FAQ About Us

GOVERNANCE AT UWM

We manage and maintain UWM's policies & procedures and provide the support that empowers our faculty & staff governance teams.

We are committed to the integrity and integration of shared governance at UWM.

News & Events
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Faculty Policies & Procedures Faculty Occupational Search Faculty Senate University Committee See more...	Academic Staff Policies & Procedures Academic Staff Documents Academic Staff Senate Academic Staff Committee See more...	University Staff Policies & Procedures University Staff Senate University Staff Committee See more...	Resources Statutes/Laws Promotions Search & Screen Committees FAQ See more...
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[Contact Us](#) [Calendars & Schedules](#) [Frequently Asked Questions \(FAQ\)](#) [Resources](#) [Open Meetings](#)

UWM MILWAUKEE
Secretary of the University

What is the Role of the Secretary of the University?

- Technical and administrative support to assure that faculty, academic staff and university staff have the structure and information necessary for them to carry out their governance responsibilities.
- The Secretary of the University's Office will provide services assuring confidential and neutral processes.

Who is the Secretary of the University?



[John Reisel](mailto:reisel@uwm.edu)
reisel@uwm.edu(414) 229-4671
Lubar Hall N451



[Tammy Howard](mailto:tammyh@uwm.edu)
tammyh@uwm.edu(414) 229-5998
Lubar Hall N457

Who are the Academic Staff Senators?

- 35 members (the ASC and 26 other elected Senators).
- AS web page includes current and historical information, agendas, policies, etc.
- Check the [roster](#) – know your colleagues!

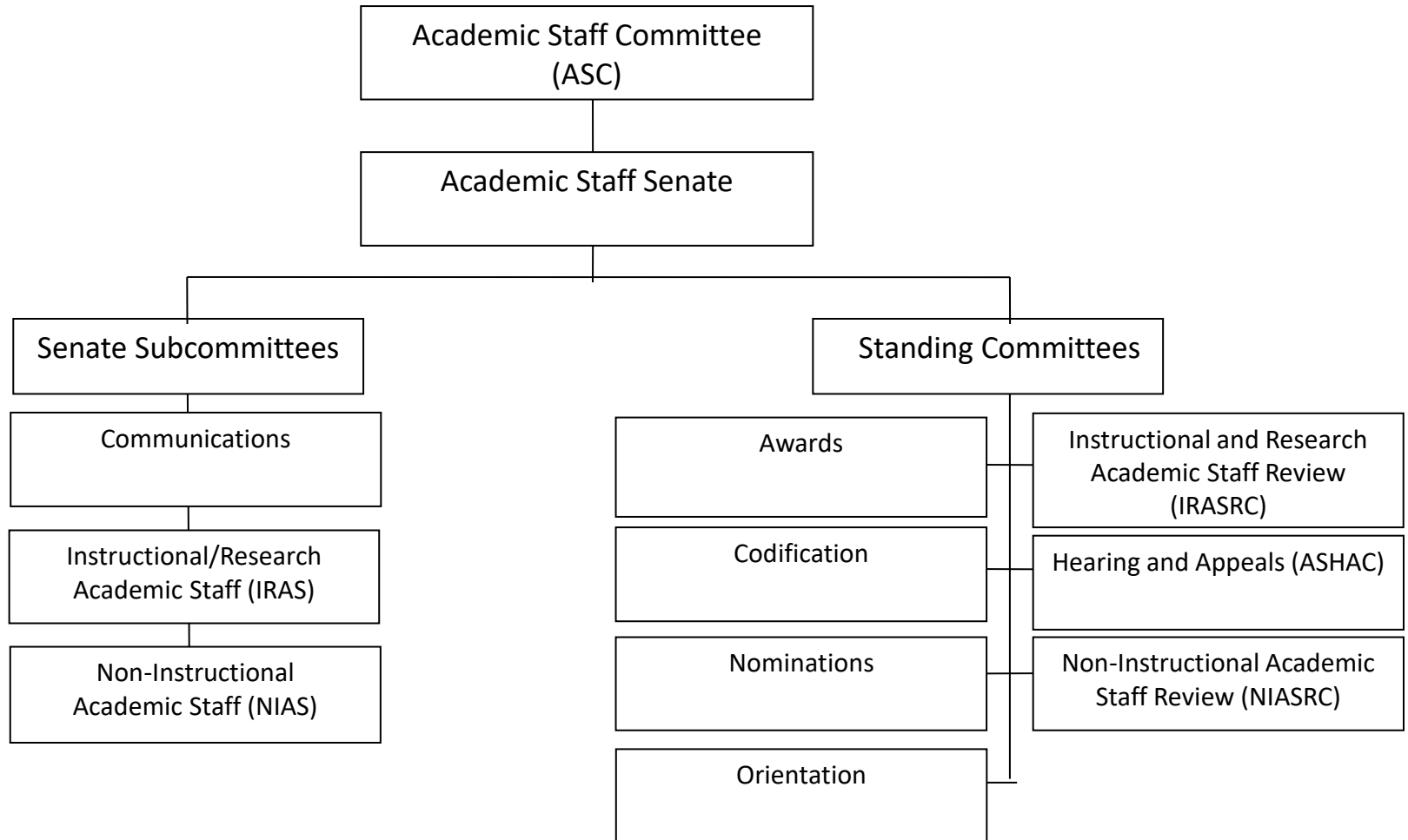
Your role as a senator

- **Governance**
- **Insight and feedback** to UWM leadership (including in your own units!)
- **Lead and mentor** your colleagues
 - Share important information with your colleagues
 - Answer questions, facilitate engagement with appropriate resources
- **Attend and engage** in AS governance meetings and activities
- **Represent** AS on campus committees (standing, and ad hoc)
- **Collaborate** with the Faculty Senate, the University Staff Senate, Student Association and UWM administration

Senate meetings - purpose

- Hear reports from campus leadership
 - Provost, Chancellor, HR Vice Chancellor
- Approve business
- Hear reports from campus units
 - Often the only time you may hear this information
 - As leaders, please share and inform your colleagues
- Meetings are open. All AS and US are invited

Governance structure: UWM Academic Staff Governance



Academic Staff Committee(ASC)

The ASC

- Executive Committee of the Senate of the Academic Staff.
- Nine members elected at-large by the academic staff.
 - 3 yr. terms
 - At least three members from the teaching and non-instructional academic staff
 - Meets on the first and third Monday of each month 9am-12 noon
 - Open meetings
 - Public comment time at each meeting.
- Agendas on the [Academic Staff Committee page](#)

Policies

- There are different levels of policies:
 - Impact everyone:
 - Wisconsin Administrative Code (UWS portion)
 - UW Board of Regent Policies
 - UW System Policies
 - All UWM governance approves these:
 - UWM Selected Academic and Administrative Policies (SAAP)
 - UWM Academic Staff Policies (ASPPP)

Wisconsin Administrative Code – Agency UWs

- The Wisconsin Administrative Code is organized by agencies, one of which is the Board of Regents of the University of Wisconsin System (UWS)
- The UWS portion has Chapters that relate primarily to personnel issues such as appointment types, dismissal, layoff/termination, grievances, sick leave
- Many of our UWM policies reflect language found in the administrative code

Policies impacting Academic Staff

Board of Regent Policies

- Regent Policy Documents derive from the policy-making authority vested in the Board by Chapter 36 of the Wisconsin Statutes. They address, but are not limited to academic policies and programs, equal opportunity, tuition and fees, housing, activities of faculty members, student activities, and trust and investment policies.
 - <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/>

Policies impacting Academic Staff

UW System Policies

- UW System Administrative Policies and Procedures (SYS) are applicable systemwide and cover academic, financial, and general administration issues. The University Personnel System Operational Policies, integrated as the SYS 1200 series, provide the framework for UW institutions, other than UW-Madison, to extend the UW Board of Regents' authority to the university workforce.
 - <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/>

What are UWM Selected Academic and Administrative Policies (SAAPS)

- SAAPs cover a mix of topics and affect and require approval by more than a single employee category
 - Academic approval matrix
 - Incomplete Grades
 - Centers/Institutes
 - Copyrights
 - Drug-free campus
 - Grade appeals
 - Personnel File Policy
 - Leave of absence

http://www4.uwm.edu/secu/policies_procedures/saapdocs

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UWM Academic Staff Personnel Policies and Procedures (ASPPP)

- The ASPPPs are the policies that govern personnel issues at UWM
 - The UWM Chapters will reflect topics similar to those in the Wisconsin Administrative Code UWS chapters, but are tailored for UWM
- Become familiar with the Chapters and where to find them (SecU website). <http://uwm.edu/secu/policies/as/>
 - 101: coverage, definitions, functional areas
 - 102: delegation of authority to the senate
 - 103: committee structure
 - 104: appointments
 - 105: performance review
 - 106: non-renewal
 - 107: promotion to indefinite status
 - 108: notice periods
 - 109: dismissal for cause
 - 110: layoff for reasons of budget or program
 - 111: complaints
 - 112: grievance
 - 113: remunerated activities, outside activities, conflicts of interest

Attendance

- Senate year: Academic contract year + June-Aug
- Policy allows three missed meetings during the senate year.
 - Notice letter after missing the third meeting.
 - Four missed meetings: dismissal from the senate
- Leave of absence: approved by the ASC
 - Person with next most votes from previous election is appointed (temporary)

AS Standing Committees

- There are eight standing committees
 - ASC, Awards, Codification, Nominations, Hearing and Appeals, IRASRC, NIASRC, Orientation
- Membership in each committee is determined by each committee's bylaws.
- Most are elected in the spring academic staff election (fill out those preference forms)

AS Subcommittees

- There are four subcommittees
- Subcommittees have “walk-on” membership
- Always a GREAT way to get involved!!!
- If you are chairing a subcommittee, please send your meeting schedule, roster, agendas and minutes to the Secretary of the University’s Office for posting secofunv@uwm.edu

AS representation on Faculty Committees

Committee	Representative
Academic Planning and Budget	Sue Stalewski Becky Freer Nicole Claas
Academic Policy	TBD
Academic Program and Planning	Gwyn Wallander Emily Kuhnen
Admissions and Records Policy	Lynne Jones Laura Stark Heidi Anoszko
Athletic Board	John Gardner
Honorary Degrees	Sunny Brysch Josh Ebert
Information Technology Policy Committee	Karen Parrish Baker Stephen Appel
International Committee	Stephen Fang Hou Robert Packard
Libraries	Analise Sandoval Rachel Baum

AS representation on Faculty/Campus Committees

Committee	Representative
Physical Environment	Kevin Jahnke Nicole Stelzner Philip Warren Nicole Oswald
Research Policy Advisory	Melissa Tesch
University Relations	Kyle Norris Randall Trumbull Holper Heidi Anoszko
Senate Subcommittee on the Evaluation of Administrators	Rebecca Freer Julie Reindl
Campus and Community Issues Action Team	Alan Singer

Role of your chair and vice chair

- Assist with agenda preparation
- Chair meetings
- Represent AS with campus leaders
 - Chancellor, Provost, Chancellor's Cabinet
- Communicate and collaborate with shared governance
 - University Committee, Faculty Senate, University Staff
- Represent AS as requested
- Review campus initiatives and information

UWs Shared Governance Council

<https://www.wisconsin.edu/governance-representatives/>



UW System Shared Governance Council: Shared Governance Representatives

[MEETINGS](#)

[FACULTY](#)

[ACADEMIC STAFF](#)

[UNIVERSITY STAFF](#)

[STUDENTS](#)

[CHARTER](#)

[University of Wisconsin System](#) / UW System Shared Governance Council: Shared Governance Representatives

Systemwide Shared Governance Representatives

All UW universities have shared governance groups representing students, faculty, academic staff, and university staff to advise administration.

To facilitate collaboration, the Universities of Wisconsin Administration hosts meetings for each group with representatives from each university attending. The goal is to enhance communication and deliberation among the faculty, staff, and students of UW universities and the Universities of Wisconsin Administration.

These liaison groups exist to make communication as seamless as possible between and among the Board of Regents, UW administration, and governance groups at each of the UW universities.

This site provides rosters of each of the councils and links to each institution's governance bodies.

Meetings

Find information on upcoming and previous meetings.

[View](#)

Faculty Representatives

Find information about the systemwide Faculty Representatives.

[View](#)

Academic Staff Representatives

Find information about the systemwide Academic Staff Representatives.

[View](#)

University Staff Representatives

Find information about the systemwide University Staff Representatives.

[View](#)

Student Representatives

Find information about the systemwide Student Representatives.

[View](#)

Professional and personal growth!

- Encourage submission of **preference form** in November
 - Committee appointments are made from these preference forms
- Participate in walk-on subcommittees
- Talk to people, network, and be that spark that get others interested!
- Speakers and topics – let us know if you have ideas
- Submit questions ahead of time
- Topics or concerns, feel free to reach out to this year's Senate chair, Sue Stalewski at sstalews@uwm.edu or Dorrie Van Kerkvoorde at unertl@uwm.edu

Reference linnks

- Secretary of the University <https://uwm.edu/secu/>
- Academic staff governance <https://uwm.edu/secu/as/>
- UWs policies <https://www.wisconsin.edu/uw-policies/>
- Wisconsin Admin code
http://docs.legis.wisconsin.gov/code/admin_code/uws
- UWs Regents policy <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/>
- UWs Shared Governance Council
<https://www.wisconsin.edu/governance-representatives/>

Your feedback and questions