

## UWEX ARTICLES OF ACADEMIC STAFF GOVERNANCE

### Article 1

#### Definitions of Terms

- 1.01**     **Governance.** Academic staff governance is established by s. 36.09(4m), Stats.
- 1.02**     **Coverage.** Pursuant to the rules of UWS 9 through UWS 14, Wisconsin Administrative Code, these policies and procedures apply to all academic staff appointments in UW-Extension.
- 1.03**     **UWEX.** "UWEX" means the institution designated as University of Wisconsin-Extension.
- 1.04**     **UWS.** "UWS" means the University of Wisconsin System.
- 1.05**     **Board of Regents or board.** "Board of regents" or "board" means the Board of Regents of the University of Wisconsin System.
- 1.06**     **President.** "President" means the president of the University of Wisconsin System.
- 1.07**     **Chancellor.** The chief executive officer of UW-Extension is the Chancellor of UW-Extension, hereinafter referred to as "chancellor."
- 1.08**     **Dean/Director.** "Dean/Director" means the executive head of any operating division, or equivalent, and includes, but is not limited to, persons titled "dean."
- 1.09**     **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.
- 1.10**     **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.
- 1.11**     **Categories of unclassified employees.** The following non-classified employment categories are established within UW-Extension:
- (1)     "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. Academic staff appointments include, but are not limited to, the position titles identified in s. 36.15(1)(a) and (b), Stats.
  - (2)     "Faculty" ("tenure track" or "ranked") means persons who hold the following ranks:
    - (a)     Professor
    - (b)     Associate professor
    - (c)     Assistant professor
    - (d)     Instructor
  - (3)     Limited appointments, including, but not limited to, the position titles identified in s. 36.17(2), Stats.

(4) Other appointments, including, but not limited to, position titles identified in s. 36.19, Stats.

(5) Emeritus faculty and academic staff.

**1.12** **Operational area.** An operational area will normally be one of the following:

(1) An academic department established under faculty policies (Chapter UWEX 1.01) but in which academic staff members are included for purposes of these personnel policies; or

(2) An administrative unit (Chapter UWEX 1.03), including:

(a) Administrative units established under faculty policies in which academic staff members are included for purposes of these personnel policies, and

(b) Administrative units consisting only of academic staff members designated by the chancellor especially for purposes of these personnel policies.

(3) The chancellor's office, divisional deans' offices, and similar administrative headquarters may also be designated as operational areas for academic staff personnel who function there.

The department head/chair or administrative unit head is responsible for carrying out authority herein delegated to the operational area.

**1.13** **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 as outlined in s. 36.09(4m), Stats.

**1.14** **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.

**1.15** **Hearings committee.** Wherever a "hearing body" is specified in UW System administrative rules relating to academic staff (UWS 9 through UWS 14), 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 voting 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 Council approval of such procedures.

**1.16** **Standing committees.** Standing committees are permanent committees authorized by these articles and reporting to the Council.

**1.17** **Subcommittees.** Subcommittees are committees created by standing committees and reporting to the parent standing committee.

**1.18** **Ad hoc committees.** Ad hoc committees are committees appointed by and reporting to the Council for a specific purpose and limited period.

## **UWEX ARTICLES OF ACADEMIC STAFF GOVERNANCE**

### **Article 2**

#### **Extension Academic Staff Council**

##### **2.01 Council membership.**

- (1) The Council shall consist of eight members of the academic staff voting body.
- (2) Council members shall be elected for staggered two-year terms.
- (3) There shall be at least one member on the Council from each of the operating divisions of UW-Extension (Outreach and E Learning Extension, Cooperative Extension, Broadcast and Media Innovations, and General Education Administration/General Education Administrative Services/Business and Manufacturing Extension). No division (or group of units) shall be represented by more than three members.
- (4) Members take office July 1 following their election.
- (5) Members may succeed themselves for one two-year term and then must be off the Council for twelve months before serving again.
- (6) Ex-officio membership does not count as part of an elected term and may run concurrent with the twelve months off the Council.

##### **2.02 Duties of council members.**

- (1) Council members are expected to attend Council meetings. Three consecutive absences or four absences in one year may result in removal from Council membership by a two-thirds majority of votes cast by the council.
- (2) Each council member is expected to serve on a standing committee or ad hoc committee as needed.

##### **2.03 Election of Council.**

- (1) An election will be conducted by the Secretary of the Academic Staff and completed by May 1 of each year. The election of Council members will take place on an institutional level.
- (2) The Secretary shall notify the entire voting body of Council vacancies and issue a call for nominations at least two weeks prior to the close of nominations on April 1.
- (3) The Nominations Committee will prepare the ballot.
- (4) The Secretary will distribute the ballot with instructions to vote for one candidate for each open seat on the ballot.
- (5) Election will be by plurality except that the requirements of UWEX Article 2.01(3) must be maintained.
- (6) When an unscheduled vacancy occurs, the Council will appoint a replacement to serve for the duration of the term.
- (7) A council member may be removed from the Council by a two-thirds majority of votes cast by the voting body. A petition of at least ten academic staff signatures is necessary to order a recall ballot.

## 2.04

### **Officers of the council.**

- (1) The Council will annually elect its own chair and vice chair. A council member may serve two consecutive years as chair, and then must be out of that office for one year before serving as chair again.
- (2) The chair may be removed by a two-thirds majority Council vote. A motion to remove the chair or vice chair takes precedence over all other matters.
- (3) The immediate past chair, if not serving an elected term on the Council, shall serve as past chair, and ex-officio, non-voting Council member.
- (4) The secretary of the Council is the Secretary of the Academic Staff.

## 2.05

### **Duties of officers.**

- (1) The duties of the chair are to:
  - (a) preside at all meetings of the Council
  - (b) schedule Council meetings
  - (c) establish Council agendas
  - (d) attend Wisconsin System Academic Staff Representatives Meeting or delegate same with concurrence of the Council
  - (e) initiate and/or approve Council correspondence
  - (f) work with the vice chair and Secretary of the Academic Staff to communicate matters of interest to the entire voting body
  - (g) otherwise, be the spokesperson and representative for UWEX academic staff.
- (2) If the office of chair should become vacant between annual elections, the vice chair becomes chair and the Council elects another vice chair.
- (3) The duty of the vice chair is to perform all the duties of the chair in the chair's absence.
- (4) The duty of the past chair is to advise the Council and its officers.
- (5) The duties of the secretary are to conduct elections, prepare documents, provide information, disseminate material, and otherwise provide general staff assistance to the Council.

## 2.06

### **Conduct of Council business.**

- (1) The Council shall generally meet monthly for a total of no less than ten times annually. A special meeting may be called by the chair or majority of members.
- (2) The chair shall call the meetings and set the time and place with the advice of the Council.
- (3) An annual general academic staff (all members of the voting body) meeting will be called, typically in February or March, generally held via interactive media.
- (4) Robert's Rules of Order Newly Revised shall govern the conduct of the meetings although discussion may be as informal as the chair allows.
- (5) Council meetings shall be held in open session, except when a properly noticed closed session is convened under one or more of the exemptions provided in s.19.85, Stats. Persons who are not members of the Council may be recognized to speak at Council meetings.

- (6) A quorum consists of five voting members of the Council or 66% of the voting members, whichever is less.
- (7) Council decisions are made by majority of the votes cast when not otherwise specified.
- (8) A two-thirds majority vote of the Council is necessary to amend these Articles of Governance.
- (9) These Articles of Governance can be amended by the voting body as well. A simple majority Council vote or a petition of at least ten academic staff signatures will place a proposed amendment on a ballot of membership decision, determined by a majority of votes cast.

## 2.07

**Functions of the Council.** The Academic Staff Council shall:

- (1) Serve as the official channel of communications between the academic staff and all institution offices and bodies including the Chancellor, the Chancellor's designees, the University Committee/Faculty Senate and related committees;
- (2) Represent UWEX academic staff in all matters of collective concern including:
  - (a) Responding to matters which are referred to the Council by the Chancellor
  - (b) Recommend policies, procedures, and practices to the best interest of the academic staff, consistent with the goals and mission of UW-Extension
  - (c) monitor the application of policies and procedures concerning academic staff
  - (d) monitor changes in state legislation, UW System and UW-Extension rules, and other matters affecting academic staff
  - (e) consult with the Chancellor on budget development, proposals, and changes
  - (f) recommend to the Chancellor budget procedures for salary compensation funds, including merit, for academic staff
  - (g) advise the Chancellor on academic staff members to serve on institution and UW System bodies.
- (3) Oversee the nomination and election processes for Council and Hearings Committee members.
- (4) Establish standing and ad hoc committees and any other task force deemed necessary for effective governance.
- (5) Establish Articles of Governance and bylaws that are deemed appropriate for the Council and its committees.

Revised April 2004

## UWEX ARTICLES OF ACADEMIC STAFF GOVERNANCE

### Article 3

#### Council Committees

- 3.01**     **Standing committees.** The Nominations Committee is the one standing committee of the Council.
- (1)     Committee members are appointed by the Council. Standing committee members are appointed for staggered two-year terms.
  - (2)     Whenever practicable, each of the operating divisions of UW-Extension (Outreach and E Learning Extension, Cooperative Extension, Broadcast and Media Innovations, and General Education Administration/General Education Administrative Services/Business and Manufacturing Extension) will be represented on the Committee.
  - (3)     A "call for interest in serving on a Council committee" will be issued annually to all members of the voting body by the Secretary.
  - (4)     Committee size is determined and altered by the Council.
  - (5)     The Committee establishes its own meeting schedule and rules subject to direction from the Council.
  - (6)     The Committee reports directly to the Council unless otherwise directed by the Council or these Articles.
- 3.02**     **Ad hoc committees.** Ad hoc committees are created as the Council deems necessary to carry out a specific task, at the completion of which, it automatically ceases to exist.
- (1)     Committee members are appointed by the Council.
  - (2)     Whenever practicable, each of the operating divisions of UW-Extension (Outreach and E Learning Extension, Cooperative Extension, Broadcast and Media Innovations, and General Education Administration/General Education Administrative Services/Business and Manufacturing Extension) will be represented on a committee.
  - (3)     A "call for interest in serving on Council committees" will be issued annually to all members of the voting body by the Secretary.
  - (4)     Committee size is determined and altered by the Council.
  - (5)     Committees establish their own meeting schedule and rules subject to direction from the Council.
  - (6)     Committees report directly to the Council unless otherwise directed by the Council or these Articles.

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### Article 4

#### Hearings Committee

- 4.01**     **Academic Staff Hearings Committee.** The Hearings Committee is described in Chapter UWEX 9. The Hearings Committee will be elected according to the following guidelines:
- (1)     The Nominations Committee will select the nominees for the election of the Hearings Committee.
  - (2)     The Secretary of the Academic Staff shall conduct an institution-wide election of the Hearings Committee each year (see Appendix I).
  - (3)     Each voter may vote for only one candidate for each open seat on the Hearings Committee.
  - (4)     New members take office November 1 of the year elected.
  - (5)     No more than three members of the Hearings Committee may be from one division.
  - (6)     Hearings Committee members may not be members of the Academic Staff Council.

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## UWEX ARTICLES OF ACADEMIC STAFF GOVERNANCE

### Article 5

- 5.01**     **Systemwide Extension Council.** The Systemwide Extension Council is described in the Systemwide Extension Council Procedures. UW-Extension academic staff members of this Council will be elected to three-year terms according to the following guidelines:
- (1)     Between April 1 and June 1 the Nominations Committee will search for nominees from among the academic staff voting body and establish a ballot.
  - (2)     Prior to September 1, the Academic Staff Council will elect the SEC representative(s).
  - (3)     When an unscheduled vacancy occurs, the Academic Staff Council will appoint a replacement to serve for the duration of the vacated term.

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**UWEX ARTICLES OF ACADEMIC STAFF GOVERNANCE**

**APPENDIX I**

**Election Calendar (approximate)**

- A.        Academic Staff Council (see UWEX Article 2)
- Third Friday of March    Call for nominations is sent to all academic staff by Secretary of the Academic Staff.
- Second Friday of April    Nominations Committee prepares a ballot.
- Third Friday of April    Ballot is distributed and election is conducted by Secretary of the Academic Staff.
- July 1                        Newly elected Council members take office.
- B.        Academic Staff Hearings Committee (see UWEX Article 4)
- Third Friday of March    Call for nominations is sent to all academic staff by Secretary of the Academic Staff.
- Second Friday of April    Nominations Committee prepares a ballot.
- Third Friday of April    Ballot is distributed and election is conducted by Secretary of the Academic Staff .
- November 1                Newly elected Committee members take office.

**Adopted May, 1991**  
**Revised December, 1998**  
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