

**University of Wisconsin System Administration  
Academic Staff Personnel Policies and Procedures**

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UNIVERSITY OF WISCONSIN SYSTEM ADMINISTRATION  
ACADEMIC STAFF PERSONNEL POLICIES AND PROCEDURES

UWSA CHAPTER 1. COVERAGE AND DEFINITION

1.01 COVERAGE. Pursuant to chapters UWS 8 through 13, and chapter UWS 21, Wisconsin Administrative Code (Wis. Adm. Code), these policies and procedures apply to all academic staff appointments in the University of Wisconsin System Administration (UWSA).

1.02 DEFINITION. Academic staff appointments are for professional and administrative personnel other than faculty, limited and classified staff, employees in training, and students, who have duties primarily associated with higher education systems or their administration. Academic staff appointments may be one of the following three types: fixed term, probationary or indefinite under s. UWS 10.01, Wis. Adm. Code.

UWSA CHAPTER 2. ACADEMIC STAFF COMMITTEE

2.01 ACADEMIC STAFF COMMITTEE.

(1) The Academic Staff Committee (s. UWS 9.02, Wis. Adm. Code) for System Administration shall consist of nine members, two of whom shall be alternates, elected by the academic staff. All members of the Academic Staff Committee shall be at least 50 percent time employees of System Administration. Initial appointments shall be for staggered terms: four members and one alternate to expire in one year, and three members and one alternate to expire in two years; thereafter members and alternates shall serve for two-year terms. The Academic Staff Committee shall elect its own chairperson.

(2) Annually, on or about November 15th, or when elected positions become vacant, the chairperson shall establish an ad hoc election committee consisting of academic staff persons, at least one of whom is an Academic Staff Committee member and none of whom are being considered for re-election. The ad hoc committee shall conduct an election by written ballot, and inform the President and academic staff of the results of the election. In accepting nominations, the ad hoc committee shall give consideration to providing appropriate representation of all academic staff (eg. probationary, indefinite and fixed term personnel; women and minorities; staff holding appointments in various operational areas; and staff housed in various locations). Academic staff with a fixed term appointment must have an appointment of at least 50% time to be nominated for election. Academic staff currently serving as alternates on the Committee may be nominated for election to the committee.

(3) The two alternates on the Committee shall participate fully in the functions of the Committee with the following exceptions:

(a) alternates shall not vote on formal motions before the committee unless needed to do so when a committee member is excused from the vote,

(b) alternates shall not sit on the hearing body for appeals pursuant to 3.08(3) unless needed to do so when a committee member is excused or disqualified from the hearing body,

(c) alternates shall not sit on the hearing body for dismissals pursuant to 4.05 unless needed to do so when a committee member is excused or disqualified from the hearing body and,

(d) alternates shall not sit on the hearing body pursuant to 5.07 unless needed to do so when a committee member is excused or disqualified from the hearing body.

(4) An alternate will fill the vacancy made when a full committee member leaves the committee before the end of her/his term. An alternate will be selected for the vacant member position based upon seniority on the committee.

#### 2.02 FUNCTIONS.

(1) The UWSA Academic Staff Committee shall serve as the System Administration academic staff governance body. It shall participate in the formulation, development and review of policies and procedures concerning academic staff as provided under s. 36.09(4m), Wis. Stats. It shall advise the President on policies and procedures for the academic staff adopted by the UWSA pursuant to chapters UWS 8-13, Wis. Adm. Code, and perform such other tasks specified in these policies and procedures and as may be assigned to it by the President.

(2) The UWSA Academic Staff Committee shall periodically report to the President or the President's designee on the governance activities of the committee, resolved and unresolved issues of concern, and recommendations for changes, improvements and problem resolution.

### UWSA CHAPTER 3. ACADEMIC STAFF APPOINTMENTS

#### 3.01 RECRUITMENT AND APPOINTMENT

(1) Recruitment and appointment policies and procedures for UWSA academic staff are contained in the System Administration Personnel Transaction Guideline and the System Administration Affirmative Action Plan. (a) If there are System Administration academic staff on layoff status, authorization to recruit shall be contingent upon demonstration of compliance with reappointment rights provided to laid-off academic staff personnel in s. UWS 12.09, Wis. Adm. Code.

(2) Recognition of Pre-Merger Service. Prior service in the central administration of the former University of Wisconsin and/or in the State Board office of the former Wisconsin State Universities shall be counted as continuous UWSA service in these policies and procedures.

(3) Letters of Appointment. (a) Letters of initial appointment shall be signed by an authorized official of System Administration and shall include detailed terms and conditions of appointment as follows:

i. Title and type of appointment

ii. Duration of appointment

iii. Salary and Benefits

iv. Definition of operational area

v. General position responsibilities

vi. Length of probation (if appropriate)

vii. Recognition of prior service as part of probationary period (if appropriate)

viii. Statement of need of approval by Board of Regents (if appropriate)

ix. Enclosures of academic staff appointment rules, policies and procedures; and affirmative action rules.

(b) Reappointment or renewal letters shall contain title and type of appointment, duration of appointment and salary. Definition of operational area and general position responsibilities shall be included only if they are changed from the previous appointment period.

(c) Significant changes in conditions of the appointment shall be specified in writing within ten(10) working days of the change.

### 3.02 TYPES AND TERMS OF APPOINTMENTS.

Academic staff appointments may be one of the following three types: fixed term, probationary or indefinite under s. UWS 10.01, Wis. Adm. Code.

(1) A fixed term appointment shall be for a definite period of time specified in the letter of appointment, renewable solely at the option of the appointing authority, and shall carry no assurance of reemployment beyond the stated term, regardless of how many times renewed. The initial fixed term appointment may include a period of up to two months during which the appointee may be dismissed without appeal at the discretion of the authorized official. If such a period of evaluation is used, the letter of appointment must so state. A dismissal during this period is not subject to the provisions of chapter UWS 11, Wis. Adm. Code. Unless otherwise stated, fixed term appointments shall be for a period of one year.

(2) A probationary appointment is one leading to review and a decision on indefinite appointment status. The probationary period in UWSA shall not be greater than seven years for full-time appointments or greater than ten years for part-time appointments. Unless otherwise specified, a probationary appointment shall be for a period of one year.

(3) An indefinite appointment is for an unlimited term, granted by the President to a member of the academic staff in a UWSA-defined operational area. Such an appointment may be granted to a member of the academic staff under the terms and conditions in s. UWS 10.03(2)(b), Wis. Adm. Code.

(a) Decisions on indefinite appointment must be made no later than the end of the sixth year of probationary service for a full-time staff member and no later than the end of the ninth year for a part-time staff member, although an academic staff member may be granted indefinite appointment earlier in his/her probationary appointment. The authorized appointing official shall notify the probationary academic staff member in writing at least three months prior to a review conference at which the granting of an indefinite appointment will be considered. The academic staff member may review all documents and materials being presented and may make a personal presentation, including additional written material.

(b) The review conference shall be held before a review committee, which shall consist of the immediate supervisor, the appointing official and two senior officials designated by the President. The review committee shall file an advisory report, which shall include findings and recommendations, to the President of the System. Such report must be made within thirty(30) working days of the close of the review conference. The decision of the President will be final.

### 3.03 BACK-UP OR CONCURRENT APPOINTMENTS.

A member of the academic staff granted a limited appointment shall not lose existing rights to an academic staff appointment by accepting the limited appointment. A person serving in a limited appointment is not entitled to the rights and privileges of academic staff

as represented by the Academic Staff Committee until such time as the limited appointment is terminated.

3.04 EMERITUS STATUS. The President may grant emeritus status to an academic staff member upon his/her retirement, following recommendation by the appropriate Vice President. Emeritus status, as detailed in SA Personnel Guideline 90-1, is granted on rare occasions as a privilege in recognition of distinguished service to the UW System.

3.05 PERFORMANCE EVALUATIONS. The President or the President's designee shall be responsible for development and implementation of a program to evaluate the performance of each academic staff member.

(1) Annual performance evaluations shall be conducted in accordance with the procedures outlined in the SA performance appraisal guidelines. The appraisal program is designed to provide an objective and well-planned framework within which to reflect on the past by evaluating employee performance and focus on the future by establishing goals to strive for during the next evaluation period; encourage improved performance through recognition, support and motivation; stimulate interest in employee growth and development opportunities; provide documentation for personnel actions and respond to increased demands for accountability.

(2) Annually, in September, the Associate Vice President for Human Resources will issue a report to the Senior Vice President for Administration regarding the UWSA performance evaluation program. The report will detail, by department within vice presidential area, both missing evaluations and evaluations received.

(3) Changes in the performance review program shall be reviewed by the UWSA Academic Staff Committee. Following a review, a recommendation will be made by the committee whether to approve any change.

#### 3.06 RENEWAL AND NONRENEWAL OF FIXED TERM APPOINTMENTS.

(1) Annual renewal/reappointment letters shall be drafted by the Office of Human Resources in consultation with UWSA departments. The letters shall contain information as provided in UWSA 3.01(3)(b).

(2) Fixed term employees reappointed after three years of continuous service in a fixed term appointment of 50% or more time shall receive at least a two-year fixed term appointment.

(a) Academic staff with three or more years of service whose appointments do not provide at least 2-year terms shall be given reasons upon request.

(3) Fixed term employees reappointed after six years of continuous service in a fixed term appointment of 50% or more time shall receive at least a three-year appointment.

(a) Academic staff with six or more years of service whose appointments do not provide at least 3-year terms shall be given reasons upon request.

(4) Appointments under (2) and (3) shall be "rolling horizon" appointments, renewed annually for a period of one year to keep the appointment in increments of two, three, or more years according to the length of the appointment granted under (2) and (3).

(a) The "rolling horizon" of a fixed term appointment may be eliminated for reasons of performance, or budget or program decisions requiring program discontinuance, curtailment, modification, or redirection. The fixed term length will be retained until the completion of that term.

(5) Consideration should be given to granting probationary/indefinite appointments to fixed term academic staff with seven or more years of continuous UWSA service.

(6) A leave of absence, or professional improvement assignment, shall not constitute a break in service nor be deemed a part or taken as any part of continuous service.

(7) Written notice of nonrenewal of a fixed term academic staff appointment of 50% or more time shall be given to the employee by the appointing authority, after consultation with the Office of Human Resources and the Office of General Counsel, in advance of the expiration of the appointment as follows:

(a) At least three months before the end of the appointment in the first two years of UWSA employment;

(b) At least six months before the end of the appointment in years three through six of UWSA employment;

(c) At least nine months before the end of the appointment in years seven through ten of UWSA employment;

(d) At least twelve months before the end of the appointment after ten years of UWSA employment.

(8) The provisions of UWSA 3.08 shall apply to a fixed term academic staff member with three or more years of UWSA employment whose appointment is not renewed. Included in the nonrenewal notice shall be such academic staff member's rights to appeal the nonrenewal decision, as specified in UWSA 3.08. The notice shall inform the academic staff member that a written request for an appeal hearing must be submitted to the SA Academic Staff Committee within twenty(20) working days of notice of nonrenewal (twenty-five(25) working days if notice is by first class mail and publication).

### 3.07 RENEWAL AND NONRENEWAL OF PROBATIONARY

APPOINTMENTS. (1) Probationary appointments may be renewed upon the affirmative recommendation of the authorized appointing official. The affirmative recommendation shall be transmitted to the President for action. Probationary renewal letters shall be drafted by the Office of Human Resources in consultation with the President or the President's designee. The letters shall contain information as prescribed in UWSA 3.01(3)(b).

(2) The nonrenewal process may be initiated by the immediate supervisor of the staff member upon giving written recommendation to the authorized appointing authority. After consultation with the Office of Human Resources and the Office of General Counsel, he/she shall make a decision on nonrenewal. If the authorized appointing authority decides not to renew the staff member, the authorized appointing official shall inform the staff member in writing of such decision in accord with the notice provisions of UWSA 3.06(7). Included in the nonrenewal notice shall be the academic staff member's rights to appeal the nonrenewal decision, as specified in UWSA 3.08. The notice shall inform the academic staff member that a written request for an appeal hearing must be submitted to the SA Academic Staff Committee within twenty(20) working days of notice of nonrenewal (twenty-five(25) working days if notice is by first class mail and publication).

### 3.08 APPEALS OF NONRENEWAL DECISIONS.

(1) Reasons. A fixed term academic staff member with three or more years of UWSA employment or a probationary academic staff member may request and receive reasons for a nonrenewal decision. Such a request must be made within twenty(20) working days of the date of the written nonrenewal notice from the authorized appointing authority. The authorized appointing authority shall provide written reasons within thirty(30) working days of receipt of the request. Such written reasons shall become part of the personnel file of the individual.



(2) Conference. (a) The academic staff member may have an informal conference concerning the nonrenewal upon submitting a written request to the authorized appointing authority within five(5) working days of receipt of the written reasons.

(b) The authorized appointing authority shall convene the informal conference after providing written notice to the academic staff member and his/her immediate supervisor at least three (3) working days prior to the conference. The conference shall be attended by the staff member, the immediate supervisor, and the authorized appointing authority. The academic staff member may be accompanied by not more than two persons of his or her choice to assist in the presentation of pertinent information. The informal conference is not a formal or adversarial hearing.

(c) The authorized appointing authority shall advise the academic staff member and his/her immediate supervisor in writing of the results of the informal conference within five(5) working days of the conclusion of the conference.

(3) Appeal. The Academic Staff Committee shall be the hearing body to hear appeals of nonrenewal decisions.

(a) A nonrenewed member of the academic staff must submit a written request for a hearing to appeal the nonrenewal decision to the Academic Staff Committee within twenty working days(20) of notice of nonrenewal (twenty-five(25) working days if notice is by first-class mail and publication).

(b) The Academic Staff Committee shall convene to hear an appeal within twenty(20) working days of receipt of the appeal or at a later time by mutual consent of the parties or by order of the Academic Staff Committee. The scope of and the procedures for the hearing shall be as provided in s. UWS 10.04, Wis. Adm. Code.

(4) Waiver of Rights. Failure of the academic staff member to meet the time deadlines identified in this chapter without good cause shown shall constitute waiver of the particular right involved.

3.09 OFFICIAL FILES. There are two types of official files for academic staff: (1) personnel files and (2) benefit files.

(1) Official academic staff personnel files shall be maintained by the Office of Human Resources. Such files shall be the official repository of at least the following documents:

- (a) Letters of appointment and reappointment
- (b) Performance evaluations
- (c) Leave of absence requests/authorizations
- (d) Records of commendation
- (e) Disciplinary records (e.g., reprimand, suspension, termination of employment records)
- (f) Letters of resignation.

(2) Individual academic staff benefit files shall be maintained by the SA Office of Staff Benefits and Payroll Policy. They shall contain at least the following documents:

- (a) benefit applications, change forms and correspondence relating to the same
- (b) payroll deduction authorizations

(c) State and Federal tax withholding forms.

#### UWSA CHAPTER 4. DISMISSAL OF ACADEMIC STAFF FOR CAUSE

4.01 DISMISSAL FOR CAUSE. A person who holds an academic staff appointment may be dismissed for just cause under chapter UWS 11, Wis. Adm. Code.

4.02 CONSTITUTIONAL RIGHTS AND PROFESSIONAL RESPONSIBILITIES. The rights of an academic staff member as a U.S. citizen and the staff member's responsibilities in accordance with appropriate professional codes of ethics shall be considered in determining whether or not just cause for dismissal exists.

#### 4.03 RESPONSIBILITY FOR DISMISSALS.

(1) Allegations concerning the conduct of an academic staff member, which would be grounds for dismissal if verified, should be brought to the attention of the President, or the President's designated appointing authority.

(2) Upon receiving allegations of misconduct, the President or the President's designee may direct the appropriate appointing authority to conduct an informal investigation of the allegations. The affected staff member shall be informed of allegations immediately, and every effort should be made to resolve the allegations informally within a period not to exceed fifteen(15) working days. During this period of informal investigation and discussion, the salary of the affected staff member shall not be reduced or discontinued, and duties of the affected staff member shall not be modified unless continuation represents substantial harm to UWSA or the System as determined by the appointing authority.

(3) If informal investigation and discussion do not resolve the matter, and the allegations are supported by substantial evidence, the appointing authority shall prepare a statement of specific charges and notify the affected staff member immediately according to the procedures under s. UWS 11.02(2) (indefinite appointments) or s. UWS 11.11 (fixed term or probationary appointments), Wis. Adm. Code.

#### 4.04 OPPORTUNITY FOR HEARING ON DISMISSAL.

(1) As provided under s. UWS 11.04, Wis. Adm. Code, any academic staff member may request in writing a hearing on dismissal charges within twenty(20) working days, if notice were delivered personally, or within twenty-five(25) working days, if notice were made by mail and publication.

(2) Requests for hearing shall be made to the President who shall provide for a hearing according to UWSA 4.05.

(3) All requests for hearing shall be honored. Hearings shall commence not later than twenty(20) working days after the staff member has made a request for review except that this time limit may be extended by mutual consent of the parties or by order of the hearing body.

(4) Failure of the academic staff member to meet time limitations in paragraph (1) of this section except for good cause shown shall constitute waiver of the right involved.

#### 4.05 HEARING BODY.

(1) The Academic Staff Committee established under UWSA 2.01 or a hearing examiner as provided in UWSA 4.05(5) shall serve as the hearing body for dismissal cases, as required under s. UWS 11.03(1), Wis. Adm. Code.

(2) In the consideration of individual dismissal cases, Academic Staff Committee members must be disqualified if they participated in the investigation of allegations leading to the filing of a statement of charges, or in the filing of charges, or if they are material witnesses in the case.

(3) On the motion of either party in a case, any additional member of the committee may be disqualified by majority vote of the members for cause.

(4) If any committee member(s) is disqualified or excused, one of the alternate committee members will replace the disqualified or excused committee member pursuant to UWSA 2.01(2)(c).

(5) The academic staff member may request and be granted the service of an impartial hearing examiner to serve as the hearing body rather than the Academic Staff Committee. The President shall secure a hearing examiner according to procedures consistent with state law and policy. If the academic staff member chooses, he/she may file an affidavit of prejudice against the appointed hearing examiner prior to commencement of the hearing.

#### 4.06 CONDUCT OF HEARINGS.

(1) The burden of proof of the existence of just cause is on the appointing authority.

(a) For purposes of this chapter, the hearing body shall consider the following five questions when reviewing a determination of just cause. The employer should provide evidence on each of the following five questions regarding just cause. Where evidence is not available, the hearing body will determine if the lack of evidence is substantial enough to recommend dismissal of the charges against the employee. The five issues to consider are as follows

(i) Notice - Was the employee aware or should the employee have been aware of the possible or probable consequences of the employee conduct or performance?

(ii) Reasonable Rule or Expectation - Were the rules or expectations, which the employee violated, reasonably related to the performance that the employer might properly expect of the employee?

(iii) Investigation - Did the employer, before dismissing the employee, make an objective effort to discover whether the employee did in fact engage in the conduct or performance in question?

(iv) Proof - Did the employer obtain adequate evidence or proof that the employee did engage in the conduct or performance in question?

(v) Penalty - Was the dismissal of the employee reasonably related to the seriousness of the employee's proven conduct or performance deficiencies?

(2) The hearing shall be closed unless the staff member under charge requests an open hearing.

(3) The hearing body shall not be bound by common law or statutory rules of evidence and may admit evidence having reasonable probative value, but shall exclude immaterial, irrelevant or unduly repetitious testimony.

(4) The hearing body shall give effect to recognized legal privileges, and grant adequate due process to the staff member under charge, including provisions of s. UWS 11.05, Wis. Adm. Code.

(5) The hearing body shall be provided by the President with legal counsel and other assistance if they make a request for assistance through majority vote.

(6) Discontinuation of the proceeding by the President's order is deemed a withdrawal of charges and a finding that the charges were without merit.

#### 4.07 DECISION BY THE PRESIDENT.

(1) As soon as is practicable after conclusion of the hearing, but not exceeding fifteen(15) working days, the hearing body shall send to the President and to the academic staff member concerned a verbatim record of testimony and a copy of its report, findings and recommendations.

(2) After reviewing the report and testimony, the President shall issue a decision which may be dismissal, a lesser disciplinary action or exoneration of the staff member. This decision shall be final unless the Board of Regents grants a review based on the record, pursuant to s. UWS 11.10, Wis. Adm. Code.

(3) If a dismissed staff member with a fixed term or probationary appointment had his or her salary suspended upon the effective date of dismissal, and that staff member is exonerated, lost salary shall be fully restored pursuant to s. UWS 11.11, Wis. Adm. Code.

(4) Exoneration of an academic staff member from specific charges made under this chapter shall not be construed to guarantee renewal of a probationary appointment when its term has expired, nor appointment to a succeeding fixed term appointment when its term has expired.

#### UWSA CHAPTER 5. LAYOFF OF ACADEMIC STAFF

5.01 GENERAL. As provided under section s. UWS 12.01, Wis. Adm. Code, the President or the President's designee may lay off a member of the academic staff where deemed necessary to implement program or budget decisions.

5.02 CONSIDERATION AND CONSULTATION OF LAYOFF DECISIONS. Prior to proceeding with a decision to lay off academic staff, the President or the President's designee shall consult with the System Administration Vice Presidents and Academic Staff Committee (general consultation only). The Academic Staff Committee shall be provided with the proposed layoff plan and consider information including the following: (1) budget detail on program decision showing the need to lay off a specified number of personnel; (2) criteria applied in determining the operational unit(s) which has (have) been designated for reduction in positions; (3) criteria applied in determining that a member of the academic staff, rather than other personnel, should be subject to layoff and (4) criteria to be applied within the operational area in determining the individual(s) who will be affected by the reduction in academic staff positions. The Academic Staff Committee shall advise the President or the President's designee concerning the proposed layoff plan and feasible alternatives to it.

5.03 GENERAL LAYOFF PROCEDURES. Academic staff members within an operational unit requiring layoff shall be laid off by seniority based upon their original date of employment with System Administration or its predecessors, except to maintain a System Administration affirmative action goal or objective or when there is a demonstrable need for specific professional abilities and knowledge. The exercise of such exceptions shall be declared by the President in the President's initial layoff plan.

5.04 ALTERNATIVES IN LIEU OF LAYOFF. As provided in s. UWS 12.08, Wis. Adm. Code, the President or the President's designee shall consider laid-off staff for other vacancies within System Administration for which they meet the necessary qualifications.

5.05 NOTICE PRIOR TO LAYOFF. A layoff designee shall be informed in writing of his/her employment status, the effective date of layoff, program and budget reasons compelling layoff, review and hearing rights and reappointment rights. Notice periods for layoff shall be as provided in s. UWS 10.05 and 12.03, Wis. Adm. Code.

#### 5.06 REVIEW OF INDIVIDUAL LAYOFF DECISIONS FOR ACADEMIC STAFF.

(1) Within 20 working days of receipt of the layoff notice issued pursuant to UWSA 5.05, the academic staff member may request, in writing, a hearing before the hearing body created under section UWSA 5.07. Such request shall include a statement specifying the

basis upon which the academic staff member alleges the decision is improper. Bases are those enumerated in s. UWS 12.05(4), Wis. Adm. Code.

(2) All requests for review shall be honored. Review hearings shall commence not later than twenty(20) working days after the staff member has made a request for review.

#### 5.07 HEARING BODY.

(1) The Academic Staff Committee shall constitute the hearing body as provided in s. UWS 12.04, Wis. Adm. Code, and serve as hearing body for layoff cases.

(2) In consideration of individual layoff cases, Academic Staff Committee members must be disqualified if they participated in the layoff process leading to the layoff of the academic staff member, or if they are material witnesses in the case.

(3) On the motion of either party in a case, any additional member of the committee may be disqualified or excused for cause by majority vote of the members.

(4) If any committee member(s) is disqualified or excused, one of the alternate committee members will replace the disqualified or excused committee member pursuant to UWSA 2.01(2)(d).

5.08 CONDUCT OF HEARINGS. Hearings shall be governed by s. UWS 12.05, Wis. Adm. Code.

5.09 DECISION BY THE PRESIDENT. (1) As soon as is practicable after conclusion of the hearing, but not exceeding fifteen(15) working days, the hearing body shall send to the President and to the academic staff member concerned a verbatim record of testimony and a copy of its report, findings and recommendations.

(2) After reviewing the report and testimony, the President shall issue a decision. This decision shall be final unless the Board of Regents grants review based on the record, pursuant to s. UWS 12.05(8), Wis. Adm. Code.

### UWSA CHAPTER 6. GRIEVANCES

6.01 DEFINITION. A grievance is a personnel problem involving an academic staff member's written allegation of a violation of the federal or state constitution, a federal or state law, an employment contract, or a Regent or System Administration policy which adversely affects the academic staff member.

6.02 GRIEVANCE PROCEDURES. (1) The academic staff member shall discuss any grievance with the immediate supervisor within twenty(20) working days from the date the academic staff member knew or should have known of the precipitating action or condition that is the subject of the grievance. The supervisor shall give the academic staff member a written decision regarding the grievance within five(5) working days of the discussion.

(2) If the academic staff member is dissatisfied with the supervisor's decision in UWSA 6.02(1), he/she may appeal the grievance in writing within five(5) working days following the date of the decision. The first avenue of appeal is the appointing authority, or, if the appointing authority is directly involved in the grievance, his or her supervisor. The appointing authority or his/her supervisor shall make a determination and shall communicate this decision to the grievant within twenty(20) working days of the date of the appeal.

(3) Grievances, upon which an original decision pursuant to 6.02(1) has been rendered and an appeal decision has been made under 6.02(2), may be appealed within fifteen(15) working days of the appeal decision to the President who shall, if requested, arrange for a hearing. A hearing shall be governed by the provisions of UWSA 4.05(1), (3)-(5); and 4.06(2)-(5). The burden of proof is on the grievant. As soon as is practicable after conclusion of the hearing, the hearing body shall issue its recommendation(s) to the President. The President's decision shall be final.

## UWSA CHAPTER 7. COMPLAINTS

7.01 DEFINITION. Complaints are allegations about an academic staff member, subject to written confirmation, made by persons other than the academic staff member's supervisor(s) concerning conduct which violates UWSA rules or policies or which adversely affects the staff member's performance or obligation to System Administration, but which are not serious enough to warrant dismissal proceedings under chapter UWS 11, Wis. Adm. Code.

7.02 COMPLAINT PROCEDURES. Academic staff personnel shall be notified of any complaint action in which they are involved.

(1) In those cases where the complaint cannot be otherwise resolved, the President may direct the Academic Staff Committee to make investigations including holding hearings on written complaints of interested persons. The Academic Staff Committee, upon directive of the President, shall make an investigation and issue recommendations concerning the enforcement of System rules and policies. The committee shall serve a copy of the complaint and notice of any hearing upon the respondent. Any hearing held under this provision shall be a non-adversary proceeding.

(2) If the results of an investigation disclose that any academic staff member has engaged in conduct which violates System rules or policies, or which adversely affects the staff member's performance or obligation to System Administration, the committee may issue a recommendation to the President for appropriate action within the law.

(3) If the results of the investigation disclose that the complaint was without foundation the committee shall so find and file such findings and recommendations with the President.

(4) Copies of the committee's recommendations shall be served on all parties of the investigation.

## UWSA CHAPTER 8. CODE OF ETHICS

8.01. COVERAGE. UWSA academic staff are subject to the Unclassified Code of Ethics in chapter UWS 8, Wis. Adm. Code.

8.02 OUTSIDE ACTIVITIES. (1) As detailed in s. UWS 8.025(1), Wis. Adm. Code, members of the academic staff are free to engage in outside activities unless such activity conflicts with their public responsibilities to the University of Wisconsin System or System Administration. UWSA academic staff are subject to annual reporting of outside activities, as required by the Board of Regents.

(2) When it appears a material conflict may arise between an academic staff member's personal interests and his/her public responsibilities, the staff member shall request permission to undertake such activities from the appropriate authority. The request shall describe the nature of the activity and its possible conflict. The appropriate administrator shall advise the staff member of his/her decision within fifteen(15) working days of receipt of the request, pursuant to s. UWS 8.04(2), Wis. Adm. Code. If a request is not approved, the staff member may appeal the decision within fifteen(15) working days after notice through the grievance process outlined in UWSA chapter 6.

8.03 USE OF SYSTEM ADMINISTRATION FACILITIES, SERVICES, AND STAFF. System Administration facilities, services and staff are used for purposes of carrying out the functions of the University of Wisconsin System as authorized by Chapter 36, Wisconsin Statutes, and as directed by the Board of Regents in chapter UWS 21, Wis. Adm. Code. Academic staff personnel may not use System Administration designated facilities, services or staff in support of outside activities unless specifically authorized in

writing by the President or the President's designee, based on a judgment that such activities contribute to and service System Administration's purposes and the use is consistent with State and Regent regulations.

Original August, 1976; Revised, June 1985; Revised December 1997.