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Below, please find a listing of all new and revised UW System Administrative policies approved between June 9 and July 3, 2025. There were two (2) new, four (4) revised, and seven (7) rescinded UW System Administrative Policies, as well as one (1) new UW System Guidelines Document.

**I. New UW System Administrative Policies**

- [SYS 195, \*Institutional Statements\*](#) (approved June 16, 2025)
  - Summary of Policy
    - This policy establishes a general principle of viewpoint neutrality for institutional statements issued publicly on behalf of the university and its units. It makes permanent the principles established in the interim policy action SYS 100-10, Interim: Institutional Statements. It is designed to provide further clarification and guidance on the principles affirmed in RPD 4-12, *Commitment to Academic Freedom and Freedom of Expression*. Specific policy provisions include:
      - Establishing that institutional statements issued by university leaders should be limited to matters that directly affect the core mission of the university and should maintain viewpoint neutrality in any reference to any other matter. Such statements may express a position of support or opposition only when authorized by the president or chancellor. Institutional statements expressing solidarity or empathy are permitted in response to incidents or events that directly affect the operations and core mission of the university so long as their selective issuance does not imply preference for the viewpoint of one group over another.
      - Clarifying that this policy does not apply to:
        - Faculty and staff within a unit who may choose to express their expertise or judgement of a situation as it relates to their academic disciplines or research expertise, but that care should be taken to ensure that such statements are not misconstrued to represent the university or unit.
        - Faculty and staff expressing personal statements on non-university owned channels.
        - Officially recognized shared governance groups, though they should make clear in public statements that they are speaking on behalf of their group and not the institution.
      - Permitting the president and chancellor to adopt additional institution-specific guidance and procedures consistent with this policy.
      - Clarifying that the president and chancellors may not expand the scope of this policy to restrict the free expression rights of individuals or groups of individuals who do not present themselves as speaking in the name of and on behalf of the university or a unit.
      - Committing to preserving the academic freedom of faculty, research or instructional staff and students with respect to scholarship, teaching, and intellectual debate.
  - University Comments and Concerns
    - A representative from UW-Madison, with concurrence from a representative from UW-La Crosse and one from UW-Stevens Point, recommended deletion of three phrases in the policy statement that 1) discourage institutional statements of empathy which imply viewpoint preference, 2) encourage forgoing institutional statements on issues that do not clearly affect university operations, and 3) address how the policy does and does not affect statements

issued by shared governance groups.

- These changes were not made. Suggested revisions 1 and 2 are contrary to the policy purpose to protect academic freedom and an environment in which competing ideas can be freely discussed and debated by all members of the university community, by limiting institutional statements to matters that directly affect the operations and mission of the university, and that maintain viewpoint neutrality. The language addressing the applicability of the policy to shared governance was recommended by faculty shared governance representatives.
- A representative from UW-Stout recommended that the definition of “university leaders” be modified to clarify that instructional academic staff (in addition to faculty) may also serve as department chairs.
  - This change was not made. The relevant phrase in the definition was recommended by faculty shared governance representatives. The definition as written acknowledges that department chairs are primarily, but not necessarily, faculty members. The provisions of the policy apply equally to all department chairs regardless of their employment category.
- [SYS 405, Universities of Wisconsin Travel and Expense Policy](#) (approved June 12, 2025; effective July 1, 2025)
  - Summary of Policy
    - This policy establishes the general parameters for conducting University-sponsored travel and accounting for expenses. It outlines the acceptable modes of travel, meal expenses, and miscellaneous items that are eligible for payment or reimbursement. It replaces the previous policy *SYS 405, Travel and Expense – General Travel & Expense Policy*. Specific policy provisions include:
      - Outlining the expense reimbursement requirements and process, including general receipt requirements for common travel-related expenses and when an expense is taxable under the Accountable.
      - Establishing general requirements for booking University-sponsored travel, including cost-comparisons and eligible expenses for personal travel.
      - Detailing the correct way to purchase air travel and lodging, allowances for meal and incidental per diem, and vehicle use requirements (including the use of vehicle rentals and mileage reimbursement, as well as vehicle insurance considerations). Also addresses long-distance ground and local transportation, as well as miscellaneous travel expenses.
      - This policy combines the parameters on specific areas of university travel currently contained in separate policies. See below for a listing of policies rescinded as a result of this work.
  - University Comments and Concerns
    - See the [SYS 405 University Comments and Concerns page](#) for a listing of the feedback received and how it was addressed.

## **II. Revised UW System Administrative Policies**

- [SYS 232, Benefit Prepay Deductions and Short Work Break Benefits Eligibility](#) (approved July 3, 2025)
  - Summary of Policy and Policy Revisions
    - This is the second of two planned updates to the Summer Prepay policy. The first update was approved on March 6, 2025.
    - This update has two primary purposes:
      - The update to Section 4 expands the availability of the summer prepay program to any recurring 9-, 10-, or 11-month employee, including those who are not on C-basis academic year appointments. This codifies a longstanding practice of allowing employees on less-than-full-year appointments to prepay for benefit to cover the portion of the year they are on a short work break (even if this is not the summer).

- This update revises Section 6 to change the time frame over which prepay deductions are taken from an employee's paycheck. The past practice has been to take extra deductions from the employee's paychecks in March, April and May to cover the employee benefit contribution over the summer months. The updated policy spreads out these deductions over the entire academic year (or other full period of active employment, for employees who are not C-basis academic year employees). The net effect is smaller deductions taken over a longer period of time to cover employee benefit contributions during the short work break.
  - Additional updates are as follows:
    - Changing of the title from "Summer Prepay Deductions and Summer Session Benefits Eligibility" to "Benefit Prepay Deductions and Short Work Break Benefits Eligibility."
    - Throughout the policy, replaced "Summer Prepay Deductions" with "Benefit Prepay Deductions."
    - In Section 5, the definitions to "Short Work Break" and "Summer Prepay Deductions" were changed to reflect the change from "Summer Session" to "Short Work Break."
    - In Section 6.A, university staff are added to the list of eligible staff.
  - University Comments and Concerns
    - A commenter from Universities of Wisconsin Administration noted a clarification that was needed in Section 6.C about the withholding schedule for various benefit plans.
    - Policy updated consistent with requested clarification.
- [SYS 435, Universities of Wisconsin Business Meals and Events](#) (approved June 12, 2025; effective July 1, 2025)
  - Summary of Policy and Policy Revisions
    - The purpose of this policy is to establish parameters for the payment or reimbursement of costs associated with UW business meals and events. Revisions to the policy include:
    - Updating and simplifying Business Meal and Event Rates.
    - Changing policy title and simplifying policy by removing these specific sections:
      - Events Attended Primarily by UW Employees
      - Events Attended Primarily by the General Public
      - Off Campus Meetings/Training Sessions Held Primarily or Exclusively for Employees of the Same Institution
    - Removing "Within Wisconsin Rates" so rates are based on "Continental US" and "All Other Locations – Including International."
    - Adding section on "Use of Gift Funds and/or Foundation Funds." This allows for any amount exceeding the allowable per person limit to be charged to UW gift funds or to UW Foundation funds, if available. Alcohol may only be charged to UW Foundation funds.
    - Updating the criteria for when meal and refreshment costs are allowable.
  - University Comments and Concerns
    - A commenter from UW-Superior suggested changes to the header in the table in Section 6.B, Business Meal and Event Rates, to state "Continental US."
      - The header reads "Continental United States" and "All other Locations (including international)."
- [SYS 1275, Recruitment Policies](#) (approved June 25, 2025)
  - Summary of Policy and Policy Revisions
    - The purpose of this policy is to provide 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.
    - This update modifies the scope of the policy for the purpose of clarifying which requirements apply to which position types. In particular, it modifies the pre-hire requirements for student

employees, employees in training, graduate/student assistants, and university staff temporary appointments.

- In Section 3, language was added to further clarify which employees of the UW-System different sections of this policy may apply to.
- In Section 6, updated language regarding affirmative action plans and the option to train search committee members involved in the recruitment process.
- Removed subheader “6.A, Responsibilities” and renumbered other subheaders accordingly.
- In Section 6.A (formerly 6.B), clarified that the review of an individual’s personnel files from other UW institutions requires contacting the human resources representative for the institution. Added the second paragraph to include a process to reviewing the personnel file for a rehired candidate. Added the third paragraph to include a process for requesting the documentation of any disqualifying misconduct in the personnel file. Added the fourth paragraph to clarify that the review of an individual’s personnel files from other Wisconsin state agencies requires contacting the human resources representative for the agency.
- In Section 6.C (formerly 6.D), removed the first paragraph was removed. Added “within the same institution” to the second to last paragraph regarding internal transfers to a new appointment.
- In Section 6.D (formerly 6.E), added an initial sentence to clarify that it is good practice to ask whether disciplinary problems were encountered. Removed “student help positions” from the second paragraph. Added “to be conducted” to the second paragraph to further emphasize when misconduct checks should be completed regarding transfer positions. Added the last paragraph was added to clarify when a misconduct check would be required for a previously employed candidate.
- In Section 6.F (formerly 6.G), added a bullet point to clarify that if an appointment is contingent on an external funding source, that should be noted in the appointment letter. Added notice of the personnel file review for candidates employed within the last 7 years by Universities of Wisconsin or another Wisconsin state agency to the required language in appointment letters sent prior to the completion of the CBC and reference check.
- In Section 7, Regent Policy Document 20-19 was added as a related document.
- University Comments and Concerns
  - See the [SYS 1275 University Comments and Concerns page](#) for a listing of the feedback received and how it was addressed.
- [SYS 1315, Patents and Inventions](#) (approved June 17, 2025)
  - Summary of Policy and Policy Revisions
    - The purpose of this policy is to establish the applicable UW System policies with respect to inventions and outline the responsibilities, privileges, and options of faculty, staff, and students when they have made an invention. Revisions are as follows:
      - Throughout the policy, references to SYS 346 were updated to SYS 1315.
      - In the second paragraph of Section 6.A, corrected language from “the” to “their” to reflect that researchers have multiple options to disclose intellectual property they feel has potential commercial value.
      - In the third bullet point of Section 6.A, clarified that employees must “affirmatively assign to the designated IPMO their rights to any invention that arises...”
      - In Section 7, references to SYS 190 were updated to SYS 1305.
      - In Section 7, references to SYS 191 were updated to SYS 1310.
      - In attachment 1315.2 (Example: Intellectual Property Agreement (Long Form)), in the third paragraph, added “I hereby assign my rights to such invention...” to clarify what rights are being assigned to the IPMO.

- University Comments and Concerns
  - There was no feedback received from universities during the distribution period.

### III. Rescinded UW System Administrative Policies

- [SYS 405, Travel and Expense – General Travel & Expense Policy](#) (approved June 12, 2025; effective July 1, 2025)
- [SYS 410, Purchase & Payment of Business Air Travel](#) (approved June 12, 2025; effective July 1, 2025)
- [SYS 415, Purchase & Payment of Lodging](#) (approved June 12, 2025; effective July 1, 2025)
- [SYS 420, Travel & Expense – Meal and Incidental Expense \(M&IE\) Per Diem Allowance Reimbursements](#) (approved June 12, 2025; effective July 1, 2025)
- [SYS 425, Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation](#) (approved June 12, 2025; effective July 1, 2025)
- [SYS 430, Travel & Expense – Purchase & Payment Miscellaneous Travel Expenses](#) (approved June 12, 2025; effective July 1, 2025)
  - Background Summary of Policies
    - The purpose of these policies is to establish general parameters for conducting university sponsored travel and accounting for expenses. As they currently exist, each policy provides parameters on specific areas of university sponsored travel.
  - Rationale for Rescission
    - SYS 400-01, *Interim: Air Travel and Meal & Incidental Expense Policy Amendments* was approved on January 10, 2025. This interim policy action provided the first step towards the substantial revisions planned for the 400 series policies. Revisions included in the interim action were be incorporated into the upcoming singular travel policy.
    - Policy owners have previously identified a need for a singular travel policy. While simultaneously updating these policies in accordance with the implementation of Workday, the individual policies were rescinded and combined into one singular travel policy. [This singular policy](#) replaces SYS 405, *Travel and Expense – General Travel & Expense Policy*.
  - University Comments and Concerns
    - There were no comments received from the universities during the University distribution period.
- [SYS 616, University of Wisconsin Student Drivers Under the State's Liability Protection](#) (approved June 18, 2025)
  - Background Summary of Policy
    - The two primary purposes of [SYS 616, University of Wisconsin Student Drivers Under the State's Liability Protection](#), are to:
      - Outline acceptable vehicle use by student drivers.
      - Provide guidance for when student drivers would be covered by the state's self-funded liability program under Wis. Stat. § 895.46(1).
  - Rationale for Rescission
    - In accordance with the 2024 Audit Plan, an internal audit of SYS 616 was conducted at all UW universities, with the objective to evaluate and test compliance. One of the system recommendations from the audit was a review of SYS 616.
    - As part of its management response to this audit, the Office of Compliance and Risk Management convened a taskforce comprised of risk and fleet managers from four UW universities to review SYS 616. Over a five-month period this taskforce regularly met and discussed SYS 616. After consulting with the Office of General Counsel, the taskforce's final recommendation was that SYS 616 be rescinded for the following reasons:
      - The language pertaining to acceptable vehicle use by student drivers is generally duplicative to that found in [SYS 615, Vehicle Use and Driver Authorization](#), which explicitly applies to student drivers.

- After consulting with the Office of General Counsel, the taskforce determined that the guidance language found in SYS 616 would better serve the universities in a [separate SYS 615 guidance document](#) and not in the form of a system policy.
- University Comments and Concerns
  - Prior to the May policy distribution, the taskforce's recommendations were shared with the UW's communities of practice related to risk management, environmental, health, and safety, and facilities management. During these conversations there were no concerns related to rescinding SYS 616.
  - Prior to the May policy distribution, the taskforce's recommendations were shared with Internal Audit, including the lead auditor for the SYS 616 audit. Internal Audit did not have any concerns with rescinding SYS 616 and replacing it with a guidance document associated with SYS 615.
  - There were no comments from university stakeholders received during the distribution period.

#### **IV. New UW System Administrative Guidelines**

- [SYS 615 Guidelines: Guidelines for Students Driving Universities of Wisconsin Vehicles](#) (approved June 18, 2025)
  - Summary of Guidance
    - The purpose of these guidelines is to provide guidance on when students can be considered "agents of the State" when driving university vehicles and therefore eligible for the liability protections afforded under Wisconsin statute. They were developed as part of the response to the internal audit of [SYS 616, University of Wisconsin Student Drivers Under the State's Liability Protection](#), and are designed to replace that policy to eliminate redundancies.
  - University Comments and Concerns
    - A commenter from UW-La Crosse recommended that the table in Section 5 not list specific clubs as the status of these clubs may vary by university. For example, the fishing club may be an affinity group at one university and a registered sports club at another.
      - Recommendation incorporated into guidelines.
    - A commenter from UW-Superior suggested adding a new category for student organizations participating in educational activities in the table in Section 5.
      - Recommendation incorporated into guidelines.

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

- SYS 185, *Awarding of UW System Credit in Wisconsin Schools*
- SYS 363, *Change of Bank and Contact Requests*
- SYS 363.A, *Enterprise Application for Finance Management System Change Requests of Bank and Contact Information*
- SYS 363.B, *Enterprise Application for Human Resources Management System Change Requests of Bank and Contact Information for Employees*
- SYS 910, *Leasing*
- SYS 910.A, *Leasing Process; Board of Regents as Lessee*
- SYS 910.B, *Leasing Process; Board of Regents as Lessor*
- SYS 999.A, *Acquisition of Real Property Process*
- SYS 999.B, *Sale of Real Property Process*
- SYS 1290 Guidance: (Code of Ethics) Nepotism and Consensual Relationships