UNIVERSITY OF WISCONSIN SYSTEM

UW

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July 7, 2020

To: Chancellors
Provosts
Chief Business Officers
Senior Student Affairs Officers

From: Anny Morrobel-Sosa
Vice President for Academic and Student Affairs

Robert G. Cramer
Vice President for Administration

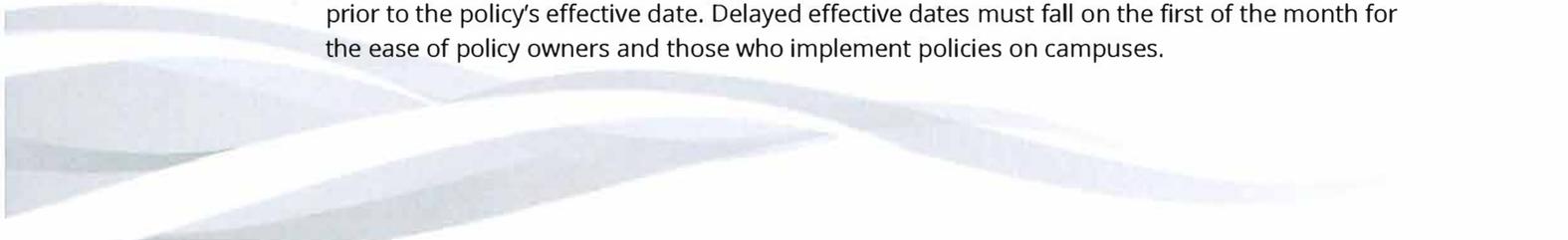Sean P. Nelson
Vice President for Finance

Re: Fiscal Year 2021 UW System Administrative Policy Priorities

The purpose of this memorandum is to provide an accounting of the policy work completed in fiscal year 2020 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 2021. A listing of the institution distribution dates for fiscal year 2021 is provided at the end of this memorandum.

In fiscal year 2020, 11 new SYS policies and 33 SYS policy revisions were approved by the UW System President. Additionally, seven (7) new SYS procedures and eight (8) SYS revisions to existing SYS procedures were approved by UW System Vice Presidents. There were also four (4) new guidance documents published, in addition to seven (7) SYS policy rescissions. Outside of this, 14 interim policy actions were approved because of the COVID-19 pandemic. In total, 84 policy, procedure, and guidance actions were approved during fiscal year 2020.

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 publication of a Policy Style Guide to assist policy owners and standardize the drafting of policy documents;
- the development of an interim policy process to address the emerging needs of the COVID-19 pandemic; and
- the standardization of delayed effective dates for policies that require additional time for implementation. When a policy owner determines that a policy requires a delayed effective date, this is communicated during the policy distribution, once the policy is approved, and in the month prior to the policy's effective date. Delayed effective dates must fall on the first of the month for the ease of policy owners and those who implement policies on campuses.

Below is a list of SYS policy priorities for fiscal year 2021. 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.

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

For fiscal year 2021, UW System Administration has narrowed the list of substantive policy priorities in recognition of the additional workload on campuses in response to COVID-19. When able, the quarter that the policy work is expected to begin is indicated to allow institutions the ability to plan and allocate resources 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. For example, further interim policy actions may be taken in response to the continued challenges of the COVID-19 pandemic. Additional policies may also emerge as the Administrative Transformation Program (ATP) moves forward.

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

Fiscal Year 2021 Policy Priorities (by area)

Operational (000 Series)

- SYS 1, *Development, Revision, and Approval of UW System Administrative Policies, Procedures, & Guidelines* **[Update]**
- SYS 2, *Development, Revision, and Approval of Academic and Student Affairs Policies* **[Update]**

Academic and Student Affairs (100 Series)

- SYS 110, *UW System Board of Regents Criteria for Approval of Wisconsin Technical College System Collegiate Transfer Programs* **[Update]**

- SYS 135, *Undergraduate Transfer Policy* **[Update, Q1]**

- SYS 140, *UW System Templates for Articulation Agreements Between UW System Institutions and WTCS Districts* **[Update]**

- SYS 145, *Development and Operation of Off-Campus International Educational Programs for University of Wisconsin System Students* **[Update, Q1]**

- SYS 155, *Faculty Development and Renewal- The 1970's and Beyond* **[Rescind]**

- SYS 160, *Sabbatical Guidelines* **[Update, Q1]**

Human Resources (200 Series)

- SYS 230, *Salary & Fringe Benefit Calculations* **[Update, Q2]**

Financial Administration (300 Series)

- SYS 314, *Financial Management of Auxiliary Operations* **[Update]**

- SYS 316, *Auxiliary Enterprises Support Services Chargebacks* **[Update]**

Travel (400 Series)

- SYS 405, *UW System: Travel and Expense Policy* **[Update]**

- SYS 410, *Purchase & Payment of Business Air Travel* **[Rescind]**

- SYS 415, *Purchase & Payment of Lodging* **[Rescind]**

- SYS 420, *Travel & Expense – Meal and Incidental Expense (M&IE) Per Diem Allowance Reimbursements* **[Rescind]**

- SYS 425, *Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation* **[Rescind]**

- SYS 430, *Travel & Expense – Purchase & Payment Miscellaneous Travel Expenses* **[Rescind]**

- SYS 435, *Headquarter City & UW System Sponsored Events Policy* **[Rescind]**

Tuition and Fees (800 Series)

- SYS 805, *Tuition & Fee Policies for Credit Instruction* **[Update]**

Information Security (1000 Series)

- SYS 1000, *Information Security: Definitions* **[New, Q1]**

- SYS 1036, *Information Security: Endpoint Protection* **[New, Q3]**

- SYS 1037, *Information Security: IT Disaster Recovery* **[New, Q4]**

- SYS 1041, *Information Security: Security Monitoring* **[New, Q2]**

- SYS 1042, *Information Security: Threat and Vulnerability Management* **[New, Q1]**

- SYS 10xx, *Information Security: Vendor Risk Assessment* **[New, Q2]**

University Personnel System Operational Policies (1200 Series)

- SYS 1210, *Vacation, Paid Leave Banks, and Vacation Cash Payouts* **[Update, Q4]**

- SYS 1213, *Wisconsin and Federal Family and Medical Leave Acts* **[Update, Q4]**

- SYS 1218, *Military Leave* **[Update, Q4]**

- SYS 1225, *General Terms and Definitions* **[Update, Q1]**

- SYS 1228, *Telecommuting* **[New, Q1]**

- SYS 1232, *Layoffs for Reasons of Budget or Program* **[Update, Q3]**

- SYS 1233, *Grievance* **[Update, Q3]**

- SYS 1235, *Inclement Weather/Emergency Conditions* **[Update, Q1]**

- SYS 1244, *Summer Prepay Deductions and Summer Session Benefits Eligibility* **[Update, Q2]**

- SYS 1250, *Job Security* **[Update, Q2]**

- SYS 1251, *Appointment Terms and Designation of Positions* **[Update, Q4]**

- SYS 1275, *Recruitment Polices* **[Update, Q3]**

FY 2021 Institution Policy Distribution Dates

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

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 and Special Projects (sfletcher@uwsa.edu).

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