

## **UWEX ACADEMIC STAFF POLICIES AND PROCEDURES**

### **Chapter UWEX 9**

#### **DEFINITIONS**

- 9.01 Governance.** Academic staff governance is established by s. 36.09(4m) Stats. and the UW-Extension Articles of Academic Staff Governance.
- 9.02 Coverage.** Pursuant to the rules of Chapters UWS 9 through UWS 13, Wisconsin Administrative Code, these policies and procedures apply to all academic staff appointments in UW-Extension.
- 9.03 UWEX.** UWEX means the institution designated as University of Wisconsin-Extension.
- 9.04 UWS.** UWS means the University of Wisconsin System.
- 9.05 Board of Regents or board.** Board of Regents or board means the Board of Regents of the University of Wisconsin System.
- 9.06 President.** President means the President of the University of Wisconsin System.
- 9.07 Chancellor.** The chief executive officer of UW-Extension is the Chancellor of UW-Extension, hereinafter referred to as Chancellor.
- 9.08 Dean/Director.** Dean/Director means the executive head of any administrative grouping, operating division, or equivalent, and includes, but is not limited to, persons titled dean.
- 9.09 Operating division.** An operating division is a grouping of departments and/or administrative units approved by the Regents as a division and headed by a dean or functional equivalent.
- 9.10 Secretary of the Academic Staff.** The Secretary of the Academic Staff is appointed by the Chancellor after consultation with the Academic Staff Council and is administratively responsible to the Chancellor. The Secretary of the Academic Staff assists the Council and maintains appropriate records of the academic staff.
- 9.11 Academic Staff.** Academic staff means professional and administrative personnel, other than faculty and classified staff, with duties that are primarily associated with higher education institutions or their administration. These appointments normally require a baccalaureate degree. Academic staff appointments include, but are not limited to, the position titles identified in s. 36.15(1) (a) and (b) Stats..
- 9.12 Limited appointment.** A limited appointment is a special appointment to a designated administrative position.
- 9.13 Initial appointment.** An initial appointment is an individual's first classified or unclassified appointment within the last 36 months in the UW System other than ad hoc or limited term employee appointments.
- 9.14 Operational area.** An operational area is a department as designated by the UDDS code (Unit, Division, Department, Sub-Department) of the UWS budget structure.
- 9.15 Academic Staff Council.** The Academic Staff Council consists of members of the academic staff voting body elected by the academic staff voting body, to exercise the governance powers vested in the academic staff.

- 9.16** **Voting body.** The academic staff voting body consists of individuals who hold academic staff appointments of one-half time or more in the University of Wisconsin-Extension.
- 9.17** **Hearings Committee.** Wherever a hearing body is specified in Chapters UWEX 10 through UWEX13, the UW-Extension Academic Staff Hearings Committee will be assigned to hear the appeal, complaint, or grievance . The UW-Extension Academic Staff Hearings Committee shall be elected from the academic staff body by the academic staff voting body and shall include seven members serving staggered three-year terms. The method of nomination and election of members shall be established by the Academic Staff Council. The committee shall elect its own chair and establish its own procedures, subject to the limitations and requirements in these Chapters.
- 9.18** **Notice periods.** When an act is required by these policies and procedures to be done within a specified number of days:
- (1) Day shall mean calendar day.
  - (2) The first day shall be the day after the event, such as receipt of a notice or conclusion of a hearing.
  - (3) Each day after the first day shall be counted, except that a Sunday or legal holiday shall not be counted if it would be the final day of the period.

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