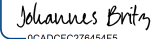


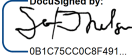


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June 23, 2023

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

From: Johannes Britz, Interim Senior Vice President for Academic and Student Affairs 

Sean P. Nelson, Vice President for Finance and Administration 

Re: Fiscal Year 2024 UW System Administrative Policy Priorities

The purpose of this memorandum is to provide an accounting of the policy work completed in fiscal year 2023 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 2024. A listing of the monthly institution distribution dates for fiscal year 2024 is provided at the end of this memorandum. All SYS policies, procedures, and guidance documents for review that month will be distributed in a single email on these dates to minimize the burden on campus stakeholders who may wish to provide feedback.

In fiscal year 2023, 102 SYS policies and procedures were approved. This included 5 (five) new SYS policies and 78 SYS policy revisions that were approved by the UW System President. Additionally, three (3) new SYS procedures and 14 revisions to existing SYS procedures were approved. In addition, two (2) SYS policies were rescinded.

Furthermore, UW System Administration undertook multiple initiatives to enhance the policy process for policy owners to facilitate the overall transmission of a comprehensive policy set across the UW System, this work included:

- the development of a [UW System Policy Development Process video](#) to orient new users to the SYS policy process;
- virtual presentations to SYS policy stakeholders at the UW System universities to describe the policy process in greater detail; and
- the distribution of a SYS policy process survey to SYS policy stakeholders at the universities 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 2024. The policies were 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. As necessary, policy owners will work with the Board of Regents Office to update Regent Policy Documents in conjunction with relevant SYS policies.

The list below is not exhaustive, as other issues may arise as the fiscal year progresses, leading to other policy matters taking precedence. In addition, the Administrative Transformation Program (ATP) is likely to identify a package of SYS policy changes to support business processes and workflow changes that will be implemented as part of that initiative.

To stay abreast of when draft SYS policies are available for comment or when a SYS policy or procedure has been approved, view the newsfeed stories on the [UW Policies webpage](#).

Fiscal Year 2024 Policy Priorities (by area)

Academic and Student Affairs (100 Series)

- SYS 102, *Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting* **[Revise]**
- SYS 135, *UW System Undergraduate Transfer Policy* **[Revise]**
- SYS 136, *Required Disclosures for Participation in Certain UW System Services and Programs* **[Revise]**
- SYS 140, *UW System Templates for Articulation Agreements Between UW System Institutions and WTCS Districts* **[Revise]**
- SYS 155, *Faculty Development and Renewal – The 1970's and Beyond* **[Revise]**
- SYS 156, *Guidelines for Faculty Retraining, Renewal, and Development* **[Revise]**
- SYS 157, *Faculty Development and Renewal – A System Policy for Faculty Transfer and Exchange* **[Revise]**
- SYS 170, *Lawton Undergraduate Minority Retention Grant Program* **[Revise]**
- SYS 171, *Recruitment/Retention of Students* **[Revise]**
- SYS 175, *Accreditation Visits and Reports* **[Revise]**
- SYS 185, *College Credit in High School* **[Revise]**
- SYS 190, *Computer Software Ownership* **[Revise]**
- SYS 191, *Copyrightable Instructions Materials Ownership, Use, and Control* **[Revise]**

Human Resources

- SYS 238, *Payments to Foreign Nationals* **[Revise, Q1]**
- SYS 2XX, *Gender Data Collection and Utilization* **[New, Q1]**
- SYS 2XX, *Academic Pay Policy 9/12 Option* **[New, Q1]**

Financial Administration (300 Series)

- SYS 312, *Official Functions* **[Revise, Q4]**

Travel (400 Series)

- SYS 405, *UW System: Travel and Expense Policy* **[Revise and merge other travel policies, Q4]**
- SYS 410, *Purchase & Payment of Business Air Travel* **[Rescind, Q4]**
- SYS 415, *Purchase & Payment of Lodging* **[Rescind, Q4]**
- SYS 420, *Travel & Expense – Meal and Incidental Expense (M&IE) Per Diem Allowance Reimbursements* **[Rescind, Q4]**

- SYS 425, *Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation* [**Rescind, Q4**]
- SYS 430, *Travel & Expense – Purchase & Payment Miscellaneous Travel Expenses* [**Rescind, Q4**]
- SYS 435, *Headquarter City & UW System Sponsored Events Policy* [**Rescind, Q4**]

Tuition and Fees (800 Series)

- SYS 805, *Tuition and Fee Policies for Credit Instruction* [**Revise, Q2**]
- SYS 807, *Medical Withdrawal Policy*
- SYS 815, *Student Technology Fee Expenditures* [**Review, Q2**]

Information Security (1000 Series)

- SYS 1000, *Information Security: General Terms and Definitions* [**Revise, Q3**]
- SYS 1030, *Information Security: Identity and Access Management* [**Replace, Q1**]
- SYS 1031, *Information Security: Data Classification and Protection* [**Revise, Q1**]
- SYS 1032, *Information Security: Security Awareness* [**Revise, Q2**]
- SYS 1037, *Information Security: IT Disaster Recovery* [**Revise, Q3**]
- SYS 1039, *Information Security: IS Risk Management* [**Revise, Q1**]
- SYS 1041, *Information Security: Logging and Monitoring* [**Revise, Q2**]
- SYS 1042, *Information Security: Threat and Vulnerability Management* [**Revise, Q2**]
- SYS 10XX, *Information Security: Secure Software Development* [**New, Q3**]
- SYS 10xx, *Information Security: Bring Your Own Device* [**New, Q4**]

University Personnel System Operational Policies (1200 Series)

- SYS 1210, *Vacation, Paid Leave Banks, and Vacation Cash Payouts* [**Revise, Q1**]
- SYS 1211, *Personal Holiday and Legal Holiday Administration* [**Revise, Q1**]
- SYS 1212, *Sick Leave* [**Revise, Q1**]
- SYS 1214, *Catastrophic Leave Program* [**Revise, Q1**]
- SYS 1254, *Performance Management* [**Revise, Q1**]
- SYS 12XX, *Volunteer Management and Employee Volunteerism* [**New, Q1**]
- SYS 12XX, *Employee Offboarding Policy* [**New, Q3**]

FY 2024 Institution Policy Distribution Dates

July 21, 2023

August 18, 2023

September 22, 2023

October 20, 2023

November 17, 2023

December 15, 2023

January 19, 2024

February 23, 2024

March 22, 2024

April 19, 2024

May 17, 2024

June 21, 2024

Please distribute this memorandum to other individuals at your institution who work with these policies. Any thoughts or suggestions should be directed to Sarah Ebben, Policy Analyst (sebben@uwsa.edu).

cc: Jay O. Rothman, President
Cabinet
Stacey Rolston, Senior Associate Vice President, UW-Shared Services
Academic Staff Representatives
Faculty Representatives
University Staff Representatives
Student Representatives