University Staff Council Governance

University Staff Council – Recommended Changes for Representation on Committees

GLOBALLY: references to classified staff within the Faculty and Academic Staff Rules and Procedures should be changed to university staff as appropriate

University-Wide Administrator Review Committee
  2 University Staff members elected by the University Staff Council

PROPOSED CHANGES:
Article Four: Governance Committees
Section A – Personnel and Benefits Committees
5. University-Wide Administrator Review Committee
  a. Membership: The committee shall include seven nine members serving three-year terms. One faculty member shall be elected by and from each of the Colleges; one member shall be elected by and from the Instructional Academic Staff; and two members shall be elected by and from the Administrative and Professional Academic Staff; and two members shall be elected by the University Staff Council. Two of three members will be elected each year in the spring elections. Each year the review committee shall elect its own Chair.

University Assessment committee
  Not at this time, but re-evaluate annually

University Planning Committee
  1 University Staff Member is appointed by the Chancellor in consultation with the University Staff Council.

PROPOSED CHANGES:
Article Four: Governance Committees
Section D – Planning and Review Committees
  [Shown below are additional changes proposed by the University Planning Committee]
1. University Planning Committee
  a. Membership: The committee consists of eight appointed members, in addition to including the Chancellor and the Chair of the University Senate, the director of Institutional Research, and the Strategic Planner, who serves as Chair of the committee as ex officio members. Six Seven members are appointed by the Chancellor in consultation with the University Senate Executive Committee and one member is appointed by the Chancellor in consultation with the University Staff Council. These six would They serve staggered three four-year terms, with two being appointed each year. Of the eight appointees at least four must be faculty members and one member must be from Student Affairs.

  b. Functions: The Planning Committee is charged with the responsibility for (1) analyzing the demographic, educational, societal, and economic environment in which the University exists and operates, (2) reviewing both the mission and mission statements of the University, (3) overseeing an effective, integrated institutional planning process, (4) establishing success benchmarks and metrics to monitor progress on vision and goals, (5) supporting integrated planning efforts across all divisions, (6) annually assessing the implementation of the strategic plan and identifying priorities that will advance the University’s vision and goals, and (7) annually providing recommendations to the Chancellor and the Chancellor’s Cabinet, after consultation with the University Senate Executive Committee, the Student Senate Leadership, and the University Staff Council, for annual priorities that will advance the University’s
Committees for the Selection of Administrators

Chancellor Search and Screen Committee (takes change to System procedures, but was done for last Chancellor search)
- 2 members from University Staff (from 4 nominated by University Staff Council)

Academic Affairs Administrators with University-Wide Authority
- 1 member of the University Staff (from 2 nominated by University Staff Council)

Other Administrators with University-Wide Authority
- 1 member of the University Staff (from 2 nominated by University Staff Council)

Academic Deans
- 1 member of the University Staff (from 2 nominated by University Staff Council)

Associate/Assistant Deans
- 1 University Staff member

Chairs and Library Director
- It is recommended that the search committee include a university staff member from the department or library. (Often there is only one University Staff member in the department, hence it is not a requirement, but a recommendation that a university staff member serve.)

Directors
- Change to ‘university staff’ and include committee formation includes consultation with University Staff Council.

PROPOSED CHANGES:
Article Five: Personnel Policies and Procedures
Section D – Joint Personnel Policies and Procedures

1. Faculty and Staff Role in Selection and Recruitment of Administrators
   a. Selection
      Board of Regents Policy 6-4 [http://www.uwyo.edu/bor/policies/rdp/rdp6-4.htm] provides that the procedure for selecting Chancellors of the UW System shall include a Search and Screen Committee composed of faculty, academic staff, students, administrators, and, at the option of the President, a community representative. Until System procedures are officially changed, it is recommended that two members from the University Staff, from four nominated by the University Staff Council, also be included as part of the Search and Screen Committee.

The Chancellor appoints administrators at or above the rank of Director/Chair at UW-Eau Claire. This policy governs the formation and procedures of the committees that assist the Chancellor in searching for those administrators. For guidance on internal searches, consult the Affirmative Action Office.

1) COMMITTEE FORMATION FOR ADMINISTRATORS AT OR ABOVE THE RANK OF DEAN
   When a search for an administrative officer at or above the rank of Dean or Director is to begin, the Chancellor or designee shall notify the campus community, the University Senate, the
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University Staff Council, and the Student Senate. The announcement will include the title, the draft position description and the expected timeline for the search. Upon announcing the search, the Chancellor shall provide a mechanism for members of the campus community to volunteer for service on the search committee. At any time prior to convening the search committee, the Chancellor shall consult with the University Senate Executive Committee on the draft position description.

a) Academic Affairs Administrators with University-Wide Authority
   (1) Within ten days of the Chancellor’s notice of the commencement of the search:
      (a) The Colleges shall each nominate two faculty and one instructional academic staff member,
      (b) The Library shall nominate a faculty member or an instructional academic staff member,
      (c) The Academic Staff Nominating Committee shall nominate two administrative/professional academic staff members,
      (d) The University Staff Council shall nominate two university staff members, and
      (4) (e) The Student Senate shall nominate two students.
   (2) The Chancellor or designee shall appoint a search committee, which will consist of
      (a) From the pool of nominees under a)(1): at least one faculty member from each College, at least one instructional academic staff member and one administrative/professional academic staff member, at least one university staff member, and one student; and
      (b) Up to three additional members at the discretion of the Chancellor or designee.

b) Other Administrators with University-Wide Authority
   (1) Within ten days of the Chancellor’s notice of the commencement of the search:
      (a) The Faculty Nominating Committee shall nominate four faculty,
      (b) The Academic Staff Nominating Committee shall nominate four academic staff members,
      (c) The University Staff Council shall nominate two university staff members,
      (c) (d) The Student Senate shall nominate two students.
   (2) The Chancellor or designee shall appoint a search committee, which will consist of
      (a) From the pool of nominees under b)(1): at least two faculty members, two academic staff members, one university staff member, and one student, and
      (b) Up to two additional members at the discretion of the Chancellor or designee.

c) Academic Deans
   (1) Within ten days of the Chancellor’s notice of the commencement of the search:
      (a) The College shall nominate six faculty or instructional academic staff members,
      (b) The Academic Staff Nominating Committee shall nominate two administrative/professional academic staff members from any area – at least one of whom shall be from the College,
      (c) The University Staff Council shall nominate two university staff members, and
      (c) (d) The Student Senate shall nominate two students.
   (2) The Chancellor or designee shall appoint a search committee, which will consist of
      (a) From the pool of nominees under c)(1): at least three faculty or instructional academic staff members from the College, one academic staff member from any area, one university staff member, and one student, and
      (b) Up to two additional members at the discretion of the Chancellor or designee.

2) COMMITTEE FORMATION FOR ASSOCIATE/ASSISTANT DEANS, CHAIRS, AND DIRECTORS
When a search for an Assistant/Associate Dean, Director, Library Director, or Chair is to begin, the Chancellor or designee shall first notify the applicable College, Department, or Unit and will discuss with its employees the nature and responsibilities of the position, the search timeline, and criteria to be used in assessing candidates’ credentials.
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a) Associate/Assistant Deans
The Chancellor or designee, in consultation with the Faculty Personnel Committee, shall appoint a committee made up of at least two faculty members from the College, one academic staff member from any area, one university staff member, and one student.

b) Chairs and Library Director
The faculty of the department (or the library, as applicable) or a committee selected by the faculty of the department shall constitute the search committee. It is recommended that the search committee include one university staff member from the department or library as appropriate.

c) Directors
(1) Applicability
This process applies to those positions with an official title code in the director series. For those positions without the official title code but with Director in the working title or with director-type responsibilities (e.g., with control over a unit or program, see (3) below.

(2) Committee Formation
The Chancellor or designee, in consultation with the Academic Staff and/or Faculty Personnel Committee and/or University Staff Council, as appropriate, shall appoint a committee made up of at least one unclassified staff member and one classified university staff member from the unit or division, one faculty member, and one student.

(3) “Director” Positions
For those positions without the official Director title code but with Director in the working title or with director-type responsibilities (e.g., with control over a unit or program), the Chancellor or designee shall consult with the University Senate Executive Committee as to whether the director process, the academic staff process, or another process is most appropriate for the search.

University Senate Committees – University Staff Representation
University Senate Budget Committee
1 University Staff Member selected by the University Staff Council for 3-year term

University Senate Physical Plant Planning Committee
2 University Staff Members selected by the University Staff Council for 3-year terms

University Senate Technology Committee
1 University Staff Member selected by the University Staff Council for 3 year terms

PROPOSED CHANGES:
Article Three: University Senate
Section C – Meetings
4. Speaking Rights
Each member of the University Senate shall have the right to speak twice to a given motion or amendment during debate. Upon approval of the majority of the body, a member may be granted a third speaking turn. During the period of debate, the presiding officer may grant a speaking turn to any nonmember of the body for clarification or informational purposes. The Student Body President and Classified University Staff Council Chair shall be granted the same speaking rights as those retained by members of the University Senate. (US 12/09, 3/11)

Section E – Committees
1. Committee Organization
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University Senate committees provided for by the Constitution of the University Senate and described in Article Four of these Bylaws shall arrange for their own organization, officers, and schedule of meetings. Any student or classified univeristy staff members noted in committee memberships (1) shall serve as non-voting members upon appointment to the committee through appropriate Student Senate or Classified University Staff Council procedures; (2) should not be counted when determining quorums; (3) should be granted speaking rights accorded to voting members of the committee; and (4) may request for specific items of concern to students or classified university staff to be placed on meeting agendas. (US 3/11)

Article Four: Governance Committees

Section E – Resource Committees

1. University Senate Budget Committee
   a. Membership: The committee includes an academic dean elected by the colleges’ deans and seven senators elected by the University Senate for three-year terms. Of the seven senators elected by the Senate, one must be from each College, two from the University Academic Staff, and one from any area. The committee also includes three ex officio, non-voting members from the Administrative Staff selected by the Chancellor. One university staff member may be selected by the University Staff Council to serve on this committee for a three-year term. A student member may be appointed by the Student Senate to serve on this committee. (US 3/05, 3/11)

2. University Senate Physical Plant Planning Committee
   a. Membership: The committee includes one administrative representative appointed by the Chancellor, three University Faculty senators elected by the Senate for three-year terms and two University Academic Staff senators elected by the Senate for three-year terms. The departments of art & design, biology, and geography and anthropology shall each elect one member to serve a three-year term. Two university staff members may be selected by the University Staff Council to serve on this committee for three-year terms. A student member may be appointed by the Student Senate to serve on this committee. (US 3/11)

3. University Senate Technology Committee
   a. Membership: The committee includes seven to eight voting members elected for three-year terms: one member elected by and from each of the Colleges and enough senators elected by and from the Senate to ensure a total of four University Faculty and three University Academic Staff on the committee. The Chief Information Officer shall be a non-voting member of the technology committee. One university staff member may be selected by the University Staff Council to serve on this committee for a three-year term. A student member may be appointed by the Student Senate to serve on this committee. (US 4/10, 3/11)

University Senate Executive Committee

When the University Senate Executive Committee is consulted for acting/interim positions and for changes in administrative structure, a representative from the University Staff Council shall be present at the meeting.

PROPOSED CHANGES:

Article Five: Personnel Policies and Procedures
University Staff Council Governance

Section D – Joint Personnel Policies and Procedures

2. Faculty and Staff Role in Selection and Recruitment of Administrators
   b. Selection
      3) ACTING/INTERIM POSITIONS
         In the event that a Department, Unit, College, or Division contemplates hiring an interim or acting administrator, the Chancellor or designee shall discuss the reason and timeframe for the interim appointment with the employees of the applicable College, Department, Unit, or Division and will solicit their advice and feedback concerning candidates to fill the vacancy. It is expected that interim appointments will normally not last more than two years. If a successful search has not been completed within two years of a position being filled with an interim administrator, the supervisor to whom the administrator is responsible shall formally consult with the University Senate Executive Committee, and shall continue to consult with the committee annually until a successful search is completed. When the University Senate Executive Committee is consulted, a representative from the University Staff Council shall be invited to the meeting.

c. Review of Administrator Performance
   1) Procedure for University Faculty and University Academic Staff Review of Administrators
      ... It is expected that interim appointments will normally not last more than two years. If a successful search has not been completed within two years of a position being filled with an interim administrator, the supervisor to whom the administrator is responsible shall formally consult with the University Senate Executive Committee, and shall continue to consult with the committee annually until a successful search is completed. When the University Senate Executive Committee is consulted, a representative from the University Staff Council shall be invited to the meeting. When an interim administrator serves for more than two years, the administrator will be reviewed according to the above schedule. (US 4/06)

d. Administrative Changes
   When administrative changes of such scope and significance as to have multiple Departmental, School, College, or University-wide effects are contemplated (such as changes in administrative titles, creation or abolition of administrative positions, modifications in administrative line and staff responsibilities, or modifications in the administrative structure of the University), the administration will consult with the Executive Committee of the University Senate prior to the implementation of such changes. When the University Senate Executive Committee is consulted, a representative from the University Staff Council shall be invited to the meeting. [Faculty Senate (FS) 8/76]