University Staff Council Governance

REPORT FOR THE UNIVERSITY SENATE

University Senate Committee: University Senate Executive Committee

Brief History of Issue - why the issue is being considered:
On July 1, 2013 the current Classified Staff will be known as University Staff. The Board of Regents grants governance rights to the University Staff. The current Classified Staff Council has been working to develop an organizational structure and bylaws for University Staff governance. The Council will not be part of the University Senate, but has requested inclusion where appropriate.

Points Discussed by Committee:
The request to be part of the University Planning Committee should not be included in the larger set of requests as the UPC has a motion before the Senate that incorporates the same request.

While it appears that the Committee formation for associate/assistant Deans would cover just the academic associate/assistant deans, it is not clear that it does not cover associate/assistant deans in student affairs. The faculty personnel and academic personnel committees should bring forward other wording in the fall to bring clarity to this point.

Pros of Recommendation:
Provides inclusion of university staff in the current faculty and academic staff governance structure.

Cons of Recommendation:
Increases the size of most committees.

Technology/Human Resource Impact:
Requires multiple changes in the FASRP.

Committee Recommendation:
That updates be made to the FASRP to include university staff in existing faculty and academic staff governance.
University Staff Council Governance
MOTION FOR THE UNIVERSITY SENATE

The University Senate Committee: University Senate Executive Committee

by a vote of 13 for to 0 against on April 16, 2013 (Date)

Recommends that changes be made to the Faculty and Academic Staff Rules and Procedures as follows:

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

Part III, 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 university staff members shall be elected by the University Staff Council. Two or three members will be elected each year in the spring elections. Each year the review committee shall elect its own Chair.

Part III, 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.uwsa.edu/bor/policies/rpd/rpd6-4.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 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
University Staff Council Governance
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
(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,
(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
(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.

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.
University Staff Council Governance

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 Staff Council Governance

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)

Part III, Article Five: Personnel Policies and Procedures

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
University Staff Council Governance

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]

Implementation Date: upon July 2013 publication

Signed: _______________________________________
   Chair of the Committee

Send to: University Senate Office