

**Cooperative Extension Guidance Document
for UWEX Articles of Faculty Governance (Article 4)
When the Department/Unit Head is Not the FGU Chair**

Background:

In most counties and units that employ faculty, the role of the Faculty Governance Unit (FGU) Chair and the County or Unit Head are likely to be held by the same faculty member, depending on the outcome of FGU chair elections. When the counties or units have an administrative leader with an academic staff appointment, steps must be taken, per article 4, to ensure that the FGU chair has the opportunity to provide recommendations and input in personnel matters impacting faculty, as noted in this chart.

Notification Protocol:

It is the responsibility of the FGU Chair to make recommendations and provide input in a timely way once informed of personnel actions addressed in Article 4, e.g., posting a vacancy, etc., and hopefully within 48 hours. Timeliness is important given the time-sensitive nature of most personnel /human resource actions. Unless a valid request for a time extension is received, the pending personnel/human resource action will proceed as needed after the 48 hour input period has passed.

Area of FGU authority to make recommendations and provide input (per 4.03)	Party responsible for informing the FGU Chair (in order to comply with notification requirement in 4.04)	Recommended notification actions (whenever possible, notification will be given via existing communication mechanisms)
1) Appointments of new faculty	District Director/Program Director	CC the FGU Chair on the position vacancy listing paperwork when it is emailed to the HR Office for vacant faculty positions. CC the FGU Chair on the appointment contract for new appointments.
2) Non-renewals and dismissals	District Director/Program Director	CC the FGU Chair on correspondence that provides a faculty member with notice of non-renewal or dismissal.
3) Rank and promotion actions	Academic Department Chair	CC the FGU Chair on all relevant correspondence.
4) Salaries	District Director/Program Director Dean and Director	CC the FGU Chair on the salary recommendations worksheet when it is emailed to the HR Office for vacant faculty positions. Invite input from FGU Chairs on policies for distribution of pay plans or recruitment & retention funds.

