COMMON COUNCIL AGENDA MATERIALS

November 3, 2021

Councilors are encouraged to discuss agenda items with their departmental or unit colleagues prior to meetings.

Meetings of the Common Council and all Common Council Standing Committees are open to the public. All campus personnel are encouraged to attend and participate in Common Council and standing committee meetings.

Common Council, Executive Committee, and standing committee minutes, agendas, and supporting documentation are available online at: https://committees.uwsp.edu/facsen

The Common Council website is at www.uwsp.edu/commoncouncil
COMMON COUNCIL MEETING, November 3, 2021

The fourth meeting of the 2021-2022 Common Council will be held Wednesday, November 3, 2021, at 3 p.m. via Zoom Only.

<table>
<thead>
<tr>
<th>Video conference:</th>
<th><a href="https://uwsp.zoom.us/j/97124891682?pwd=VEJENjZVTFBEdkExJZWzFzN1Fz09">https://uwsp.zoom.us/j/97124891682?pwd=VEJENjZVTFBEdkExJZWzFzN1Fz09</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Teleconference:</td>
<td>+1 312 626 6799 US (Chicago)</td>
</tr>
<tr>
<td>Meeting ID:</td>
<td>971 2489 1682</td>
</tr>
</tbody>
</table>

Any community members wishing to attend the meeting will need to email common.council.office@uwsp.edu for the meeting password.

AGENDA

Please note, at the request of any member of the Common Council, an item presented to the Common Council for information may be changed to for action.

1. Call to order
2. Indigenous Land Recognition Statement
3. Approval of the Common Council minutes of 10/20/2021.
4. Announcements
   A. Reminder: Student MFA registration
   B. Title and Total Compensation Project – Salary Structure Town Hall Meetings from UW System (11/9 from 3:00 – 4:00 p.m., and 11/18 from 12:00 –1:00 p.m.).
   C. Governance meetings in spring 2022 will be held via Zoom.
5. Guest Reports
   A. Student Government Association Report: Will Scheder
   B. Chancellor’s Report: Thomas Gibson
   C. Vice Chancellors’ Reports:
      1) Academic Affairs Report: Marty Loy
      2) Business Affairs Report: Pratima Gandhi
      3) Student Affairs Report: Al Thompson
   D. Legislative Update Report: Rob Manzke
6. General Council Business
   A. Standing Committee Reports:
Note: Meeting minutes referenced for information are available via the standing committee SharePoint sites. If specifically referenced for discussion or action, they are usually copied to the Common Council Next Meeting site for reference. Please ask the committee chair or the Common Council Office if you need assistance accessing minutes.

1) Academic Staff Council (ASC): Jodi Hermsen
   For information: ASC minutes dated 10/18/2021
   (10/18/2021)
   For Action: Revision to Handbook Chapter 4A, Section 2, Chapter UWSP 12
   Layoff of Academic Staff for Reasons of Budget or Program: 12.01 General
   and 12.03 Individual Layoff Decision. (ASC 6-0-0.)
   For Action: Endorsement of the Chancellor’s proposal to leave the 15%
   Chancellor’s discretionary pool in the main pay plan pool and have the 2%
   pay plan awarded to everyone who meets the performance eligibility. (ASC
   approved unanimously.)

2) EDI Policy Committee (EDIPC): Sarah Manasreh
   For information: EDIPC minutes dated 9/13, 9/27, 10/11/2021

3) Faculty Council (FC): Mark Tolstedt
   For information: FC minutes dated 9/16/2021 and 10/21/2021
   For Action: Constitutional amendment to change membership of FC, FMS,
   FSS, and SRS.
   (10/21/2021)
   For Action: Revision to Handbook Chapter 4B Personnel Rules, Section 3:
   Interpretations, Guidelines, and Implementation Procedures for Personnel
   Rules and Policies: Faculty Appointment, Procedures for Post-Tenure
   Review and Development. (FC 8-0-1.)
   For Action: Revisions to University Awards nomination coversheets and
   rubrics. (FC 8-0-1.)
   For Action:
   1) Approve the chancellor’s one-time request to distribute his 15%
      discretionary amount and the 2% pay plan equally. (FC 0-8-1.)
   2) Recommendation that the chancellor use merit in consideration for the
      faculty pay plan. (FC 8-0-1.)

4) Information Technology Council (ITC): Gary Olsen

5) Marshfield Steering Committee (MSC): Jeff Kleiman
   For information: MSC minutes dated 9/1/2021 and 9/24/2021

6) University Affairs Committee (UAC): Alex Ingersoll
   For information: UAC minutes dated 9/13, 9/27, 10/11, and 10/25/2021; HPS
   minutes dated 4/7/2021
7) University Personnel Development Committee (UPDC): Myles Boothroyd
For information: UPDC minutes dated 10/18/2021 and 10/25/2021
(10/25/2021)
For Discussion:
   a) Professional Development grant for guest speakers on campus
   b) Professional Development grant for faculty attendance at conferences
   c) Possible Employee Engagement Day activities

8) University Staff Council (USC): Carrie Kline
For information: USC minutes dated 9/16, 10/7, and 10/21/2021
(10/21/2021)
For Action: Endorse the Chancellor's proposal to leave the 15% Chancellor's
discretionary pool in the main pay plan pool and to have the 2% pay plan awarded to
everyone who meets the performance eligibility. (USC 12-0-0.)

9) Wausau Steering Committee (WSC): Kris Prahl
For information: WSC minutes dated 9/9, and 9/23/2021

B. Executive Committee (EC) Report: Nerissa Nelson
For information: EC minutes dated 10/13/2021 and 10/27/2021
(10/27/2021)
For Information:
1) EC was asked by the chancellor for a recommendation on how to fill the 10 seats on IPAC
   representing the colleges. The recommendation was to poll current members about
   staying on through this academic year and then hold elections in spring for two- and one-
   year terms beginning in Fall 2022 to set staggered terms in place. Two members
   representing each college would be elected (10). The candidate receiving the most votes
   would be placed in the two-year term. Any vacancies would be filled by appointment from
   Common Council.

   2) Workload/Burnout Proposal

C. Integrated Planning Advisory Council (IPAC) Report: Nerissa Nelson
D. Academic Staff Representative Report: Elizabeth Felt
E. Faculty Representatives Report: Nerissa Nelson
F. University Staff Representatives Report: Lisa Nelson
G. General Council Old Business
H. General Council New Business

For Action: Endorse UWSP Common Council Statement on the Title and Total Compensation
Project

7. Faculty Senate Business
   A. Standing Committee Reports
1) Academic Affairs Committee (AAC): Kristi Roth  
   For information: AAC minutes dated 10/18/2021

2) Curriculum Committee (CuC): Yan Liao
   For information: CuC minutes dated 10/19/2021
   (10/19/2021)
   For Information (corrections)
   ii) Correction to 5/4/2021 minutes: “Approved: revisions to the Family and Consumer Sciences, B.S. major” should be “Approved: revisions to the Family and Consumer Sciences Academic Standards.” (pp. 102-103 of Resolution 2021-2022-001)
   iii) Credit count corrected in the catalog for the Sustainable Food and Nutrition, BA + MS (4+1 Track). Should be 72-86 total credits.
   iv) (Take 3 credits) added after THEA 199 under the "General courses, 9 credits" heading in the Drama, Theatre Arts Minor.

Re-prefixed: Biology 347, 2 crs., Aquatic Vascular Plants was re-prefixed to Water 347

Revised:
   Water 347, 2 crs., Aquatic Plant Taxonomy (title, description, prerequisite)
   Biology 333, 4 crs., General Microbiology (description, prerequisite)

Deleted:
   Aquaponics and Aquaculture 280, 2 crs., Introduction to Aquaponics
   Aquaponics and Aquaculture 284, 1 cr., Techniques in Aquaponics

Approved:
   Revisions to the Aquaculture - Fish Culture Minor
   Revisions to the Aquaponic Certificate
   Revisions to the Department of Biology Academic Standards

Deleted: Natural Science Broad-Field Minor for Elementary Education

Revised:
   Mathematics 228, 3 crs., Fundamental Mathematical Concepts for Elementary Teachers I (prerequisite)
   Mathematics 338, 3 crs., Fundamental Mathematical Concepts for Elementary Teachers II (prerequisite)
   Mathematics 345, 3 crs., Fundamental Mathematical Concepts for Elementary Teachers III (prerequisite)
   Mathematics 340, 3 crs., College Geometry with Teaching Methods (description, prerequisite)
   Mathematics Education 340, 1 cr., Teaching Geometry (prerequisite)

Added: Mathematics Education 379, 4 crs., Teaching Middle School Mathematics

Approved:
   Revisions to the Pre-Nursing pre-professional program
   Revisions to the Nursing (RN to BSN), BSN

3) General Education Committee (GEC): Samantha Kaplan
   For information: GEC minutes dated 10/1/2021 and 10/15/2021
First Action: Constitutional amendment to add non-voting seat to GEC

4) Graduate Council (GC): Kathryn Zalewski
   For information: GC minutes dated 10/7/2021
   (10/7/2021)

Revised:
   HPW 735 Health and Wellness Coaching Foundations
   HWP 765 Advanced Health and Wellness Coaching Techniques
   HPW 775 Health and Wellness Coaching Ethics and Practicum
   EDSU 920 Research Publication
   EDUC 794 Psychological Issues in Gifted Education

New:
   EDSU 790 Special Topics in Education
   BUS 575 Advanced Spreadsheet Applications

Graduate faculty status approved: Sarah Orlofske, Ph.D., for CNR

Associate graduate faculty status approved:
   Abe Wallin, Education, Aza Baylor, Education, and Jesse Mossholder, Education

Master of Music Education transfer credits accepted for three students.

Extension of time to finish master’s degree extended for one student.

B. Faculty Senate Old Business

C. Faculty Senate New Business

8. Adjournment
PROCEDURES FOR PROPOSING NEW OR REVISED UNIVERSITY HANDBOOK POLICY

All University Handbook policies, new or revised, must be prepared and submitted in the format shown below using this template.

- Before the proposal is submitted to the relevant committee, it must be sent to the Publications Editor (lraymond@uwsp.edu), who will review it for correctness and completeness and search for potential impacts in other sections of the Handbook.

*When proposing revision to existing University Handbook text, please go to the University Handbook for the current existing text (https://catalog.uwsp.edu/index.php?catoid=27). The existing text should be used as the foundation for revision with underlining to designate proposed new text and strike out for proposed deletion. To avoid confusion, please make sure to remove hyperlink underlining prior to beginning proposed revisions.

The completed proposal should be forwarded as an electronic MS Word document to the appropriate committee chair. Please note, committee chairs set the agenda for their meetings; those submitting proposals will be notified when the proposal will be considered.

☐ New Policy – complete items 1, 2, 4 and 5. ☒ Revised Policy – complete items 1-5.

1. Proposed or existing location in the University Handbook (i.e., Chapter, Section):
   - Chapter 4A – Personnel Rules
     - Section 2 - University of Wisconsin-Stevens Point, Personnel Rules for Faculty and Academic Staff
     - Chapter UWSP 12 LAYOFF OF ACADEMIC STAFF FOR REASONS OF BUDGET OR PROGRAM
     - UWSP 12.01 General
     - UWSP 12.03 Individual Layoff Decision

2. Please indicate who has authority to approve changes to this portion of the University Handbook:
   - Academic Staff Council
   - Common Council
   - Chancellor
   - Board of Regents

3. Existing University Handbook text:
UWSP 12.01 General.

1. Notwithstanding 36.15, Wis. Stats., and Chapters UWS 10 and 11, and UWSP 10 and 11, the chancellor, after consultation with the Academic Staff Council, may lay off a member of the academic staff holding either an indefinite or a fixed term or probationary appointment prior to the end of the appointment period when such action is deemed necessary due to budget or program decision requiring program discontinuance, curtailment, modification, or redirection. A nonrenewal, regardless of reasons, is not a layoff under this section.

2. The chancellor may lay off members of the academic staff for budgetary reasons when the budget supporting the position or program has been reduced substantially or the workload justifying the position has been reduced substantially.

3. The chancellor may lay off members of the academic staff for reasons of program decision when 1 or more of the following conditions exist:

   a. increased workload in another area demands reallocation of resources;
   b. an external mandate for a new activity or service demands reallocation of resources;
   c. the need for a new support service for the instructional program or student welfare demands a reallocation of resources;
   d. the function(s) of the position(s) in question is being duplicated elsewhere; or
   e. the function(s) of the position(s) in question has been contracted or sold to an outside agency.

4. In the event that the chancellor contemplates the layoff of members of the academic staff, the chancellor shall consult and seek the advice of the Academic Staff Council at least 3 months before the affected people would be notified of layoff (30 days for compelling reasons to the contrary). The chancellor shall provide to the Academic Staff Council all of the evidence and justification to support the contemplated layoffs, including evidence that alternatives (such as, but not limited to, those listed below) have been exhausted. The Academic Staff Council shall:

   a. review the documentation provided by the chancellor;
   b. consult with the faculty and staff of the affected budget area or program;
   c. consult with such other individuals and groups as it feels may be able to provide valuable advice;
   d. consult with the Common Council, or a designated committee of the Common Council;
   e. determine whether alternatives to the proposed layoff(s), such as the following, have been exhausted: increase in fees, retraining, non-renewal of fixed term or probationary academic staff, reassignment, other methods of budget reduction;
   f. provide the chancellor, in writing, with its best advice concerning the contemplated layoffs and the rationale supporting that advice.

UWSP 12.03 Individual Layoff Decision.

1. Within the operational area(s) which the chancellor has designated for layoffs, layoffs of academic staff for reasons of budget or program shall affect fixed term, probationary, and indefinite academic staff in that order, unless a clear and convincing case is made that program or service needs dictate other considerations. Within each of these categories designation for layoff shall follow the order of seniority according to years of service at the university, unless a clear and convincing case is made that program or service needs dictate other considerations.

2. Seniority is determined by the date of the beginning of employment at UWSP and by the years of full-time service here (e.g., someone who worked half-time for two years shall have acquired one full year of seniority). For purposes of seniority, a full year of service shall be credited for 39 or more weeks of employment during any twelve-month period. All leaves and Teacher Improvement Assignments granted prior to January 1, 1976, shall be counted in determining seniority. All leaves for professional purposes granted with the concurrence of the department/unit after January 1, 1976, shall be counted toward seniority except that no more than two consecutive years of leave shall be counted. Academic staff members holding joint or split appointments shall have a “home” department/unit or operational area, usually the department/unit or operational area in which the staff member has the larger percentage of appointment, and seniority shall be lodged in that department/unit or operational area.

3. The Academic Staff Council, in consultation with the chancellor, shall establish criteria for the selection for layoff of people with identical seniority. Such criteria may include academic or other appropriate
professional preparation, professional activity, professional affiliation, and contributions to one’s department/unit, and to the university.

4. Each academic staff member who is being laid off shall receive prompt written notification from the chancellor.

5. 
   a. For an academic staff member with an indefinite appointment, the effective date of layoff shall be 12 months after the date of notification, barring compelling reasons to the contrary (i.e., almost immediate cutoff of funds).
   
   b. For an academic staff member with a probationary appointment, notification of layoff must be given at least 3 months before the end of the appointment in the 2nd year; and 12 months thereafter, barring compelling reasons to the contrary (i.e., almost immediate cutoff of funds).
   
   c. For academic staff members with a .5 FTE or more fixed term appointment and those who have accumulated 7 academic years of service at .5 FTE or more per semester, notification of layoff must be given at least 3 months before the end of the appointment in the first 2 years and 6 months before the end of the appointment during the 3rd to 7th years, 9 months before the end of the appointment in the 8th through 10th years, and 12 months thereafter, barring compelling reasons to the contrary (i.e., almost immediate cutoff of funds).
   
   d. For an academic staff member with a fixed term appointment of less than .5 FTE, notification of layoff must be given at least 3 months before the end of the appointment in the first 2 years and 6 months before the end of the appointment thereafter, barring compelling reasons to the contrary (i.e., almost immediate cutoff of funds).
   
6. For academic staff members with a probationary or indefinite appointment who have received notification of layoff, the chancellor may, prior to the effective date of the layoff, offer terminal leave and early retirement, offer relocation leave accompanied by resignation, or negotiate alternate employment at the university. Acceptance by the academic staff member of either terminal leave and early retirement or relocation leave accompanied by resignation will terminate the academic staff member’s association with the university on the effective date of layoff.

---

4. Proposed new/revised* University Handbook text:
UWSP 12.01 General.

1. Notwithstanding 36.15, Wis. Stats., and Chapters UWS 10 and 11, and UWSP 10 and 11, the chancellor or designee, after consultation with the Academic Staff Council, may lay off a member of the academic staff holding either an indefinite or a fixed term or probationary appointment prior to the end of the appointment period when such action is deemed necessary due to budget or program decision requiring program discontinuance, curtailment, modification, or redirection. Academic Staff Council must be notified of all Academic Staff Layoffs. A nonrenewal, regardless of reasons, is not a layoff under this section.

2. The chancellor may lay off members of the academic staff for budgetary reasons when the budget supporting the position or program has been reduced substantially or the workload justifying the position has been reduced substantially.

3. The chancellor may lay off members of the academic staff for reasons of program decision when 1 or more of the following conditions exists:
   a. increased workload in another area demands reallocation of resources;
   b. an external mandate for a new activity or service demands reallocation of resources;
   c. the need for a new support service for the instructional program or student welfare demands a reallocation of resources;
   d. the function(s) of the position(s) in question is being duplicated elsewhere; or
   e. the function(s) of the position(s) in question has been contracted or sold to an outside agency.

4. Prior to providing layoff notice to any employees, the Department Head, Director, Dean, or equivalent administrator shall develop a plan under which a layoff will occur. The plan will document:
   a. the reason(s) for the layoff
   b. the anticipated date of separation (management should consider the total budgetary cost of separating an employee through layoff when determining an appropriate separation date)
   c. a listing of all vacant positions in the department which are in the same branch, role and competency level with a status of recruitment activity for those positions
   d. Address seniority choices if there are multiple layoffs in a unit
   e. what efforts the department made to avoid the layoff of the selected employee(s)
   f. a brief explanation why action other than layoff is not possible
   g. a management contact

5. This plan will be submitted to Human Resources and upon notification to the employee, shared with the Academic Staff Council.

UWSP 12.03 Individual Layoff Decision.

1. Within the operational area(s) which the chancellor has designated for layoffs, layoffs of academic staff for reasons of budget or program shall affect fixed term, probationary, and indefinite academic staff in that order, unless a clear and convincing case is made that program or service needs dictate other considerations. Within each of these categories designation for layoff shall follow the order of seniority according to years of service.
at the university, unless a clear and convincing case is made that program or service needs dictate other considerations.

2. Seniority is determined by the date of the beginning of employment at UWSP and by the years of full-time service here (e.g., someone who worked half-time for two years shall have acquired one full year of seniority). For purposes of seniority, a full year of service shall be credited for 39 or more weeks of employment during any twelve-month period. All leaves and Teacher Improvement Assignments granted prior to January 1, 1976, shall be counted in determining seniority. All leaves for professional purposes granted with the concurrence of the department/unit after January 1, 1976, shall be counted toward seniority except that no more than two consecutive years of leave shall be counted. Academic staff members holding joint or split appointments shall have a “home” department/unit or operational area, usually the department/unit or operational area in which the staff member has the larger percentage of appointment, and seniority shall be lodged in that department/unit or operational area.

3. The Academic Staff Council, in consultation with the chancellor, shall establish criteria for the selection for layoff of people with identical seniority. Such criteria may include academic or other appropriate professional preparation, professional activity, professional affiliation, and contributions to one’s department/unit, and to the university.

4. Each academic staff member who is being laid off shall receive prompt written notification from the chancellor.

5.
   a. For an academic staff member with an indefinite appointment, the effective date of layoff shall be 12 months after the date of notification, barring compelling reasons to the contrary (i.e., almost immediate cutoff of funds).
   
   b. For an academic staff member with a probationary appointment, notification of layoff must be given at least 3 months before the end of the appointment in the 2nd year; and 12 months thereafter, barring compelling reasons to the contrary (i.e., almost immediate cutoff of funds).
   
   c. For academic staff members with a .5 FTE or more fixed term appointment and those who have accumulated 7 academic years of service at .5 FTE or more per semester, notification of layoff must be given at least 3 months before the end of the appointment in the first 2 years and 6 months before the end of the appointment during the 3rd to 7th years, 9 months before the end of the appointment in the 8th through 10th years, and 12 months thereafter, barring compelling reasons to the contrary (i.e., almost immediate cutoff of funds).
   
   d. For an academic staff member with a fixed term appointment of less than .5 FTE, notification of layoff must be given at least 3 months before the end of the appointment in the first 2 years and 6 months before the end of the appointment thereafter, barring compelling reasons to the contrary (i.e., almost immediate cutoff of funds).

6. For academic staff members with a probationary or indefinite appointment who have received notification of layoff, the chancellor may, prior to the effective date of the layoff, offer terminal leave and early retirement, offer relocation leave accompanied by resignation, or negotiate alternate employment at the university. Acceptance by the academic staff member of either terminal leave and early retirement or relocation leave accompanied by resignation will terminate the academic staff member’s association with the university on the effective date of layoff.

6. Once the layoff group has been determined, any employee from within the affected layoff group may elect to retire or voluntarily be laid off to avoid involuntary layoffs. The employer reserves the right to rescind a layoff notice and/or postpone the layoff date. However, once the employee has been officially notified of the intended layoff date, the employer may not make the layoff date any earlier.

5. **Effective date of policy, if different than upon the chancellor’s signature:**

   Upon Chancellor’s signature
Article 11. Faculty Council

11.1. Structure & Operations

A. The Faculty Council shall be a standing committee of the Common Council.

B. **Scope & Authority:** The committee shall have the authority to make recommendations on matters and policies pertaining to the affairs of unclassified personnel with a faculty appointment, including:
   1. Recruitment, appointment, retention, promotion, tenure, and salary.
   2. The governance of departments, schools, colleges, the university, and the University of Wisconsin System.
   3. Work with and make recommendations to any other academic staff, university staff, or administrative committee or agency that is concerned with faculty welfare.

C. **Chair:** The chair of the committee shall be nominated and elected at large by faculty. Instructional faculty are eligible to serve as chair.

D. **Members:** There shall be 11-12 members:
   1. The chair.
   2. 6 members nominated and elected at large from the faculty, for staggered two-year terms:
      a. 2 members from the College of Letters and Science: 1 representing the School of Behavioral and Social Sciences and the School of Humanities and Global Studies and 1 representing the School of Biology, Chemistry, and Biochemistry and the School of Mathematics, Computing, Physics and Astronomy.
      b. 1 member from the College of Professional Studies.
      c. 1 member from the College of Fine Arts and Communication.
      d. 1 member from the College of Natural Resources.
      e. 1 member from the University Library College.
   3. 1 teaching academic staff member, appointed by the chair of Faculty Council in consultation with the Executive Committee of the Common Council.
   4. Among the previous members (excluding chair), there shall be no more than one member from any one department or equivalent unit.
   5. If branch campuses are not represented in the elected membership, branch campus steering committee chairs may appoint a faculty branch campus member holding at least 50% appointment at a branch campus to serve as the branch campus representative. Appointment of a branch campus representative is at the discretion of the branch campus steering committee chairs.
   6. The chair of the Faculty Salary Subcommittee, as an ex officio voting member.
   7. 1 member appointed by the provost, as a non-voting member
   8. A representative of the Office of Human Resources serves as a non-voting ex officio member.
   9. 1 student appointed by the Student Government Association.
11.2. Faculty Mediation Subcommittee

A. The Faculty Mediation Subcommittee shall be a standing subcommittee of the Faculty Council.

B. Scope & Authority: The subcommittee shall have the authority appoint hearing committees to conduct hearings in any of the following:
   1. Nonrenewal of probationary faculty appointments (UWSP 3.08).
   2. Denial of tenure (UWSP 3.08m).
   3. Dismissal of faculty (UWSP 4.03 and subsequent subsections).
   4. Layoff of faculty for financial emergency (UWSP 5.11 and subsequent subsections).
   5. Complaints of/against faculty (UWSP 6.01).
   7. Failure to reappointment fixed term classroom teaching academic staff (UWSP 10.03).
   8. Dismissal of classroom teaching academic staff (UWSP 11.03).
   9. Complaints of/against classroom teaching academic staff (UWSP 13.01).
   10. Grievances of/against classroom teaching academic staff (UWSP 13.02).

C. Procedures for hearings are in the University Handbook.
   1. The procedures for Faculty Mediation Subcommittee hearings under Chapters UWSP 3, 4, 5, 6, 10, 11, and 13 may be modified by action of the appropriate faculty committee(s); such actions are subject to the review of the Senate.
   2. Procedures to be followed by the chairperson of the subcommittee upon receipt of a request for a hearing are also in the University Handbook. These procedures may only be modified by action of the appropriate faculty committee(s); such actions are subject to the review of the Senate.

D. Chair: The chair shall be nominated from and elected by the subcommittee. Faculty are eligible to serve as chair. The chair of the Faculty Council shall convene the first meeting no later than the second week of classes in the fall semester for this purpose.

E. Members: Including the chair, there shall be be 154-165 faculty members, nominated and elected at large from the faculty, for staggered two-year terms:
   1. 6 members from the College of Letters and Science.
   2. 3 members from the College of Professional Studies.
   3. 2 members from the College of Fine Arts and Communication.
   4. 2 members from the College of Natural Resources.
   5. 1 member from the University Library College.
   6. 1 member from UW-Marshfield or UW-Wausau.
   7. If branch campuses are not represented in the elected membership, branch campus steering committee chairs may appoint a faculty branch campus member holding at least 50% appointment at a branch campus to serve as the branch campus representative.
   8. No member shall be a department chair or equivalent, dean, vice chancellor, associate vice chancellor, or chancellor.
   9. In addition to those 15, the immediate past chair shall serve for one year as an ex officio voting member of the committee. If unable to serve, or if the past chair remains an elected member of the committee, then the committee will consist of the 15 members only.
11.3. Faculty Salary Subcommittee

A. The Faculty Salary Subcommittee shall be a standing subcommittee of the Faculty Council.

B. **Scope & Authority:** The subcommittee shall have the authority review all plans and policies for the distribution of salary to the faculty including for those who hold administrative appointments, and make recommendations on such.

C. **Chair:** The chair of the subcommittee shall be appointed by the chair of the Faculty Council, in consultation with Faculty Council and the Executive Committee of the Common Council. Faculty are eligible to serve as chair. The chair is an ex officio member of the Faculty Council.

D. **Members:** There shall be 5 members:
   1. The chair.
   2. 4 members representing each academic college shall be appointed by the chair in consultation with the chair of the Faculty Council.
   3. There shall be no more than one member from any one department or equivalent unit.

11.4. Sabbatical Review Subcommittee

A. The Sabbatical Review Subcommittee shall be a standing subcommittee of the Faculty Council.

B. **Scope & Authority:** The subcommittee monitors the workings of the college-based sabbatical review committees. It has the authority to create and modify sabbatical policy and procedures that affect all university colleges.

C. **Chair:** Each year, the chair of the Faculty Council shall convene the first meeting subcommittee no later than two weeks after the beginning of classes in the fall semesters. The subcommittee chair shall be nominated and elected from the subcommittee. Faculty are eligible to serve as chair.

D. **Members:** There shall be 9 members:
   1. 8 tenured faculty, elected by the faculty at large for two-year staggered terms:
      a. 3 members from the College of Letters and Science, with at least 1 from the School of Behavioral and Social Sciences or the School of Humanities and Global Studies, and at least 1 the School of Biology, Chemistry, and Biochemistry or the School of Mathematics, Computing, Physics and Astronomy and 1 from a School not represented by the two members above.
      b. 2 members from the College of Professional Studies.
      c. 1 member from the College of Fine Arts and Communication.
      d. 1 member from the College of Natural Resources.
      e. 1 member from the University College.
   2. Among the previous members, no member shall be a department chair or equivalent, dean, vice chancellor, associate vice chancellor, or chancellor. No two members shall be from the same department/school/unit.
3. A representative of the UWSP Office of Research and Sponsored Programs serves as a non-voting ex officio member.

11.5. University Awards Subcommittee

A. The University Awards Subcommittee shall be a standing subcommittee of the Faculty Council.

B. **Scope & Authority:** The subcommittee shall have the authority, according to the rules prescribed by the University Handbook and such additional rules as may be established by the subcommittee, to select recipients of university faculty and academic staff awards and the UWSP nominees for the Regents Teaching Excellence Awards (one faculty or teaching academic staff and one academic department/program).

C. **Chair:** Each year, the chair of the Faculty Council shall convene the first meeting of the subcommittee no later than October 1. The subcommittee chair shall be nominated and elected from the subcommittee. Instructional faculty and instructional academic staff are eligible to serve as chair.

D. **Members:** There shall be 8 members:
   1. 5 instructional faculty or instructional academic staff members, nominated and elected at large from the faculty and academic staff, for staggered two-year terms, from each of the following:
      a. College of Fine Arts and Communication
      b. College of Letters and Science
      c. College of Natural Resources
      d. College of Professional Studies
      e. University College
   2. 1 academic staff member, appointed by the Academic Staff Council.
   3. 2 students from any 2 colleges, appointed by the Student Government Association.
   4. Elected members are not eligible for a consecutive two-year term.
PROCEDURES FOR PROPOSING NEW OR REVISED UNIVERSITY HANDBOOK POLICY

All University Handbook policies, new or revised, must be prepared and submitted in the format shown below using this template.

- Before the proposal is submitted to the relevant committee, it must be sent to the Publications Editor (lraymond@uwsp.edu), who will review it for correctness and completeness and search for potential impacts in other sections of the Handbook.

*When proposing revision to existing University Handbook text, please go to the University Handbook for the current existing text (https://catalog.uwsp.edu/index.php?catoid=27). The existing text should be used as the foundation for revision with underlining to designate proposed new text and strike-out for proposed deletion. To avoid confusion, please make sure to remove hyperlink underlining prior to beginning proposed revisions.

The completed proposal should be forwarded as an electronic MS Word document to the appropriate committee chair. Please note, committee chairs set the agenda for their meetings; those submitting proposals will be notified when the proposal will be considered.

☐ New Policy – complete items 1, 2, 4 and 5. ☒ Revised Policy – complete items 1-5.

<table>
<thead>
<tr>
<th></th>
<th>Proposed or existing location in the University Handbook (i.e., Chapter, Section):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>CHAPTER 4B PERSONNEL RULES SECTION 3: INTERPRETATIONS, GUIDELINES, AND IMPLEMENTATION PROCEDURES FOR PERSONNEL RULES AND POLICIES: FACULTY APPOINTMENT</td>
</tr>
<tr>
<td>2.</td>
<td>Please indicate who has authority to approve changes to this portion of the University Handbook:</td>
</tr>
<tr>
<td></td>
<td>Common Council; Chancellor</td>
</tr>
<tr>
<td>3.</td>
<td>Existing University Handbook text:</td>
</tr>
</tbody>
</table>
PROCEDURES FOR POST-TENURE REVIEW AND DEVELOPMENT.

Introduction

Tenure is an essential part of the guarantee of academic freedom that is necessary for university-based intellectual life to flourish. The grant of indeterminate tenure to faculty members represents an enormous investment of university and societal resources, and those who receive this investment do so only after rigorous review which established that their scholarship, research, teaching, and service met the highest standards and are congruent with the needs of the university.

It is the policy of the Board of Regents that a periodic, post-tenure review of tenured faculty members is essential to promoting faculty development, including recognizing innovation and creativity; enhancing the educational environment for students; and identifying and redressing deficiencies in overall performance of duties through a supportive and developmental remediation process.

Nothing in this policy shall be interpreted to alter or to infringe upon existing tenure rights, as set forth in UW System Board of Regents or UW System policies, nor shall this policy diminish the important guarantees of academic freedom. Specifically, this policy does not supersede administrative rules providing for termination for cause set forth in Chapter UWS 4 of the Wisconsin Administrative Code.

Purpose

The purpose of post-tenure review is the periodic assessment of each tenured faculty member’s academic activities and performance, in accordance with the mission of the department, college, and institution. (Please refer to the UWSP Teaching, Scholarship and Service document published by the Provost for more detail.) The review is to be appropriately linked to the promotion and/or merit processes (see “Promotion Review as Substitute” under “Evaluation Procedures,” and “Use of Post-Tenure Review File for Merit” under “Departmental Procedures” below). Review of tenured faculty builds on and complements other aspects of the tenure process in order to develop faculty capacity and strengthen and promote the public benefits of tenure. Post-tenure review is not a reevaluation of tenure and is not undertaken for the purposes of discipline or dismissal.

Faculty shall be subject to dismissal only for just cause (see Handbook “Chapter 4A, Section 2, “Procedures for Dismissal”). Departments, schools, and colleges shall not use post-tenure reviews as the basis for budgetary decisions or for program modification or redirection. Although this review is not subject to the grievance process set forth in Chapter UWS 6.02, faculty do retain rights regarding discipline under Chapter UWS 4.

Definition

In the following policy, “department chair” refers to any equivalent unit coordinator.

Annual Merit Review

Tenured and tenure-track faculty are evaluated annually in a separate process described in the Departmental Merit Procedures (see Handbook Chapter 4B, Section 3, “Departmental Merit Procedures”).

Evaluation Procedures

In addition to the Annual Merit Review above, each tenured faculty member will be evaluated at least once every 5 years for the purpose of general review, development, recognition and merit. This will include evaluating how past individual-based and department-based performance objectives have been met and will set such objectives for the next evaluation period.

Notice to Faculty

A written notice of post-tenure review must be given to the faculty member three months in advance of the review.

Promotion Review as Substitute.

A faculty member seeking promotion in rank may use review and evaluation for promotion in place of post-tenure review. The substitution is permissible only when promotion is sought in the same year as or sooner than the faculty member’s scheduled post-tenure review. If promotion is sought in the same year as the faculty member’s scheduled post-tenure review and promotion is denied, the post-tenure review of the faculty member will continue under this policy. A promotion decision must be made early enough in the academic year to permit completion of the post-tenure review process during that academic year if promotion is denied. When review and evaluation for promotion is used in place of post-tenure review, the next post-tenure review will be scheduled five years after the promotion review.
4. Proposed new/revised* University Handbook text:
PROCEDURES FOR POST-TENURE REVIEW AND DEVELOPMENT.

Introduction

Tenure is an essential part of the guarantee of academic freedom that is necessary for university-based intellectual life to flourish. The grant of indeterminate tenure to faculty members represents an enormous investment of university and societal resources, and those who receive this investment do so only after rigorous review which established that their scholarship, research, teaching, and service met the highest standards and are congruent with the needs of the university.

It is the policy of the Board of Regents that a periodic, post-tenure review of tenured faculty members is essential to promoting faculty development, including recognizing innovation and creativity; enhancing the educational environment for students; and identifying and redressing deficiencies in overall performance of duties through a supportive and developmental remediation process.

Nothing in this policy shall be interpreted to alter or to infringe upon existing tenure rights, as set forth in UW System Board of Regents or UW System policies, nor shall this policy diminish the important guarantees of academic freedom. Specifically, this policy does not supersede administrative rules providing for termination for cause set forth in Chapter UWS 4 of the Wisconsin Administrative Code.

Purpose

The purpose of post-tenure review is the periodic assessment of each tenured faculty member’s academic activities and performance, in accordance with the mission of the department, college, and institution. (Please refer to the UWS Teaching, Scholarship and Service document published by the Provost for more detail.) The review is to be appropriately linked to the promotion and/or merit processes (see “Promotion Review as Substitute” under “Evaluation Procedures,” and “Use of Post-Tenure Review File for Merit” under “Departmental Procedures” below). Review of tenured faculty builds on and complements other aspects of the tenure process in order to develop faculty capacity and strengthen and promote the public benefits of tenure. Post-tenure review is not a reevaluation of tenure and is not undertaken for the purposes of discipline or dismissal. Faculty shall be subject to dismissal only for just cause (see Handbook “Chapter 4A, Section 2, “Procedures for Dismissal”). Departments, schools, and colleges shall not use post-tenure reviews as the basis for budgetary decisions or for program modification or redirection. Although this review is not subject to the grievance process set forth in Chapter UWS 6.02, faculty do retain rights regarding discipline under Chapter UWS 4.

Definition

In the following policy, “department chair” refers to any equivalent unit coordinator.

Annual Merit Review

Tenured and tenure-track faculty are evaluated annually in a separate process described in the Departmental Merit Procedures (see Handbook Chapter 4B, Section 3, “Departmental Merit Procedures”).

Evaluation Procedures

In addition to the Annual Merit Review above, each tenured faculty member will be evaluated at least once every 5 years for the purpose of general review, development, recognition and merit. This will include evaluating how past individual-based and department-based performance objectives have been met and will set such objectives for the next evaluation period.

Notice to Faculty

A written notice of post-tenure review must be given to the faculty member three months in advance of the review.

Promotion Review as Substitute.

A faculty member seeking promotion in rank may will use review and evaluation for promotion in place of post-tenure review. The substitution is permissible only when promotion is sought in the same year as or sooner than the faculty member’s scheduled post-tenure review. If promotion is sought in the same year as the faculty member’s scheduled post-tenure review and promotion is denied, the post-tenure review of the faculty member will continue under this policy. A promotion decision must be made early enough in the academic year to permit completion of the post-tenure review process during that academic year if promotion is denied. When review and evaluation for promotion is used in place of post-tenure review, the next post-tenure review will be scheduled five years after the promotion review.
|   | Effective date of policy, if different than upon the chancellor’s signature: |
UWSP Common Council Statement on the Title and Total Compensation Project

The UW System’s Title and Total Compensation (TTC) project rollout has been cumbersome and has caused concern, anger, and unhappiness for many university staff and academic staff members across the System, and at UWSP.

UWSP states it wishes to “Develop, support, and sustain a campus which values integrity, respect, inclusivity, and growth of UW-Stevens Point’s employees.” In its new strategic plan, it states UWSP is an “institution that prioritizes shared governance and is known for its collaborative spirit.”

It is inconsistent with these statements for the institution to impose new titles on employees if and when those titles do not reflect the actual work, responsibilities, competencies, expertise, and careers of these critical members of our community. Although academic staff and university staff across the System have repeatedly raised substantive concerns with the Title and Total Compensation project, it continues to be pushed forward.

The TTC diminishes our valued colleagues to “Standard Job Descriptions.” It systematically decredentializes employees so that their qualifications are disregarded.

The UW System’s Title and Total Compensation (TTC) project was intended to modernize the System’s title and compensation for staff, and to help attract, retain, and motivate the best people. If we want to strive to retain and motivate the best people at UWSP, we must hear their concerns and find a way to address these issues.

We ask our campus administration to hold a campus forum (in addition to the UW System forums), specifically addressing what the process is on our campus, during the week of Nov. 8th, via Zoom live (at noon), and allow people to submit questions ahead of time.

The TTC is eroding trust and degrading morale, and vague promises of a better and more rational future are insufficient recompense. We must do better.

Authored by Elizabeth Felt, Academic Staff Representative, 11/1/2021
PROCEDURES FOR PROPOSING CHANGES TO THE COMMON COUNCIL CONSTITUTION

Changes affecting only one committee normally go through the committee in question. Changes affecting more than one committee, or that affect Common Council as a whole, should be referred to the Common Council Chair, who will confer with the Executive Committee to determine the appropriate route.

☐ **New Section** – complete items 1 and 3.  ☒ **Revised Section** – complete items 1-3.

| Proposed or existing location in the Constitution (i.e., Article): | Article 12. General Education Committee  
12.1. Structure & Operations  
D. Members |
|---|---|

The link to the current Constitution is available on the Common Council website. Please contact the Common Council Office for a Word version. When proposing amendments, use *existing* text and *underline* to designate proposed new text and *strike out* for proposed deletions.

2. **Existing Constitution text:**

D. **Members:** There shall be at least 17 members:

1. 12 members nominated and elected at large from the faculty and academic staff, for staggered two-year terms. This shall include 1 instructional faculty or instructional academic staff member to represent each category within the Foundational Skills and Dispositions, Human Cultures and the Sciences, and Social and Environmental Responsibility categories of the General Education Program.

2. Among the members above, there shall be one representative from each college otherwise a member shall be appointed by the appropriate dean.

3. If branch campuses are not represented in the elected membership, branch campus steering committee chairs may appoint an academic staff or faculty branch campus member holding at least 50% appointment at a branch campus to serve as the branch campus representative. Appointment of a branch campus representative is at the discretion of the branch campus steering committee chairs.

4. All members representing a curricular category in the General Education Program must meet the Higher Learning Commission qualifications for an instructor in the category they represent and have taught at least one General Education course in that category.

5. In order to ensure voting representation for all curricular categories, when a chair is elected from a curricular category, a new member shall be appointed to replace the chair’s voting seat.

6. 2 students appointed by the SGA.

7. The University Assessment Coordinator (or, if the position is not filled, a member appointed by the Office of Academic Affairs) (non-voting).

8. 1 member appointed by the Vice Chancellor for Student Affairs (non-voting).

9. The Associate Dean, General Education and Honors (or, if the position is not filled, a member appointed by the Office of Academic Affairs) (non-voting).
<table>
<thead>
<tr>
<th>Proposed new/revised* Constitution text:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D. Members:</strong> There shall be at least 18 members:</td>
</tr>
<tr>
<td>1. 12 members nominated and elected at large from the faculty and academic staff, for staggered two-year terms. This shall include 1 instructional faculty or instructional academic staff member to represent each category within the Foundational Skills and Dispositions, Human Cultures and the Sciences, and Social and Environmental Responsibility categories of the General Education Program.</td>
</tr>
<tr>
<td>2. Among the members above, there shall be one representative from each college otherwise a member shall be appointed by the appropriate dean.</td>
</tr>
<tr>
<td>3. If branch campuses are not represented in the elected membership, branch campus steering committee chairs may appoint an academic staff or faculty branch campus member holding at least 50% appointment at a branch campus to serve as the branch campus representative. Appointment of a branch campus representative is at the discretion of the branch campus steering committee chairs.</td>
</tr>
<tr>
<td>4. All members representing a curricular category in the General Education Program must meet the Higher Learning Commission qualifications for an instructor in the category they represent and have taught at least one General Education course in that category.</td>
</tr>
<tr>
<td>5. In order to ensure voting representation for all curricular categories, when a chair is elected from a curricular category, a new member shall be appointed to replace the chair’s voting seat.</td>
</tr>
<tr>
<td>6. 2 students appointed by the SGA.</td>
</tr>
<tr>
<td>7. The University Assessment Coordinator (or, if the position is not filled, a member appointed by the Office of Academic Affairs) (non-voting).</td>
</tr>
<tr>
<td>8. 1 member appointed by the Vice Chancellor for Student Affairs (non-voting).</td>
</tr>
<tr>
<td>9. The Associate Dean, General Education and Honors (or, if the position is not filled, a member appointed by the Office of Academic Affairs) (non-voting).</td>
</tr>
<tr>
<td>10. <strong>1 representative appointed by the Academic and Career Advising Center (non-voting).</strong></td>
</tr>
</tbody>
</table>