



**Sarah Ebben**  
**Policy Analyst**

Madison, WI 53715  
(248) 978-3376  
[sebben@uwsa.edu](mailto:sebben@uwsa.edu)  
<http://www.wisconsin.edu>

**April 5, 2024**

Below, please find a listing of all new and revised UW System Administrative policies and procedures approved between March 8 and April 5, 2024. There were two (2) revised UW System Administrative policies, and one (1) revised UW System Administrative procedure.

**I. Revised UW System Administrative Policies**

- [SYS 175, Accreditation Visits and Reports](#) (Approved March 11, 2024)
  - Summary of Policy and Policy Revisions
    - The purpose of this policy and procedure is to specify the role of UW System Administration (UWSA) and members of the Board of Regents in regional accreditation reviews. They also outline requirements for campuses to provide UWSA with copies of their Higher Learning Commission (HLC) assurance arguments prior to an HLC review, and outline requirements to discuss any HLC imposed accreditation requirements or improvements with the Vice President of Academic and Student Affairs.
    - Technical revisions include:
      - Throughout the policy, replaced “institutions” with “universities.”
      - In section 2, updated the title of the responsible UWSA officer to “Associate Vice President of Academic affairs.”
      - In section 3, corrected a fragment sentence.
      - In section 7, added link to RPD 4-5, *Accreditation and Assessment of Student Learning*.
    - University Comments and Concerns
      - These documents were not formally shared for review as the changes to the policy were technical and Academic and Student Affairs procedures do not require this step. The Academic and Student Affairs Policy Committee Members did not have any feedback on the revisions. The policy owner also discussed these changes with relevant campus stakeholders.
- [SYS 1275, Recruitment Policies](#) (Approved March 18, 2024)
  - Summary of Policy and Policy Revisions
    - This policy provides a framework for UW System institutions to use in the development of merit-based recruitment, selection, and hiring processes that produce a talented, effective workforce and that reflect UW System’s commitment to the principles of equal employment opportunity, non-discrimination, and diversity.
      - In section 5, the definition of misconduct has been expanded to include specific findings and investigations that may reasonably be expected to affect a candidate’s appointment.
      - This revision broadens the scope of the background check UWS institutions must complete on applicants prior to extending an offer of employment.
      - In each instance where the existing language required inquiries into whether the employee had been found to have engaged in any sexual violence or sexual misconduct, the requirement has been expanded to require an inquiry as to whether the employee has engaged in any employee misconduct (violations of law, company or university rule or policy, including sexual violence or sexual harassment policies, or conduct that adversely

- affected their performance of job responsibilities).
    - These changes occur in section 6.B, 6.C and 6.D of the policy.
    - In section 6.D, the policy also requires that if information disclosed during an outgoing reference check includes that the employee is currently under investigation for misconduct, or left while an investigation was pending, that the institution contact should state that the institution has not yet made a determination as to whether the misconduct occurred.
    - In Section 6, “Veteran Status” and “Marital Status” were added as protected groups in the equal employment opportunity that UW System institutions provide.
    - Section 6.E was added to provide a standard process for the candidate to comment regarding any adverse information that is disclosed regarding them during self-disclosure or a reference check.
  - University Comments and Concerns
    - Please see the [SYS 1275 University Comments and Concerns](#) page for a list of the comments that were received during the distribution period and a summary of how they were addressed.

## II. Revised UW System Administrative Procedure

- [SYS 175.A, Accreditation Visits and Reports Procedure](#) (Approved March 11, 2024)
  - Summary of Procedure and Procedure Revisions
    - The purpose of this policy and procedure is to specify the role of UW System Administration (UWSA) and members of the Board of Regents in regional accreditation reviews. They also outline requirements for campuses to provide UWSA with copies of their Higher Learning Commission (HLC) assurance arguments prior to an HLC review, and outline requirements to discuss any HLC imposed accreditation requirements or improvements with the Vice President of Academic and Student Affairs
    - Technical revisions include:
      - Throughout the procedure, replaced “institutions” with “universities.”
      - In section 4.A, Language has been added that clarifies that UWSA representation is not required by HLC during the accreditation review visit. To this end, the language of the policy has also been changed to make attendance of the President or Vice President of Academic and Student Affairs optional for the accreditation visit, rather than required.
      - In section 4.A, language has been added that clarifies that the responsibility for scheduling regent and/or UWSA administrative representation is the university’s responsibility, per HLC procedures. This language includes contact information for the Board of Regents office in the event institutions desire support in scheduling regent identification and/or involvement.
      - In section 4.B, the language surrounding the role of Regents in the accreditation visit has been changed to better align with the language in RPD 4-5, Accreditation and Assessment of Student Learning. Specifically, the role of regents will be determined based on the direction of the Higher Learning Commission and the Chancellor of each UW university.
      - In section 4.C, updated the information about where to send the accrediting team’s report.
      - In section 5.D, language has been added to clarify that if the accreditation statement recommends changes or improvements, it is the university’s responsibility to coordinate a discussion between the respective Vice Chancellor and the Vice President of Academic and Student Affairs.

- In section 5, added link to RPD 4-5, Accreditation and Assessment of Student Learning and the HLC's procedure on the observation so HLC visits by other recognized accreditors and state agencies.
- University Comments and Concerns
  - These documents were not formally shared for review as the changes to the policy were technical and Academic and Student Affairs procedures do not require this step. The Academic and Student Affairs Policy Committee Members did not have any feedback on the revisions. The policy owner also discussed these changes with relevant campus stakeholders.

### **III. Policies in the Final Stages of Revision**

- [SYS 102.A, New Academic Degree Programs, Changes to Academic Degree Programs, and other SYS 102 Items](#)
- [SYS 216, Academic Pay Policy](#)
- [SYS 425, Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation](#)