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June 25, 2021

To: Chancellors
Provosts
Chief Business Officers
Senior Student Affairs Officers
Chief Diversity Officers

From: Anny Morrobel-Sosa, Vice President for Academic and Student Affairs
James Langdon, Interim Vice President for Administration
Sean P. Nelson, Vice President for Finance
Stacey Rolston, Interim Executive Director, UW-Shared Services

Re: Fiscal Year 2022 UW System Administrative Policy Priorities

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Anny Morrobel Sosa
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James Langdon
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Sean P. Nelson
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Stacey Rolston
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The purpose of this memorandum is to provide an accounting of the policy work completed in fiscal year 2021 and to notify institutions of the University of Wisconsin System Administrative (SYS) policies and procedures that are scheduled for revision or development during fiscal year 2022. A listing of the institution distribution dates for fiscal year 2022 is provided at the end of this memorandum.

In fiscal year 2021, 14 new SYS policies and 30 SYS policy revisions were approved by the UW System President. Additionally, eight (8) new SYS procedures and eight (8) SYS revisions to existing SYS procedures were approved. There were also two (2) guidance documents approved in addition to three (3) SYS policy rescissions. Outside of this, 17 interim Regent Policy Document Waivers/ SYS policy actions were approved because of the COVID-19 pandemic. In total, 82 SYS policy, procedure, and guidance actions were approved during fiscal year 2021.

Furthermore, UW System Administration undertook multiple initiatives to enhance the policy process and improve communication with stakeholders across the UW System. This work included:

- the formalization of the interim policy process to address the emerging needs of the COVID-19 pandemic; and
- the distribution of a SYS policy communication survey to stakeholders throughout the UW System to obtain input on current SYS policy practices and inform future policy management efforts.

Below is a list of SYS policy priorities for fiscal year 2022. They have been identified as high priority due to the policy's content, the last revision date, or other emergent factors (e.g. changes to federal or state regulation). Institutions were asked to provide input on SYS policy priorities that should be undertaken by UW System Administration in the coming year.

Comments were provided to UWSA policy owners for final consideration in the development of this plan. Our thanks to your staff for their time in developing the attached priorities.

Where possible, the quarter that the policy work is expected to begin is indicated to allow institutions the ability to plan and allocate resources to comment on draft policies. Not all offices were able to project workloads and/or timelines of policy development.

The list below is not exhaustive, as other issues may arise as the fiscal year progresses, leading to other policy matters taking precedence. .

To receive notification of when draft SYS policies are available for comment or when a SYS policy or procedure has been approved, individuals should visit <https://www.wisconsin.edu/uw-policies/subscribing-to-the-rss-feed/> to learn how to subscribe to the RSS newsfeed.

Fiscal Year 2022 Policy Priorities (by area)

Academic and Student Affairs (100 Series)

- SYS 120, *UW System Policy Regarding Offering On-Site Undergraduate and Graduate and Other Instruction Programs*
- SYS 135, *Undergraduate Transfer Policy*
- SYS 147, *Admission and Delivery of Services to International Students and for the Employment and Delivery of Services to International Faculty and Academic Staff at UW Institutions*
- SYS 150, *The Application of Job Market and Placement information to Academic Planning*
- SYS 157, *Faculty Development and Renewal – A System Policy for Faculty Transfer and Exchange*

Human Resources (200 Series)

- SYS 2XX, *Youth Protection Policy/Volunteer Policy [New, Q1]*

Financial Administration (300 Series)

- SYS 314, *Financial Management and Auxiliary Operations [Update, Q4]*
- SYS 3XX, *Reporting of Foreign Gifts and Contracts*

Travel (400 Series)

- SYS 405, *UW System: Travel and Expense Policy [Update, Q2]*
- SYS 410, *Purchase & Payment of Business Air Travel [Rescind, Q2]*
- SYS 415, *Purchase & Payment of Lodging [Rescind, Q2]*
- SYS 420, *Travel & Expense – Meal and Incidental Expense (M&IE) Per Diem Allowance Reimbursements [Rescind, Q2]*
- SYS 425, *Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation [Rescind, Q2]*
- SYS 430, *Travel & Expense – Purchase & Payment Miscellaneous Travel Expenses [Rescind, Q2]*
- SYS 435, *Headquarter City & UW System Sponsored Events Policy [Rescind, Q2]*

Risk Management (600 Series)

- SYS 6X0, *Records Management*
- SYS 6X1, *Youth Protection*
- SYS 6X2, *Investigations*

Tuition and Fees (800 Series)

- SYS 822, *Student Services Funding [Update, Q4]*

Information Security (1000 Series)

- SYS 1030, *Information Security: Identity and Access Management Policy* **[Replace, Q3]**
- SYS 1036, *Information Security: Endpoint Protection* **[New, Q1]**
- SYS 1038, *Information Security: Network Protection Policy* **[New]**
- SYS 1043, *Information Security: Secure Software Development Policy* **[New]**

Information Technology (1100 Series)

- SYS 1100, *Information Technology Acquisitions Approval* **[Update, Q2]**

University Personnel System Operational Policies (1200 Series)

- SYS 1202, *Equal Employment Opportunity* **[Update, Q2]**
- SYS 1213, *Wisconsin and Federal Family and Medical Leave Acts* **[Update, Q3]**
- SYS 1250, *Job Security* **[Update, Q2]**
- SYS 1251, *Appointment Terms and Designation of Positions* **[Update, Q2]**
- SYS 1254, *Performance Management* **[Update, Q3]**
- SYS 1257, *Title Change* **[Update, Q1]**
- SYS 1276, *Title Definitions* **[Update, Q1]**
- SYS 1277, *Compensation* **[Update, Q1]**
- SYS 1277.A, *Compensation: Extraordinary Salary Ranges* **[Update, Q1]**
- SYS 1277.B, *Compensation: Merit Pay* **[Update, Q1]**
- SYS 12XX, *Employee Onboarding* **[New, Q1]**

FY 2022 Institution Policy Distribution Dates

July 23, 2021
August 20, 2021
September 24, 2021
October 22, 2021
November 19, 2021
December 23, 2021
January 21, 2022
February 25, 2022
March 25, 2022
April 22, 2022
May 20, 2022
June 24, 2022

Please distribute this memorandum to other individuals at your institution who work with these policies. Any thoughts or suggestions should be directed to Stefan Fletcher, Director of Administrative Policies, Projects, and Academic Fellowships (sfletcher@uwsa.edu).

cc: Tommy Thompson, Interim President
Cabinet
Academic Staff Representatives
Faculty Representatives
University Staff Representatives
Student Representatives