

## Academic Staff Resources

The secretary of the academic staff can serve an important role throughout your career. The secretary retains copies of current documents regarding academic staff policies and procedures and can provide clarification of how they relate to you as an academic staff member. The secretary of the academic staff can be a valuable resource for you in resolving an issue, should the need arise, by serving as a sounding board and reviewing the options available to you as an academic staff member. The secretary serves the Academic Staff Council and provides background and continuity as the membership rotates. The secretary is the academic staff's liaison to the Chancellor of UW-Extension.

*The fundamental qualities of UW academic staff appointments are set forth in Wisconsin Statutes Chapter 36, and are further detailed by the UW Board of Regents' Administrative Code. Each Wisconsin University maintains policies that implement the Administrative Code and thereby uphold academic staff appointments within each UW System institution. UW-Extension's policies that guide academic staff appointments are found in UWEX Chapters 9-13. In addition, the Articles of Academic Staff Governance further clarify rights, responsibilities and procedures for academic staff. For more information, contact the UW-Extension Secretary of the Academic Staff.*

***UWEX governance business and personnel rules and policies can be found on the Web at: [www.uwex.edu/secretary](http://www.uwex.edu/secretary)***



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## Academic Staff Responsibilities and Rights

*This pamphlet can be made available in alternative formats upon request by contacting UW-Extension at the above phone number.*

*An EEO/Affirmative Action employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements.*

## Academic Staff ... Your Responsibilities and Rights

Academic staff in UW-Extension are involved in a wide range of professional and technical roles, with duties that are primarily associated with higher education, from instruction to administration. It is the special knowledge and expertise of academic staff, working with faculty colleagues, that make the work of UW-Extension – the “Wisconsin Idea” – world-renowned. Academic staff at UW-Extension:

- share specific responsibilities with peers in the concept of shared governance;
- enjoy the respect and prestige that comes with being part of a distinguished institution; and
- have rights related to due process.

## Shared Governance

Shared governance means that, as an academic staff member, you have representation in matters that affect you. Based on Wisconsin State Statutes, academic staff are afforded the “primary responsibility for the formulation and review, and shall be represented in the development of, all policies and procedures concerning academic staff members, including academic staff personnel matters” [Wis. Stat. 36.09(4m)].

## Academic Staff Council

If you want input into the policies and procedures that will affect you in Extension, get involved in the Academic Staff Council, the UW-Extension academic staff’s governance body. The Council consists of eight members. All are elected by the academic staff members to serve two-year terms. Each of the Extension programming divisions, plus administrative units, is represented.

The Council meets monthly, including an annual all-academic staff meeting, generally conducted via the Educational Teleconferencing Network (ETN).

The Council’s work is conducted both at its regular monthly meetings and through ad hoc committees addressing current issues. The Council serves as the official channel of communications between the academic staff and all institutional offices and bodies, including the Chancellor and the faculty. The Council represents the Extension academic staff in matters of collective concern. Members of the academic staff with such concerns should contact a member of the Council.

## Academic Staff Hearings Committee

The Academic Staff Hearings Committee is a body elected from the academic staff at large to hear appeals, complaints and grievances of academic staff. It includes six members elected to staggered three-year terms, with no more than three members elected from any one UWEX division.

## “Faculty Status”

In some cases, academic staff may be granted “faculty status,” which confers the right to participate in departmental and/or institutional faculty governance. It does not change an academic staff appointment into a faculty appointment. At the level of the academic department, “faculty status” allows academic staff the right to participate in departmental governance at the same level as probationary faculty. At the institutional level (recommended by the department and approved by the Chancellor), “faculty status” allows academic staff the same rights as probationary faculty to participate in institutional governance matters, including serving on the UWEX Faculty Senate and University Committee.

## Title Prefix Review and Promotion

Academic staff members may be eligible for a title prefix review and promotion (except the titles of program managers and directors that are set based on program size and scope and faculty assistants). UWEX Unclassified Personnel Guideline (UPG) #15 describes the process and criteria for both professional series and instructional series academic staff to be promoted from an “assistant” or “associate” to “no-prefix” to “senior” ranking in their title series (there is also an “assistant” to “associate” to “no-prefix” series). These are customary promotion progressions assuming that the criteria of time in current title (or equivalent skill attainment), quality of performance, and professional growth are satisfied. UPG #18 describes the criteria and process for assigning the “distinguished” prefix to exceptional academic staff recognized as “superstar” performers. Distinguished status is not part of the normal title progression available to most academic staff.

## Systemwide Extension Council Advisory Body

An advisory body representing all UW System institutions, the Systemwide Extension Council (SEC) provides a forum for communication between administration and faculty and academic staff. Its 36 members include both faculty and academic staff. Each year, the Extension Academic Staff Council elects a UW-Extension academic staff member to serve on the SEC (four rotating three-year terms are held by academic staff members). Major issues confronting the statewide extension function now, and those on the horizon, are discussed. Council members represent the interest of their peers at campuses, statewide units and county offices to the UW-Extension Chancellor. The Council meets four times a year.