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## CHAPTER 1

### THE UNIVERSITY OF WISCONSIN SYSTEM AND THE UNIVERSITY OF WISCONSIN-STEVENSON POINT

**NOTE.** Individual position descriptions, descriptions of the System and institutions within the System, and descriptions of organizational units within the University of Wisconsin-Stevens Point in this chapter are exclusively for informational purposes and do not have legal standing or implications. Persons interested in official position descriptions may contact the Office of the Vice Chancellor.

## SECTION 1

### THE UNIVERSITY OF WISCONSIN SYSTEM:

#### A BRIEF INTRODUCTION

#### **STATUTORY AUTHORITY**

The University of Wisconsin System was created in 1971 as a result of the merger of the University of Wisconsin and the Wisconsin State Universities. The University of Wisconsin System is authorized and defined by Chapter 36 of the Wisconsin statutes.

#### **RESPONSIBILITY AND ORGANIZATION**

##### DUTIES.

The primary functions of the UW System are teaching, research, and public service.

##### ORGANIZATION.

The University of Wisconsin System consists of 13 four-year institutions, 13 two-year centers, and UW-Extension.

##### Doctoral Cluster.

Two institutions, UW-Madison and UW-Milwaukee, known within the System as the doctoral cluster, are authorized to grant bachelor's, master's, and doctoral degrees.

##### University Cluster.

There are eleven institutions in the university cluster: UW-Eau Claire, Green Bay, La Crosse, Oshkosh, Parkside, Platteville, River Falls, Stevens Point, Stout, Superior, and Whitewater. These universities are authorized to grant associate's, bachelor's, and some master's degrees.

##### Centers.

The centers offer associate's degrees at UW Center-Baraboo-Sauk County, Barron County, Fond du Lac, Fox Valley, Manitowoc County, Marathon County, Marinette

County, Marshfield-Wood County, Richland Center, Rock County, Sheboygan County, Washington County, and Waukesha County.

### Extension.

UW-Extension is a statewide organization offering credit courses for degree, continuing education courses, and service programs.

## MISSION.

The statutory mission of the University of Wisconsin System is to

- develop human resources;
- discover and disseminate knowledge;
- extend knowledge and its applications beyond the boundaries of its campuses; and
- serve and stimulate society by developing in students
  - ◆ heightened intellectual, cultural, sensitivities;
  - ◆ scientific, professional, and technological expertise; and
  - ◆ a sense of purpose.

Inherent in this broad mission are methods of instruction, research, extended education, and public service designed to educate people and improve the human condition. Basic to every purpose of the system is the search for truth.

## **ADMINISTRATION**

### GOVERNING BODY.

#### Authority.

Chapter 36 of the statutes vests in the Board of Regents of the University of Wisconsin System the primary authority for the governance of the System and, except as limited under Chapter 36, gives to the Board all powers necessary or convenient to perform its duties in order to accomplish the objectives of the System. The Board concerns itself primarily with the development of broad policy for operating the System.

Implementation of policy generally resides with the individual institutions under policies and procedures developed locally.

#### Membership.

The Board of Regents consists of seventeen members: fifteen individuals, one of whom must be a student of the UW System, appointed by the governor and approved by the state senate, and two *ex officio* members, the State Superintendent of Public Instruction and the President of the Board of Vocational, Technical and Adult Education. The appointed members serve staggered seven-year terms except for the student regent, who serves a two-year term.

## SYSTEM ADMINISTRATION.

#### President.

The president of the University of Wisconsin System is the officer who has executive responsibility for the operation and management of the System.

### Duties.

The president, who reports directly to the Board, has the responsibility to carry out the duties prescribed in Chapter 36, provisions of other applicable statutes, and appropriate provisions of the *Wisconsin Administrative Code, Rules of the Board of Regents of the University of Wisconsin System*.

In fulfilling these obligations, the president directs, manages, and coordinates System Administration and the institutions of the System pursuant to Board policies. The president is also charged with the responsibility to

- assure System-wide fiscal control;
- maintain a full range of management-planning information;
- develop a single System budget; and
- coordinate academic program review, evaluation, and development on all campuses.

### Administrative Personnel.

#### *Chancellors.*

Each of the universities of the System, the Centers, and Extension is headed by a chancellor who reports to the president of the System or to the Board through the president. All local policy matters which require Board approval for adoption, amendment, or rescission are submitted by the chancellor through the president to the Board. The president may include a recommendation for Board action.

#### *System Administrative Officers.*

System administrative personnel reporting directly to the president are the

- Senior Vice President for Academic Affairs;
- Senior Vice President for Administration;
- Vice President for Business and Finance;
- Vice President for Physical Planning and Development;
- Vice President for University Relations;
- Assistant to the President for Equal Opportunity Programs;
- Special Assistant to the President for Minority Affairs; and
- General Counsel.

## SECTION 2

### UNIVERSITY OF WISCONSIN-STEVENSON POINT:

#### GENERAL INFORMATION

##### **HISTORICAL OVERVIEW**

Since its establishment in 1894 as Stevens Point Normal School, the university has served the state and its citizens in the preparation of teachers for the public schools. Two- and three-year curricula were offered until 1927, when the school was renamed Stevens Point Teachers College and became a degree-granting institution.

In 1951, after liberal arts degrees were authorized by the state, Stevens Point Teachers College became Wisconsin State College, Stevens Point, and a letters and science division was established. Graduate work was inaugurated in the summer of 1960 as a cooperative program with the other nine state college institutions and the University of Wisconsin (graduate studies became a full-time, independent, academic-year program in the fall of 1966). Partially as a result of the establishment of graduate programs--many of the first graduate students were in-service teachers--separate schools were created for education and applied arts in 1961. Later, in 1963, a separate school was established for fine arts.

On July 1, 1964, the name of the institution became Wisconsin State University-Stevens Point. The schools were officially designated colleges on July 1, 1967. The College of Professional Studies and the College of Natural Resources were established in 1970. On July 9, 1974, under the law merging the University of Wisconsin and the Wisconsin State Universities, the institution became the University of Wisconsin-Stevens Point. The university offers a variety of curricula in general education, liberal and applied arts, fine arts, pre-professional study, teacher education, adult education, and natural resources.

In 1994-1995, UWSP celebrated its centennial, for which Justus Paul, Professor of History and Dean of the College of Letters and Science, wrote a detailed history of the University. Copies of *The World Is Ours* are available through the University Foundation.

##### **MISSION STATEMENTS**

In addition to sharing in the mission of the University of Wisconsin System, UWSP shares in the core mission of the university cluster and has its own select mission. All mission statements have been approved by the Board.

##### UNIVERSITY CLUSTER MISSION.

Each university in the cluster shall:

- offer associate and baccalaureate degree level and selected graduate programs within the context of its approved mission statement;
- offer an environment that emphasizes teaching excellence and meets the educational and personal needs of students through effective teaching, academic

advising, counseling, and through university-sponsored cultural, recreational, and extracurricular programs;

- offer a core of liberal studies that supports university degrees in the arts, letters, and sciences, as well as specialized professional/technical degrees at the associate and baccalaureate levels;
- offer a program of pre-professional curricular offerings consistent with the university's mission;
- expect scholarly activity, including research, scholarship, and creative endeavor, that supports its programs at the associate and baccalaureate degree levels, its selected graduate programs, and its approved mission statement;
- promote the integration of the extension function, assist the University of Wisconsin-Extension in meeting its responsibility for statewide coordination, and encourage faculty and staff participation in outreach activity;
- participate in inter-institutional relationships in order to maximize educational opportunity for the people of the state effectively and efficiently through the sharing of resources;
- serve the needs of women, minority, disadvantaged, disabled, and nontraditional students and seek racial and ethnic diversification of the student body and the professional faculty and staff; and
- support activities designed to promote the economic development of the state.

## SELECT MISSION.

The select mission of UWSP is to

- provide a broad foundation of liberal studies and degree programs in the fine arts, humanities, natural sciences, and social sciences, imparting the heritage of human civilization, critical intelligence, and the skills necessary for a lifetime of learning and upon which education in the professional fields may be built;
- provide undergraduate professional programs in communicative disorders, teacher education, natural resources, home economics, the visual and performing arts, paper science, and natural resources with emphasis on the management of resources;
- provide graduate programs in teacher education, communicative disorders, natural resources, home economics, communication and other select areas clearly associated with this university's undergraduate emphases and strengths;
- provide programs in wellness and health promotion;
- provide quality undergraduate and graduate instruction through innovative methods utilizing print and non-print library resources, computing, communications technology, and direct student assistance;
- expect scholarly activity, including research, scholarship and creative endeavor, that supports UWSP's programs at the associate and baccalaureate degree levels, its selected graduate programs, and its select mission; and
- cooperate with UW-Extension in the development and coordination of statewide outreach programming, integration of the extension function into the institution, and appropriate and adequate recognition of those involved in research activities.

## **ACCREDITATION AND MEMBERSHIPS**

### ACCREDITATION.



The University of Wisconsin-Stevens Point is accredited by the North Central Association of Colleges and Secondary Schools.

In addition, various departments and programs are accredited by these national professional organizations:

- American Chemical Society;
- American Dietetics Association;
- American Speech, Language and Hearing Association;
- National Academy of Early Childhood Programs;
- National Association of Schools of Art and Design;
- National Association of Schools of Dance;
- National Association of Schools of Music;
- National Association of Schools of Theatre; and
- Society of American Foresters.

### MEMBERSHIPS.

The University of Wisconsin-Stevens Point is a member of the

- American Council on Education;
- American Association of State Colleges and Universities;
- Inter University Communications Council;
- North Central Association; and
- Stevens Point Chamber of Commerce.

### **MAJORS, MINORS, AND GRADUATE PROGRAMS**

The University of Wisconsin-Stevens Point is authorized to confer Associate, Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Science, Master of Arts, Master of Science in Education, Master of Music Education, Master of Science, and Master of Science in Teaching Degrees.

This listing provides major, minor, and graduate degree options. Please refer to the latest University *Undergraduate Catalog* for more specific information on majors and minors, as well as information on concentrations, options, areas of emphasis, and teacher certification and to the *Graduate Catalog* for information on kinds of graduate degrees available, or contact the Registrar.

<u>Program</u>	<u>Major</u>	<u>Minor</u>	<u>Graduate</u>
Accounting	*	*	
Adventure Education		*	
Aquaculture/Fish Culture		*	
American Studies	*		
Anthropology		*	
Art	*	*	
Art History		*	
Arts Management	*		
Athletic Training	*		
Audiology (Joint Clinical Doctorate w/UW Madison)			*

Biochemistry	*		
Biology	*	*	*
Business Administration	*	*	
Captive Wildlife		*	
Chemistry	*	*	
Chemistry (ACS certified)	*		
Child and Family Studies		*	
Clinical Laboratory Science	*		
Coaching		*	
Communication	*	*	*
Communicative Disorders	*		*
Comparative Literature		*	
Computer Information Systems	*	*	
Computer Science		*	
Conservation Biology		*	
Dance (see Theatre Arts)			
Dietetics	*		
Drama (see Theatre Arts)			
Early Childhood Education	*		
Earth Science		*	
Economics	*	*	
Education, Elementary	*		*
Education, Exceptional	*	*	
Education, General			*
Education, Secondary Certification			
English	*	*	*
English as a Second Language		*	
English for Elementary Education		*	
Environmental Communication		*	
Environmental Education for Elementary and Middle School		*	
Environmental Education/Interpretation		*	
Environmental Law Enforcement		*	
Environmental Studies		*	
Environmental Studies		*	
Environmental Geography		*	
Family and Consumer Science	*		
Fisheries and Water Resources	*	*	
Forest Recreation		*	
Forestry	*	*	
French	*	*	
Geographic Information Systems and Spatial Analysis		*	
Geography	*	*	
Geology		*	
Geoscience	*		
German	*	*	
Gerontology		*	
Health Education		*	

Health Information Management and Technology	*		
Health Promotion	*		
History	*	*	*
Human and Community Resources			*
Individually Planned Major	*		
Interior Architecture	*		
International Resource Management		*	
International Studies	*	*	
Land Use Planning		*	
Mathematics	*	*	
Mathematics, Applied		*	
Mathematics for Elementary Education		*	
Military Science and Leadership (Army ROTC)		*	
Museum Techniques		*	
Music	*	*	
Music Education			*
Musical Theatre (see Theatre Arts)			
Native American Studies		*	
Natural Resources			*
Natural Science	*		
Natural Science, Broad-field		*	
Nutrition		*	
Nutritional Sciences			*
Paper Science and Engineering	*		
Peace Studies		*	
Philosophy	*	*	
Physical Education	*		
Physics	*	*	
Political Science	*	*	
Psychology	*	*	
Public Administration & Policy Analysis	*	*	
Reading Certification in English			*
Religious Studies		*	
Resource Management	*	*	
Safety and Health Protection		*	
Small City Analysis		*	
Social Science	*	*	
Social Science, Broad Field	*	*	
Social Science in Health		*	
Social Work	*		
Sociology	*	*	
Soil & Waste Resources	*	*	
Spanish	*	*	
Strength and Conditioning		*	
Theatre Arts			
Dance	*	*	
Drama	*	*	
Musical Theatre	*		
Web & Digital Media Development	*	*	

Wildlife Ecology	*	*
Women's Studies		*
Writing		*
Youth Programming and Camp Management		*

## SECTION 3

### UNIVERSITY OF WISCONSIN-STEVENSON POINT:

#### ORGANIZATION

From an organizational perspective, the university is divided largely by role and function into four primary areas:

- Chancellor's Office;
- Academic Affairs;
- Business Affairs;
- Student Affairs; and
- University Advancement

#### **OFFICE OF THE CHANCELLOR**

##### CHANCELLOR.

The chancellor, chief executive officer of the university, has ultimate responsibility for the programs and operations of the university. The chancellor reports to the president of the System.

##### Responsibilities.

The chancellor provides leadership and oversight for the efficient, economical, and educationally effective operation of the institution in order to carry out the mission of the university: provide the highest quality academic programs possible within the available resources.

##### ADMINISTRATIVE PERSONNEL.

The administrative staff who report directly to the chancellor:

- Provost and Vice Chancellor for Academic Affairs;
- Vice Chancellor for Business Affairs;
- Vice Chancellor for Student Affairs;
- Vice Chancellor for University Advancement;
- Executive Director of University Relations and Communication
- Chief of Staff;
- Director of Equity and Affirmative Action,
- Special Assistant to the Chancellor for Economic Development
- Executive Staff Assistant

**NOTE.** Line officers typically have decision-making authority and responsibility for subsidiary units; staff officers normally provide support services and serve in an advisory capacity to a line officer.

##### CHANCELLOR'S CABINET.

The chancellor's cabinet, which normally meets monthly during the academic year and as needed during the summer, advises and makes recommendations to the chancellor. The cabinet consists of the

- Chancellor
- Provost and Vice Chancellor for Academic Affairs
- Vice Chancellor for Business Affairs
- Vice Chancellor for Student Affairs
- Vice Chancellor for University Advancement
- Executive Director of University Relations and Communication
- Policy and Planning Analyst
- College Deans
- Chairperson of the Faculty Senate
- Chairperson of the Academic Staff Council
- Chairperson of the Classified Staff Advisory Committee
- President of the Student Government Association
- President of the Residence Hall Association
- Director of Facility Services
- Director of Equity and Affirmative Action
- Director of Information Technology
- Director of Athletics
- Director of the University Library
- Special Assistant to the Chancellor for Economic Development
- Sustainability Coordinator, and
- Chief of Staff

## **ACADEMIC AFFAIRS**

### **OFFICE OF THE PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**

#### **PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS.**

The provost and vice chancellor is the chief academic officer of the university. Under the direction of the vice chancellor, Academic Affairs provides leadership and direction to the faculty and academic staff in the development, administration, and assessment of instruction, and in the evaluation of faculty and academic staff. The provost/vice chancellor for academic affairs reports to the chancellor.

#### **Responsibilities.**

The provost/vice chancellor for academic affairs provides leadership and oversight for

- academic mission assessment;
- undergraduate instruction and curriculum development;
- graduate program development, instruction, and support;
- degree requirement studies;
- instructional cost analysis;
- salaries;
- appointment, evaluation, retention, and promotion of faculty; and

- appointment, evaluation, retention, and promotion of academic staff.

## ADMINISTRATIVE ORGANIZATION.

### Line Administrators.

Reporting directly to the vice chancellor are seven line officers:

- Assistant Vice Chancellor, Information Technology;
- Dean, College of Fine Arts and Communications;
- Dean, College of Letters and Science;
- Dean, College of Natural Resources;
- Dean, College of Professional Studies;
- Executive Director, UWSP Extension; and
- Director, Teaching-Learning Resources.

### Staff.

In addition to the seven line officers, there are four staff who report to the vice chancellor:

- Associate Vice Chancellor for Personnel and Budget;
- Associate Vice Chancellor for Academic Programs and Grant Support Services and Director, International Programs
- Director, Institutional Research
- Executive Assistant to the Provost

### Associate Vice Chancellor, Personnel and Budget.

#### *Responsibilities.*

This associate vice chancellor

- is the chief assistant to the vice chancellor in matters relating to personnel and budget;
- serves as the vice chancellor's designee in matters relating to personnel and budget; and
- has signature authority on personnel and budget matters in the absence of the vice chancellor.

#### *Primary Resource.*

Contact the associate vice chancellor for personnel and budget for answers to questions about

- faculty appointment, retention, promotion, or tenure;
- academic staff appointment, reappointment, promotion, indefinite appointment, and titling of instructional personnel;
- merit;
- salary;
- personnel records;
- interpretations of System and campus personnel rules and policies;
- interpretations and information about the Wisconsin Open Meetings Law and Public Records Law;

- grievances or appeals of nonrenewal, failure to reappoint, denial of tenure, or denial of indefinite appointment;
- orientation programs and activities;
- other personnel issues;
- individual personnel files; and
- the *University Handbook*.

Associate Vice Chancellor, Academic Programs, Grant Support Services, and Director, International Programs.

*Responsibilities.*

This associate vice chancellor

- is the chief assistant to the vice chancellor in matters relating to faculty/staff development, extramural/intramural grant programs, laboratory/classroom modernization, and general computer access programs;
- serves as the vice chancellor's designee in matters relating to faculty/staff development, grant support, laboratory/classroom modernization, and general computer access programs;
- has signature authority on faculty/staff development, grant support, and laboratory/classroom modernization; and
- supervises the Director of Grant Support Services.

*Primary Resource.*

Contact the associate vice chancellor for academic programs and grant support services for answers to questions about

- academic program review;
- revisions to curriculum;
- general academic program information;
- faculty/staff development programs and opportunities;
- federal, state, and local grant opportunities for research and development;
- assistance in writing grants;
- faculty/student exchange programs; and
- laboratory and classroom modernization.

**NOTE.** Information on overseas programs sponsored by UWSP is provided below under International Programs.

Director, Institutional Research.

*Responsibilities.*

The director supports institutional planning and decision-making through the preparation, analysis, and interpretation of information necessary for the evaluation of the

- performance of the institution;
- performance of units within the institution; and
- external factors which impinge upon the institution.

*Primary Resource.*



The director serves as the primary resource for anyone who has a need for the kind of performance evaluation data gathered or who is interested in a special project related to institutional or unit analysis or evaluation.

Executive Assistant to the Provost  
*Responsibilities.*

The special assistant provides .25 FTE support in the following areas:

- New program development
- Curricular matters
- Completion of projects and reports as assigned
- Other duties as assigned

*Primary Resource.*

The special assistant serves as the primary academic affairs office resource for new program development and curricular matters.

GRADUATE STUDIES.  
*Policy Development.*

The Graduate Council has primary responsibility for graduate policy development, approval of graduate faculty, approval of graduate courses, and graduate student awards.

*Role of College Deans.*

Each dean administers graduate programs and provides oversight of graduate students in the dean's college. While a dean may delegate any or all of these responsibilities to department chairpersons or departmental graduate coordinators, within each college the dean is responsible for

- graduate assistantship positions and contracts;
- graduate fee waiver allocations and processing;
- monitoring instructional graduate assistants;
- graduate grade appeals;
- granting exceptions to graduate policies;
- approving graduate transfer credits;
- approving graduate students' programs of study;
- approving changes in graduate students' programs of study;
- approving theses;
- approving comprehensive examinations;
- hooding graduates; and
- determining individual student retention in a graduate program.

In addition, each dean may give

- initial approval for time extensions, and
- temporary authorization to teach graduate courses.

In both cases, final approval is determined by the Graduate Council.

### Departmental Responsibilities.

Departments which offer graduate programs have a coordinator for graduate studies who, after consultation with the department, the appropriate dean, and the vice chancellor, coordinates and directs the department's graduate studies. Each departmental coordinator

- provides leadership in the department for the encouragement and support of graduate studies;
- directs and coordinates existing departmental graduate programs;
- directs and manages administrative functions pertaining to departmental graduate studies in cooperation with the departmental chairperson;
- provides leadership in the department for the development of new graduate courses or programs;
- conducts regular departmental reviews of its graduate programs;
- provides leadership in the department for the encouragement and support of research and other scholarly and creative activities by departmental graduate faculty and students;
- coordinates departmental graduate activities with the Graduate Council and other appropriate personnel; and
- promotes the availability of departmental graduate program offerings beyond the immediate campus area.

## INTERNATIONAL PROGRAMS.

### Objectives.

Study-abroad programs are to enable students and faculty to gain a direct and empathetic knowledge and understanding of other countries and cultures. The Office of International Programs is charged with the responsibility to coordinate and facilitate study-abroad programs which

- complement and enhance academic programs of the university;
- meet the university's goal of internationalizing the curriculum; and
- broaden students' appreciation of other cultures.

In pursuing this mission, International Programs works closely with academic departments and other appropriate units.

### Programs.

International Programs offers a wide array of opportunities for study abroad both on a regular and an *ad hoc* basis. Faculty who are interested either in leading a regular semester program or establishing a special program are encouraged to contact the director.

### Fall Semester.

Programs are offered in Great Britain, Germany (Munich), Poland, and the South Pacific.

### Winterim.

While countries and programs vary, Costa Rica, Mexico/Belize, and Africa, are among the areas for regular Winterim programs.

### Spring Semester.

Regular programs are offered in Great Britain, Australia, New Zealand, and Hungary. In addition, language-based programs are offered in France, Germany (Magdeburg), and Spain.

### Summer Sessions.

#### *Regular.*

A College of Natural Resources program in Germany and Poland is offered each summer, as are a London theatre tour, a retail studies tour, an art and architecture program to selected European countries and a Spanish language immersion program in Oaxaca, Mexico.

#### *Special Interest Programs.*

Other summer session programs vary according to the area of expertise and interest of faculty leaders. Information on these programs and programs sponsored by other UW System institutions is available from International Programs personnel.

## **INFORMATION TECHNOLOGY**

### OBJECTIVES.

The goals of this unit are

- to provide services and resources in support of requirements of academic programs; and
- to provide assistance to students, faculty, and staff.

### ADMINISTRATIVE ORGANIZATION.

The chief administrative officer of this area is the Assistant Vice Chancellor for Information Technology, who reports to the Vice Chancellor. Individuals who report to the Assistant Vice Chancellor are the staff of Information Technology and the directors of the

- Telephone Support Office; and
- University Telecommunications.

#### Information Technology.

Information Technology personnel provide computing support services and technology for students, faculty, and staff, including

- student computer laboratories in major instructional buildings;
- compilation, maintenance, and descriptions of a broad selection of applications software packages (the Comprehensive Software Environment);
- electronic mail;
- computer acquisition, installation, and maintenance;
- software training workshops for faculty and staff;

- staffing of the Help Desk as a rapid assistance resource for faculty and staff;
- electronic test scoring for faculty;
- installation of instructional software on the campus network;
- assistance with instructional technology and design;
- maintain and develop the campus cable plant--data, voice, and video wiring, and fiber optic cable--in accordance with recognized industry and governmental standards and university policies;
- maintain and develop the campus network operating environment in order to
  - ◆ support a range of technologies;
  - ◆ support a range of devices and means by which computers communicate with other computers (protocols), and
  - ◆ support a range of user interfaces (the environments in which users work, such as Microsoft Windows operating systems and the applications which are added by Information Technology);
  - ◆ maintain universal access to applications; and
  - ◆ remain within available resources;
- maintain and enhance network-wide utilities and applications such as electronic mail, fax, information access, conferencing, --and scheduling;
- provide access to national and international networks; and

### Telephone Support Office.

Telephone Support Office personnel provide and maintain telephone services on campus-owned telephone system. Services include:

- AUDIX multimedia voice mail system including Message Manager, Internet Messaging, and Fax Attendant);  
calling Cards  
cell phones  
pagers
- fax service;
- local, extended community and long distance call service;  
personal call authorization codes
- directory services, including a campus operator, printed directory and on-line directory;
- courtesy telephones, emergency (Code Blue) telephones and Ameritech owned, coin operated, and charge-a-call telephones;
- telephone equipment, including: telephone sets (analog, digital, and IP), cords (handset and wall), soft talks (shoulder rest), cord twisters, and speaker telephones.

### University Telecommunications - Distance Learning Resources.

University Telecommunication - Distance Learning Resources personnel provide Television, Video Production, Digital Multimedia, Technology training and Interactive Distance Learning services and support for students, faculty, staff and external clientele, including:

- On campus analog and digital television studio and field services and video production support for faculty and staff
- On-line linear and digital non linear post production support
- Video animation, CD and DVD authoring and web design, development and production
- Video format transfer, duplication and dubbing
- Audio production and multi-channel transfer and editing, equalization, DAT, Stereo and Dolby
- TV set design and construction
- Television, multimedia, and web scripting and storyboarding

## **TEACHING-LEARNING RESOURCES/UNIVERSITY LIBRARY**

### OBJECTIVES.

The goals of this unit are

- to provide services and resources in support of requirements of academic programs; and
- to provide assistance to students, faculty, and staff.

### ADMINISTRATIVE ORGANIZATION.

The chief administrative officer of this area is the director, who reports to the vice chancellor and also serves as the director of the University Library. The director of the Tutoring-Learning Center reports to the director.

#### University Library.

##### Objectives.

The University Library

- provides users with information and access to information in support of scholarly activity and research, student learning, teaching excellence, and curricular development;
- makes accessible information in all available formats; and
- provides staff for
  - ◆ consultation and advisory services to groups and individuals;
  - ◆ classroom instruction; and
  - ◆ classes in the nature and use of information materials.

##### Collections.

The library's collections include

- over 400,000 books and periodicals;
- over 600,000 government publications in one of Wisconsin's major federal depositories;
- 910,000 microforms;
- 2,900 serials subscriptions;
- 42,000 multimedia pieces;
- a U.S. Census collection;
- a Native American collection; and

- an assassination collection, with emphasis on John Kennedy.

**NOTE.** Regardless of funding source, materials purchased by the library are for the library's collection and the use of the entire university community.

### Primary Resource.

Every department is assigned a library faculty liaison to assist faculty, staff, and students in using the library and its resources. Each academic department appoints a departmental library liaison to work with the library. Faculty and staff, especially departmental representatives, are encouraged to seek the assistance of their library liaison.

### Catalog Access.

The library catalog and electronic services are available via the campus network and the Internet to all computing labs and all offices with computers. On-line searching, electronic and print reserve and interlibrary loan services are also available to faculty. Customized lists of databases and electronic journals are available on the campus Web portal.

Access to the catalogs of other Wisconsin and international libraries is available via the university library's World Wide Web interface.

### Acquisitions.

#### *Allocations.*

A portion of the library materials budget is allocated to programs and departments based a formula combining a base allocation and the elements of number of faculty, SCHs, majors, minors, graduate students, and cost of U.S. imprints in the field as cited in the *Bowker Annual of Library and Book Trade Information*. The allocation may be used to purchase both print and non-print materials.

The University Library maintains a General Fund for purchasing interdisciplinary materials, recreational reading, developing collections in new areas, balancing the collection with materials in subject areas not covered by classroom instruction and research programs and supporting unexpected inflationary increases in periodical subscriptions, emergencies, etc.

Budget allocations will be made as early as possible during the fiscal year. Departments are expected to spend one half of the departmental allocation by December 1 and one hundred percent by the end of February 15. Unspent funds by academic departments will be reverted to the library general fund to purchase materials that the library faculty deem useful for the library.

#### *Policies.*

Departments establish their own policies regarding expenditures and acquisitions. Each department must select a departmental library representative, who is responsible for approving all requests for purchasing library materials from the departmental allocation and for submitting the requests to acquisitions personnel.

### *Requests.*

Requests for purchases from the departmental allocation may be made online or by using official library request cards and approved by the library representative according to the department's policy. Individual department members may discuss additional library needs with their department's library liaison or other appropriate library personnel. To access the online order cards, select Collection Development/Online Library Order Form from the Library's Web. Official library request cards are available from the Acquisitions Department or from the departmental library representative.

### *Reserve Books.*

Books to be placed on reserve are purchased on the basis of one copy per fifteen students. The department must pay for the 1st, 3rd, 5th, and any additional copies from the departmental allocation; reserve will only purchase the 2nd and 4th copies. Reserve book requests must be approved and initialed by the department library representative.

### *Periodicals.*

Periodicals are charged to the library's general fund.

### *Reports.*

Departments are informed monthly regarding the status of their department allocation and are notified when their funds are exhausted. Unused allocations are used to strengthen the general collection. If department requests exceed the department allocation, requests are held for the following budget year unless the department asks for the return of the request cards.

Departmental fund reports are available on the Web, arranged by title and whether or not the material is received or on order. To access the reports, select Collection Development/Departmental Fund Report from the Library's Web.

## Study, Research, and Lending Facilities.

### *Book Stacks.*

The stacks are open to all users. Materials are checked out at the main circulation desk on the first floor or at the circulation desks on the second, third, and sixth floors. Faculty and staff must present a current university ID card to check out materials. Classroom teaching personnel may check out stack books until the end of the current term and may renew books after that date. (Phone renewals are not accepted.) However, books must be returned immediately

- after the first three weeks if anyone asks for them; or
- if needed for the reserve collection.

Classroom teaching personnel are not normally charged overdue fines, but are financially responsible for lost, missing, or mutilated materials.

### *Reference Room.*

Books located in the reference reading room normally must be used in the building unless permission is given by the reference librarian for check-out.

Those reference books which may circulate may be checked out after 8:00 P.M. until 9:00 the next morning.

### *New Books.*

A sampling of new books being added to the collection is on shelves near the west end of the main circulation desk. Items shown there are listed in the on-line catalog as being "at new book shelf," and may circulate for three weeks. New materials received in the last 1-4 weeks may also be viewed in the library's catalog. To select the New Items list from the University Library Catalog, choose "New Items" from the menus at the top of each catalog screen.

#### *Study Cubicles and Rooms.*

Locked study cubicles on the fifth floor are available to classroom teaching personnel and graduate students. Applications are taken in the Library Administrative Office on the 5th floor assignments are made semester-by-semester. Group study rooms on the fourth floor are for patrons who need to confer. Patrons may sign up at the main circulation desk for regular use of a room. Unassigned groups may use the study rooms during hours when they have not been reserved. The Group Computer Work Rooms on the fourth floor are for the use of groups of (2 or more) University faculty, staff, and students who need to work on class projects without disturbing others. There is a limit of six hours per week per group. Printing is not available from these stations; users have to save their work to a zip disk or email it to themselves and print it out from a lab or office.

#### *Periodicals Collection.*

Periodicals are on the second floor. This collection contains over 1700 journals, newspapers, and current news magazines. In addition to periodicals which support the curriculum, the collection contains professional and trade journals. National and regional daily newspapers are available each day for patron use.

Faculty may check out periodicals, including current issues, for three days (with one renewal).

#### *Government Documents.*

The government publications department is on the 6th Floor. An officially designated federal depository library, the department receives over 800 publications weekly. The collection includes the official documents of the U.S. Government from 1789 to the present.

The library is also a state regional depository library for Wisconsin documents, and is therefore required by law to collect all state-issued documents and publications and to provide public access to them. Most Wisconsin documents from 1976 to the present are included in the library's on-line catalog.

### Instructional Materials Center (IMC).

#### *Non-print Collection.*

Materials in this unit, located on the third floor, include

- 16mm films;
- videos;
- computer software;
- video disks;
- compact discs;
- records;
- filmstrips;



- tapes; and
- slides.

The IMC collection also includes art prints, museum displays, statuary, and a selection of K-12 curriculum-related materials and textbooks.

#### *Services.*

The IMC provides

- viewing/listening carrels for AV programs, films, and music;
- a media production lab;
- software programs preview and evaluations;
- assistance in developing teaching materials;
- a reserve area; and
- preview /projection rooms.

Faculty and students may reserve materials for classroom use. Most materials may also be borrowed by faculty and students for personal use. Films and videos not available for circulation may be viewed in the IMC.

#### *Media Lab.*

The Media Lab is located in the Instructional Materials Center. Here faculty and staff may produce materials in various media formats for class or personal use. Each process has step-by-step instructions and library staff members are available for assistance. The lab supervisor will help plan projects and assist in deciding on the most effective media format. While there is no charge for using the lab, users must pay for production supplies.

Production processes available are

- lamination;
- dry mounting;
- lettering;
- computer graphics;
- transparencies;
- art projector for enlarging or reducing designs;
- slide production;
- audio recording;
- cassette duplication; and
- slide-tape production.

The media lab also has light tables, typewriter, paper cutters, scissors, drawing aids, x-acto knives, magazines to cut up, adhesives, tracing paper, art stencils, dictionary, paper punches, computer graphics software, a color printer, and a variety of other similar materials.

#### Reserve Room.

The reserve collection, on the south side of the main lobby on the first floor, contains books, pamphlets, photocopied periodical articles, sample tests, and audio cassettes. Classroom teaching personnel typically place items on reserve so all students in a class may have equal access to special materials.

**NOTE.** All photocopying for reserve is subject to the copyright law. A description of current copyright regulations is in chapter x, section y, of this *Handbook*.

#### *Placing Items on Reserve.*

Items from the current collection may be placed on reserve at the request of an instructor. New reserve book purchase requests must be approved and initialed by the department's library representative before they are placed on order. Approved order cards are sent to the Reserve Desk.

Titles are placed on reserve for course use at the ratio of one copy for every fifteen students enrolled. Except in special circumstances, no more than five copies of a title will be purchased for reserve.

#### *Textbooks.*

Copies of textbooks are available from textbook rental and may be placed on reserve. Request are made through the reserve room personnel.

#### *Renewal.*

Items currently on reserve for a course are automatically renewed for the upcoming semester if the timetable indicates the course is to be taught.

#### *Circulation.*

Classroom teaching personnel specify the circulation privileges which satisfy the intensity of anticipated class use--

- two-hour/overnight;
- one-day;
- three-day; and
- seven-day.

#### *Electronic Reserve.*

Electronic reserve allows students to access their class E-Reserve readings from remote locations. Items which are available on Library full-text databases (Web or CD) are not candidates for E-reserves; i.e. JSTOR, EBSCOhost or WilsonWeb, Academic Universe, ProQuest material should not be duplicated. No more than 10% of a work may be used for electronic reserves. Guidelines for submitting electronic reserves requests are available under Reserves/Electronic Reserve Guidelines on the Library's Web.

#### Film Rentals.

Each department is given a budget for film rental for films other than those owned and circulated by the university. (Purchase of films come from departmental library allocations.) The film rental service is part of the IMC.

Rental request forms and procedures are available in department offices. Rental catalogs and other references are available in the IMC.

#### Off-campus Library Services.

##### *Use of Other UW Institutions' Libraries.*

A reciprocal borrowing policy has been implemented for faculty, students, and staff in all System libraries. Borrowers must present a currently valid UW identification card to establish borrowing privileges. The borrower must adhere

to the circulation policies established by the lending library, including Interlibrary Loan, and is responsible for returning materials to the lending institution. Faculty, students, and staff may also borrow items (*not* journal articles) online from all UW System libraries using Universal Borrowing. From the University Library's online catalog, select "Other Catalogs," and select the library catalog(s) you wish to search from the UW Universal Borrowing Libraries box. Materials will arrive at the library within 48 hours. UW System library materials may be returned to any UW System Library.

#### *Interlibrary Loan.*

This service enables UWSP borrowers to obtain printed materials not available in the UWSP library or in other local libraries. Books and photocopies of articles can be requested from other libraries. However, since interlibrary loan activity is regulated by national, regional, and local agreements made by participating libraries, there are some limitations on the service.

These materials are generally not available through interlibrary loan:

- books published within the past year;
- reference materials, rare items, and genealogical materials;
- newspapers, unless available in microform;
- entire volumes or issues of periodicals (but photocopies of specific articles may be requested).

#### Duplicating.

Regular (paper-to-paper) copying machines are located on the 1st, 2nd, 3rd, and 6th floors. A high-resolution color copier is available in the Media Lab on the 3<sup>rd</sup> floor. Faculty duplicating materials for classroom use may charge the costs to department accounts.

Microfilm-to-paper copiers are located in the periodicals department on the 2nd floor and 5<sup>th</sup> floor (in University Archives). Microfiche-to-paper copiers are located in the reference room and in the government documents area. A microfiche-to-microfiche copier is available on the 6th floor.

A periodicals photocopy service is available for UWSP Faculty. This service includes only periodicals owned by the Library. Copies will be delivered through campus mail. Please check with your department about a charge back account number. The Library will charge departments \$.05 per page. A monthly statement will be sent to each department with requesters' names, article titles, journal titles, page numbers, and the amount charged. Instructions for requesting articles are on the Library's Web site, under Periodicals.

#### University Archives.

##### Responsibilities.

The archivist

- collects, organizes, catalogs, preserves, and maintains historic records for all UWSP departments and units; and
- is responsible for the records management of all university materials to ensure that retention or destruction of records is in compliance with state statutes.

##### Collections.

Patrons--faculty, staff, students, and community researchers--have access to a wide variety of materials pertaining to UWSP history, local history, Wisconsin genealogy, and the regional history of central Wisconsin. Archives houses three separate but complementary collections:

- University of Wisconsin-Stevens Point records;
- Portage County Historical Society Collection; and
- Area Research Center Collection.

Archival materials generally do not circulate but must be used in the archives reading area.

*Primary Resource.*

In addition to responding to requests pertaining to the collections, the archivist is usually able to answer questions and provide materials pertaining to the development and history of institutional policies and procedures.

## **COLLEGE OF FINE ARTS AND COMMUNICATION**

### **OBJECTIVES.**

The guiding principle of the college is *the best in performance, creativity, and expression*. The college is committed to

- excellence in training professionals in communication, the performing arts, and the visual arts;
- a broad understanding of the arts, humanities, and communication as a basis for reasoned, intelligent, and sensitive individuals interacting with other individuals and with society; and
- a broad understanding of the arts and communication as they relate to the unique aspects of diverse and dynamic cultures in a changing world.

### **ADMINISTRATIVE ORGANIZATION.**

The chief administrative officer of the college is the dean, who reports to the vice chancellor for academic affairs.

#### **Departments.**

Reporting directly to the dean of the college are the chairpersons of the four academic departments of the college and three staff members:

Chairpersons:

- Art and Design;
- Communication;
- Music; and
- Theatre and Dance.

Staff:

- Director of the American Suzuki Talent Education Center;
- Development Coordinator; and
- COFAC Information Technology Specialist.

In addition to the academic curricula offered by the departments, an arts management program is administered by the dean.

### Cocurricular Activities.

Supplementing the course work of the departments of the college are numerous performance activities. Many of these activities are open by audition to all students of the university; some are open to non-students. Among the activities available are

- drama and musical theatre productions;
- dance concerts;
- band, orchestra, and choral concerts;
- faculty and student recitals;
- student educational television;
- student radio;
- student newspaper; and
- art exhibits.

### Outreach Programs.

The dean also has responsibility for the

- Summer Arts Camps;
- Carlsten Art Gallery;
- Performing Arts Series;
- English for Foreign Students Program; and

In addition, the dean and departments work closely with UWSP Extension on outreach programs through the Conservatory for Creative Expression as well as other programs in the arts and communication as needed.

## **COLLEGE OF LETTERS AND SCIENCE**

### OBJECTIVES.

A community of teachers, scholars, and students who strive for high standards of academic excellence, the college offers majors in each of its thirteen departments and courses fulfilling general degree requirements for all UWSP programs. The goal of the college is to provide each student the opportunity to

- obtain the knowledge required to pursue graduate studies and/or professional or technical careers;
- secure those elements of knowledge in the humanities, social sciences, and natural sciences to enable the student to assume a responsible and productive role in society; and
- enroll in courses which
  - ♦ help the student understand, appreciate, and effectively use the process of learning and problem solving, and
  - ♦ increase both the depth and breadth of human understanding as it is developed within the social sciences, natural sciences, and humanities.

### ADMINISTRATIVE ORGANIZATION.

The chief administrative officer of the college is the dean, who reports to the vice chancellor.

### Staff.

In addition to thirteen department chairpersons, there are two staff officers who report to the dean: one full-time associate dean and one ½-time associate dean.

#### Full-Time Associate Dean.

In addition to providing the dean with recommendations on matters pertaining to the college, this associate dean has primary responsibility for research, evaluation, consultation, and problem solving on

- budgets and capital needs;
- major and minor facilities projects and classroom/laboratory modernization projects;
- load studies, staffing, and other academic concerns;
- screening grant and sabbatical proposals;
- summer session budgets and student credit hour production; and
- oversight for the Museum of Natural History and its programs.

#### Half-Time Associate Dean.

In addition to dealing with specific projects assigned by the dean, this associate dean has primary responsibility for

- curricular matters and decisions on student requests for grade changes;
- inter-institutional agreements for student courses and credit;
- requests for financial support for second degrees; dealing with student policy matters; and
- reviewing departmental requests for curricular revisions.

#### Development Coordinator

#### Information Technology Specialists (3)

### Departments.

Reporting directly to the dean of the college are the chairpersons of the thirteen academic departments of the college:

- Biology;
- Chemistry;
- Computing and New Media Technologies;
- English;
- Foreign Languages;
- Geography and Geology;
- History;
- Mathematical Sciences;
- Philosophy and Anthropology;
- Physics and Astronomy;
- Political Science;

- Psychology; and
- Sociology and Social Work.

In addition, the college administers the following interdisciplinary programs:

- American Studies;
- International Studies;
- Peace Studies; and
- Women Studies.

### Museum of Natural History.

The associate dean, who reports to the dean, provides oversight for the museum and its programs. The associate dean works closely with a museum advisory committee appointed by the dean, recommends policies to the dean, and is responsible for the implementation of those policies.

### Objectives.

The museum, which consists of a public exhibit area in the LRC and various other scientific collections used by faculty, students, and other scientific communities, supports and enhances

- teaching, research, and scholarship in natural history;
- student training in museology; and
- public education and outreach.

### Collections.

The five collections with an asterisk are the 2nd or 3rd largest in the state. The museum's collections, parts of which are on display in the exhibit area, include

- an herbarium\* of over 180,000 specimens;
- 5,250 fish and reptiles\*;
- 6,500 mammals\*;
- 2,500 birds;
- 20,000 parasites\*;
- archeology artifacts of between 200,000 and 250,00 pieces;
- 1,200 plant fossils;
- invertebrates\*, primarily several thousand clams and several thousand insects; and
- geology specimens totaling several thousand.

## **COLLEGE OF NATURAL RESOURCES**

### OBJECTIVES.

The College of Natural Resources (CNR) is the largest and premier undergraduate institution of natural resources in the United States, with approximately 1400 baccalaureate and 140 master's students. The CNR offers opportunities in education, research, and outreach in integrated natural resources management, environmental education, and paper science. The college

- provides undergraduate and graduate instruction that combines theoretical concepts with applied, practical experience;

- promotes scholarly activities, especially student research, which enhance the creation and application of knowledge or contribute to the resolution of environmental and natural resources management problems; and
- shares faculty and student expertise with citizens, communities, agencies, and industries through outreach, scholarship, and consulting.

### Commitment to Highest Quality in Undergraduate Education

The College of Natural Resources is committed to providing the best education available to students in natural resources, who become leaders in building a sustainable future. Student success is job one in CNR. Our excellent cadres of professional educators, who are collegial, personal, respectful and caring, offer outstanding experiential learning opportunities that are “*applied and practical*,” and “*integrated and international*.” We equip students with a tool kit for success. We focus on student-centered excellence through a variety of learning support features, such as:

- CNR Student Success Center
- CNR Student Scholarship Program
- CNR Summer Camps
- CNR International Study Courses
- CNR Student Chapters
- CNR Student Internship Program
- CNR Student Research Symposium
- GEM Education Center

### Education is our Business— Serving Students and Stakeholders

Building on longstanding strengths of the College of Natural Resources, a unifying theme and vision is the Global Environmental Management (GEM) Education Center, which extends CNR’s reach and enhances CNR’s margin of excellence. GEM’s purpose – *Pioneering and applying practical learning methods and technology to solve natural resource problems by linking faculty, students and citizens worldwide.*

## ADMINISTRATIVE ORGANIZATION.

### Dean (reports to Vice Chancellor for Academic Affairs)

Chief administrator. Responsible for: leadership in college-wide planning and development; building partnerships with external constituencies; faculty hiring, review and retention.

### Associate Dean for Academic Affairs (reports to the Dean)

Responsible for CNR curriculum, course scheduling, and faculty teaching assignments; summer field training; international course studies; student recruitment, advising, and retention.

### Associate Dean for Outreach and Extension (reports to the Dean)

Responsible for CNR field training facilities and operations; cooperative extension and outreach educational programs and services in natural resources for citizens, communities, industry and professional clients.



### Departments, Disciplines, and Centers.

The CNR is organized in five disciplines and one department, as well as many centers that link instructional and outreach programs with external partners, to provide outstanding educational experiences for students on campus and stakeholders in communities of Wisconsin and beyond. Individuals who report to the dean are the

- chairperson of the Department of Paper Science and Engineering; and
- discipline coordinators and faculty in
  - Forestry;
  - Human Dimensions of Natural Resource Management;
  - Soils and Waste Resources;
  - Water Resources; and
  - Wildlife.

Individuals who report to the dean, or as delegated to the associate dean for outreach and extension, are the

- center directors of
  - Advanced Computer Lab (ACL)
  - Aquatic Entomology Lab
  - Aquatic Toxicology Lab
  - Becoming an Outdoors-Woman Program (BOW)
  - Center for Land Use Education;
  - Center for Watershed Science & Education (CWSE)
    - Central Wisconsin Groundwater Center
    - Water and Environmental Analysis Lab
    - Wisconsin Groundwater Guardian Program
  - CNR field stations
    - Central Wisconsin Environmental Station (CWES)
    - Schmeckle Reserve
    - Treehaven Field Station
  - Environmental Education and Training Partnership (EETAP)
  - Forestry Outreach Programs
  - Global Environmental Management (GEM) Education Center;
  - National Environmental Education Advancement Project (NEEAP)
  - UW-Extension Solid and Hazardous Waste Education Center
  - UW-Extension Wisconsin Lakes Partnership
  - Wisconsin Association for Environmental Education
  - Wisconsin Center for Environmental Education;
    - Wisconsin K-12 Energy Education Program (KEEP)
    - Wisconsin K-12 Forestry Education Program (LEAF)
  - Wisconsin Cooperative Fishery Research Unit
  - Wisconsin Environmental Education Board

The following individuals also report to the Dean:

- Development Coordinator
- Information Technology Specialist

## **COLLEGE OF PROFESSIONAL STUDIES**

### **OBJECTIVES.**

The college offers

- programs of study leading to employment in professional fields (many of which are often referred to as "helping professions"); and
- continuing education for professionals.

To meet these responsibilities, the goals of the college are to

- provide classroom, laboratory, and field experiences for students to qualify for entry into designated professions;
- provide continuing education experiences for working professionals; and
- operate learning laboratories which simultaneously provide
  - ♦ professional experiences for students; and
  - ♦ professional services to the university and region.

### **ADMINISTRATIVE ORGANIZATION.**

The chief administrative officer of the college is the dean, who is also the teacher certification officer for UWSP. The college is organized into schools, divisions, and departments. Administrative personnel who report to the dean are the

- Associate Deans and Heads of the
  - ♦ School of Business and Economics;
  - ♦ Division of Interior Design Architecture;
  - ♦ School of Communicative Disorders;
  - ♦ School of Education;
  - ♦ School of Physical Education and Athletic Training; and
  - ♦ School of Health Promotion and Human Development;
- Chairpersons of the
  - ♦ Department of Military Science; and
  - ♦ School of Health Care Professionals; the
- Director of
  - ♦ Athletics
- Development Coordinator
- Professional Development Network (PDN) Outreach Specialist(s)
- CPS Information Technology Specialist

## **UWSP EXTENSION**

### **OBJECTIVES.**

UWSP Extension personnel

- extend the resources of the university beyond the campus;
- maintain and promote the integration of the extension function in the university;
- encourage faculty and staff participation in extension and outreach activities;
- promote the utilization of distance learning and video in support of campus instruction and outreach education;

- promote the inter-campus sharing of instructional resources; and
- coordinate campus extension and outreach functions with University of Wisconsin-Extension.

## ADMINISTRATIVE ORGANIZATION.

The chief administrative officer for this unit is the Assistant Vice Chancellor for UWSP Extension.

The administrative personnel who report to the assistant vice chancellor are the directors for

- Credit Outreach;
- Outreach Education; and
- University Telecommunications.

### Credit Outreach.

This unit provides non-traditional and in-service personnel an opportunity to continue or renew their education through undergraduate and graduate credit courses. Courses are typically offered at various sites in central Wisconsin or via distance learning.

### Outreach Education.

Personnel in this unit facilitate noncredit professional development, learning opportunities, and personal enrichment programming offered by various areas within the university and other organizations.

Included within this unit are the Small Business Development Center and the Conservatory for Creative Expression.

### University Telecommunications.

Telecommunications staff provide

- on-campus television services and video production services for faculty and staff;
- support for distance learning activities involving UWSP, other UW institutions, consortia partners, and cooperating agencies; and
- television production services for off-campus agencies and organizations.

## **BUSINESS AFFAIRS**

### **OFFICE OF THE VICE CHANCELLOR**

#### VICE CHANCELLOR.

The vice chancellor for business affairs is the chief financial and business officer of the university. The vice chancellor provides leadership and direction to the finance, business, human resources, safety and loss control, protective services, facility planning, administrative information systems, and facility services units and advice and counsel on those operations to the chancellor, cabinet, deans, governance units, and System offices. The vice chancellor reports to the chancellor.

### Responsibilities.

The vice chancellor provides for

- development, implementation, and monitoring of the campus operating and capital budgets, finance, business, human resources, safety and loss control, protective services, facility planning, administrative information systems, and facility services units;
- development, implementation, and monitoring of campus policies pertinent to finance and business operations;
- development of reports and information to System and other agency offices;
- the efficient operation of units within the Business Affairs Division; and
- assistance and information to community business and governmental units.

### ADMINISTRATIVE STRUCTURE.

Nine administrators report to the vice chancellor:

- Controller and Director of Financial Operations;
- Director, Facilities Planning and Space Management;
- Director, Personnel Services;
- Director, Facility Services;
- Director, Safety and Loss Control;
- Senior Budget Planner;
- Director, Administrative Information Systems;
- Director, Revenue, Liability and Parking Services; and
- Senior Internal Auditor

### **FINANCIAL OPERATIONS**

#### ADMINISTRATIVE ORGANIZATION.

The chief administrative officer of financial operations is the controller. The three line officers responsible for the internal units, who report to the controller, are the

- Director of Payment Services and Travel;
- Chief Accountant/Grant Officer, General Ledger;
- Director of Purchasing;

#### OBJECTIVES.

The objective of Financial Operations is to use established national standards in order to meet or exceed the expectations of its clients as it provides financial services to the campus. Financial Operations will

- provide fiscal services in
  - ♦ purchasing;
  - ♦ accounts payable;
  - ♦ travel administration;
  - ♦ capital inventory management;
  - ♦ government grant accounting and general ledger accounting; and
- provide information technology services to support administrative functions;

- ensure compliance with federal, state, Board of Regent, and university fiscal policies, laws, and procedures; and
- ensure that appropriate internal controls are in place to safeguard the university's assets and to provide accountability for those assets.

### Payment Services.

In fulfilling their objective of providing non-personnel payment and pre-audit financial services for the university, personnel in this unit

- examine the authenticity, legality, authorization, and appropriateness of payment transactions and documents for timely processing;
- interpret and ensure compliance with applicable laws and fiscal and administrative policies and procedures regarding payment of non-personnel transactions; and
- provide appropriate and efficient payment of allowable travel expenses for faculty, academic staff, and classified personnel on university-related business.

### General Ledger.

This unit, under the direction of the chief accountant, maintains accurate and auditable financial information for the campus in order to

- ensure compliance with applicable laws, policies, and procedures;
- exercise budget control and provide accountability of financial assets;
- administer grant accounting and financial reporting of student aid;
- provide financial reports to the campus and other appropriate agencies; and
- assist in the analysis of financial information to maximize use of resources.

### Purchasing.

The objectives of the personnel in this unit are to

- expedite the purchase of quality services and commodities at the best price; and
- assure delivery of goods and services in a satisfactory and timely manner to the right place.

## **ADMINISTRATIVE INFORMATION SYSTEMS**

In order to provide information technology services in support of administrative functions, members of this unit

- provide users with systems and support, which enable the users to meet their objectives in a timely fashion;
- provide leadership in the creation of computerized data gathering and delivery of information;
- provide training and tools which allow users to retrieve information and generate reports without technical assistance; and
- create a data model, which supports the informational needs and business functions of the university.

## **BUDGET DEVELOPMENT**

### RESPONSIBILITIES.

The senior budget planner

- develops the annual operating budget;
- works with deans, department chairs, directors, and cabinet officers to assist them as they develop their budgets within the framework of System guidelines and state statutes;
- collaborates with the associate vice chancellor for personnel and budget to determine salary increases for faculty and academic staff within legislative, Board of Regents, and Faculty Senate guidelines, and to produce salary increase letters which accurately reflect salary information; and
- prepares studies and reports for campus personnel, System, and other state agencies.

## **BURSAR AND DIRECTOR OF REVENUE, LIABILITY AND PARKING SERVICES**

Four offices, all involved in providing student-related financial services to students, parents, staff, and System, are under the direction and oversight of the bursar/assistant controller.

### *Bursar's Office*

#### Responsibilities.

Personnel in the bursar's office, located in the Park Student Services Center,

- provide a centralized, automated system for providing receipts;
- collect payments for tuition, fees, housing, and other miscellaneous charges;
- provide a deposit service for departmental revenues;
- distribute payroll checks;
- collect reimbursement for bad checks; and
- disburse financial aid loans, grants, and scholarships.

### *Parking Administration*

The objectives of this unit are to provide convenient, quality, and affordable parking for vehicles on campus in order to meet the needs of the campus community and visitors. To meet their objectives, staff

- assign parking lots and handle parking permit sales (decals) for faculty, staff, and students;
- administer and enforce parking regulations;
- arrange conference and large group parking;
- arrange visitor and special needs parking; and
- process parking appeals;
- recommend proposals for the revision of parking regulations;
- maintain and repair parking lots and equipment;
- develop new parking areas.

Parking regulations are in chapter 9 of this *Handbook*.

### *Perkins Loan Administration*

This office provides all services related to Perkins (formerly NDSL) loans. The staff

- prepares promissory notes;
- processes deferment and cancellation requests;
- collects delinquent accounts;
- conducts exit interviews; and
- prepares necessary reports.

### Student Accounts Receivable

This office provides a centralized, automated student billing system, for which staff

- prepare billing statements;
- process refunds;
- collect delinquent accounts;
- provide financial information to students and, where appropriate, to parents; and
- prepare necessary reports.

### Primary Resource

Faculty and academic staff who have any questions concerning liability for activities, events, property, contracts, or capitol equipment are encouraged to contact the bursar (Main Building 002).

## **FACILITIES PLANNING AND SPACE MANAGEMENT**

### RESPONSIBILITIES.

The director

- maintains, revises, and implements the Campus Long Range Physical Development Plan, including
  - ◆ building space utilization;
  - ◆ outdoor recreation facilities and open spaces;
  - ◆ vehicular and pedestrian transportation;
  - ◆ parking;
  - ◆ utilities; and
  - ◆ land acquisition and zoning;
- assesses facilities, develops a facility repair and capital improvements budget for submittal, and coordinates corrections of facility deficiencies;
- ensures university compliance with the Wisconsin Environmental Policy Act (WEPA); and
- has primary responsibility for local land management issues, including
  - ◆ land acquisition;
  - ◆ land swaps;
  - ◆ boundary locations;
  - ◆ public rights of way;

- ◆ granting and procuring easements; and
- ◆ relations with the university's adjoining property owners.

## **FACILITY SERVICES OPERATIONS**

### **RESPONSIBILITIES.**

Personnel in this unit

- provide direct services to faculty, academic staff, classified staff, students, and visitors;
- serve as the stewards of the university's physical facilities; and
- support the academic, research, and community service mission of the university.

### **OBJECTIVES.**

The overall objectives of personnel in these units are to

- provide optimum service;
- meet users' needs;
- implement required service and safety programs;
- ensure compliance with state and federal mandates; and
- minimize costs.

### **SERVICES.**

Personnel in this unit provide

- mail services for the campus;
- purchase and stock maintenance items and paper supplies;
- administration of orders for materiel and supplies from off-campus vendors;
- a centralized receiving area from which items are delivered to campus offices;
- scheduling of university vehicles;
- maintenance and upkeep of university vehicles;
- housekeeping and custodial services in all academic and administrative facilities;
- grounds maintenance and snow removal for all campus land;
- landscaping, athletic field construction, and court construction;
- operation of the central heating plant;
- operation and maintenance of all heating, cooling, and ventilation equipment;
- general building maintenance and repair of academic and administrative buildings, including
  - ◆ locksmithing;
  - ◆ plumbing;
  - ◆ electrical installation and maintenance;
  - ◆ glazing;
  - ◆ carpentry;
  - ◆ masonry; and
  - ◆ painting;



- design and construction service for remodeling and renovation projects under \$30,000; equipment maintenance and repair services for refrigeration, electrical, elevators, and other specialized areas;
- furniture moving and special set-up of furniture and staging;
- auto maintenance shop for all campus vehicles;
- campus recycling program;
- trash removal;
- surplus sales; and
- identification, planning, and coordination of projects through the Department of Administration for repairs, major maintenance, and renovation.

Facility Services Operations is budgeted to maintain general purpose revenue (tax supported) facilities. Services provided to program revenue facilities, remodeling, and departmental equipment repair and maintenance is on a charge back basis. Furniture moving and equipment set-ups are normally also on a charge back basis.

### Mail Services.

In order to facilitate the pickup and delivery of intra-campus and U. S. Postal Services mail, personnel in this unit

- pick up mail once a day every week-day from a centralized location in each building;
- deliver mail sorted by departments to a centralized location within each building once a day every weekday;
- deliver, pick up, and process priority or small package air and surface items for other carriers (i.e., UPS, Roadway); and
- assist units and individuals with information regarding postal regulations and preparation of bulk mailings.

**NOTE.** Federal Express is not available through Mail Services but may be contacted directly by individuals wishing to use this service.

### Central Stores and Receiving.

#### *Central Stores.*

The personnel in this unit purchase and stock commonly and frequently used office, administrative, classroom, and maintenance supplies for timely and cost-effective resale to departments, units, and student organizations. Items not normally stocked can usually be ordered through this unit.

#### Receiving.

The Receiving Department is the central location for receiving and subsequent delivering of items ordered by campus departments and units and for items sent to departments/units or individuals by carriers other than the Postal Service. Items are typically delivered within 24 hours of arrival.

### Transportation Services.

Transportation Services personnel provide quality and affordable transportation in expertly maintained passenger vehicles for use by faculty, staff, and authorized student organizations on official state business.

### *Reservations.*

Advance reservations, which are required, may be made during normal business hours. Vehicles may be picked up and dropped off 24 hours per day.

### *Driver Authorization.*

Personnel who use fleet vehicles must have a *Vehicle Use Agreement* on file with the transportation office. State policies also require checking users' driving records. Forms may be obtained from and questions addressed to the transportation office.

### *Van Driver Training.*

University policies require that any individual requesting to drive a 15-passenger van must complete a Van Driver Training Program or hold a commercial license. Transportation offers a training program.

### *Policies and Prices.*

Complete information on the use of university vehicles is in chapter 9 of this *Handbook*, under *Transportation Services Policies*.

## **INTERNAL AUDITOR**

The internal auditor

- ensures that adequate internal financial controls exist and are in place, and
- conducts financial and compliance audits for the campus.

## **PERSONNEL AND PAYROLL SERVICES**

Of the fifteen separate classifications of functions performed by the staff of Personnel and Payroll, only three--benefits administration and counseling, retirement counseling, and consulting activities--are optional services. The remainder are all required by federal, state, and System laws, mandates, regulations, policies, or procedures.

## **RESPONSIBILITIES.**

Staff members

- provide advice to administrative personnel on appropriate salary or pay ranges, which includes these functions related to academic staff:
  - ◆ classification and titling of vacant positions;
  - ◆ reclassification or re-titling of current positions; and
  - ◆ administration and interpretation of Hayes-Hill guidelines and procedures.

For specific information concerning Hayes-Hill guidelines, refer to Chapter 4, section 4, in the subsection titled "Minimum Qualifications for Appointment

and Promotion," or Chapter 4, section 5, the local Hayes-Hill procedures ("Hayes-Hill Titling Advisory Committee Operational Procedures and Policies").

- process payroll information for unclassified staff, student employees, and classified personnel, including completion of I-9 forms;

**NOTE.** There are two categories of employees authorized under state statutes:

- *unclassified* personnel, who are primarily faculty, academic staff, and student employees; and
  - *classified* personnel, who are primarily clerical and support personnel or limited term employees.
- administer insurance benefits programs for unclassified and classified staff;
  - administer retirement programs for unclassified and classified personnel, and offer retirement counseling;
  - administer performance evaluations for classified staff and non-classroom-teaching academic staff;
  - administer classified and unclassified sick leave, vacation, and leave programs;
  - handle labor relations matters related to classified personnel;
  - administer recruitment, classification, and compensation programs for classified personnel;
  - coordinate training programs for classified staff; and
  - ensure compliance with applicable laws, policies, and procedures.

## **SAFETY AND LOSS CONTROL**

### **ADMINISTRATIVE ORGANIZATION.**

The chief administrative officer of safety and loss control is the director, who reports to the vice chancellor for business affairs. The director is responsible for risk management, property, liability and worker's compensation claims management administration, loss prevention initiatives, and provides oversight to four directors/managers:

- Director, Protective Services;
- Director, Environmental Health and Safety;
- Manager, Printing & Design Services; and
- Worker's Compensation Coordinator.

Faculty and staff who have questions concerning liability for activities, events, property, safety hazards, or working conditions are encouraged to contact personnel in the appropriate safety and loss control unit or the director.

### **REPORTING ACCIDENTS AND THEFTS.**

Immediately report accidents and criminal activities to Protective Services, extension 3456. Subsequent claims for insurance or medical purposes are filed with Risk Management.

## OBJECTIVES.

Safety and Loss Control areas involve direct services to faculty, academic staff, classified staff, students, and visitors. Access to those services is directly with the specific area for some and through one's own department or unit office for others. The overall objectives of units within Safety and Loss Control are to

- preserve the physical and human assets of the university;
- assure the continued operation of the university through the promotion of a safe environment;
- implement service and safety programs which complement the university's mission;
- ensure compliance with UW system policies and state and federal mandates;
- manage risk exposure to minimize loss;
- meet users' needs; and
- minimize insurance premium costs.

### Risk Management.

#### Responsibilities.

Personnel in this area are responsible for

- administering the university's liability and property insurance program;  
The university is self-insured; guidelines and policies for insurance coverage are statutory and administered through UW System Risk Management and the Bureau of State Risk Management.
- claims management administration;
- conducting accident investigations; identifying areas that warrant policy development to minimize risk exposure;
- initiating risk management cost and intervention programs to control loss;
- managing the special event insurance program; and
- managing the camps and clinics insurance program.

#### Objectives.

Primary objectives are to

- ◆ maintain and preserve the assets of the university;
- ◆ identify and control potential property and personnel liability;
- ◆ facilitate property and liability claims reporting, investigation, and adjustment;
- ◆ develop and administer loss control techniques to reduce frequency and severity of losses; and
- ◆ assist departments and units in
  - ◆ assessment of risk management practices;
  - ◆ training of personnel in risk management;
  - ◆ risk analysis; and
  - ◆ implementation of liability loss control practices to reduce risk exposure.

#### Liability and Property Insurance.

The university is self-insured. Authority and policies for insurance coverage are statutory. Guidelines and policies have been developed by the Bureaus of State Risk Management and UW System Risk Management.

### Worker's Compensation.

Responsibilities and objectives are to

- facilitate case management of work related injuries or illnesses, including:
  - reporting and procedures;
  - preparation of forms; and
  - coordination of investigations and rehabilitation processes;
- minimize risk of occupational injuries and illnesses through the use of recommended loss prevention and control techniques;
- promote health and safety awareness and safe work practices;
- conduct accident analyses to correct deficiencies and avoid recurrences;
- promote early return to work of injured employees by working in close cooperation with the supervisor to coordinate light or alternate duty assignments;
- prepare reports to inform division heads of worker's compensation claims processed for their area; and
- act as a liaison between the injured employee and UW System Administration.

### Environmental Health and Safety.

Members of this unit are the primary campus resource for information and service directed toward improving staff occupational safety and securing environmental performance. The objectives of this unit are to

- ensure university compliance with environmental and occupational safety and health regulations;
- provide advice and recommendations on avoiding the creation of environmental or occupational health hazards;
- improve working conditions related to occupational safety and health; and
- enhance environmental practices.

To meet the unit's responsibilities, staff members:

- facilitate environmental, health, and safety program development;
- implement environmental, health, and safety training programs;
- complete industrial hygiene and ergonomic surveys and reports;
- investigate complaints related to work and safety hazards;
- participate in external and internal environmental health and safety organizations;
- establish programs and protocols for radiation safety;
- establish programs and protocols for hazardous materials management and hazardous waste disposal;
- complete required environmental inventories and reporting;
- coordinate with other campus units for
  - ◆ safety inspections;
  - ◆ accident investigations;
  - ◆ radiation safety;
  - ◆ loss prevention;
  - ◆ workers compensation;
  - ◆ wellness issues; and other environmental, health, and safety issues.

### Protective Services.

Protective Services is located in the George Stien Building, 1925 Maria Drive, on the north end of campus adjacent to Colman Field, and is open 7 days per week, 24 hours per day. The telephone extension is 3456.

### Objective.

The objective of the protective services unit is to provide a safe environment to learn, work, and live. This encompasses protection of persons and property, and assistance to students, faculty, staff, and visitors to the university.

### Responsibilities.

To achieve their objective, staff members provide

- ◆ basic protection of individual rights;
- ◆ protection of persons and property;
- ◆ patrols to deter and detect crime and fire/safety hazards;
- ◆ investigation of reported incidents;
- ◆ identification and elimination of hazards;
- ◆ identification and elimination of opportunities for crime;
- ◆ enforcement of university regulations and state laws;
- ◆ enforcement of UWS and UWSP parking regulations;
- ◆ personal escorts;
- ◆ student transit service;
- ◆ campus crime prevention and individual awareness programs.

### Other Services.

Augmenting primary responsibilities, the members of the unit also provide

- 24-hour emergency telephone call responses from campus telephones (calls from the outside emergency telephones with blue lights mounted on top are automatically routed to Protective Services);
- after-hours switchboard service (after-hours calls to the university operator are automatically routed to protective services);
- oversight and supervision for the Student Security Patrol;

The Student Security Patrol program was developed to augment Protective Services personnel. Its members provide additional security in and around residence halls, academic and administrative buildings and parking lots.

- oversight of the student armory
- telephone service for reporting maintenance and grounds problems after normal business hours;
- facilities to pick up vehicle transportation packets after normal business hours; and
- safety inspections.

### *Printing & Design Services.*

This unit provides a centralized rapid digital mass reproduction service for faculty, staff, and student organizations. Services include

- digital submission of jobs – pdf files and most publishing software – from Windows or Macintosh platforms;
- completely networked digital capabilities;
- 24 hour turn-around time for most projects;
- choices from among a wide variety of paper types and colors;
- high volume copying;
- full color and two-color copying;
- business cards;
- full color pin-on 2.25” buttons
- half-tone and screening;
- bindery services, including
  - ◆ collating and stapling;
  - ◆ tape binding (as projects are run);
  - ◆ folding;
  - ◆ creating booklets;
  - ◆ punching;
  - ◆ cutting;
  - ◆ tabs; and
  - ◆ personalized note pads;
- laminating;
- assistance in developing a project for on-campus printing;
- limited desk-top publishing; and
- maintenance of convenience copiers.

Copiers for departmental use and coin-operated copiers for student and personal use are located in various academic buildings.

Price quotes and brochures fully explaining services are available directly from Printing & Design.

**NOTE.** The Copyright Law, an explanation of which is in chapter 5 of this *Handbook*, establishes strict limitations on what may legally be reproduced. Persons who have questions regarding print materials may contact printing staff.

## STUDENT AFFAIRS

### OFFICE OF THE VICE CHANCELLOR

#### VICE CHANCELLOR.

The vice chancellor for student affairs is the chief administrative officer for student development and student services. The vice chancellor provides leadership and direction for units extending the learning environment outside the classroom and in the public relations activities of the university, and serves as a liaison to the central Wisconsin region and other external constituents. The vice chancellor reports to the chancellor.

#### Responsibilities.

The vice chancellor provides direction and leadership for

- community relations and promotion of the university as a state-wide resource;
- programming in student development and student services to expand and shape the learning environment outside the classroom;
- development, implementation, and monitoring of campus policies pertinent to student development;
- development, implementation, and monitoring of campus policies pertinent to the use of student funded facilities;
- development and maintenance of student housing facilities; and
- coordination of university-wide special events.

### Goals.

To meet their responsibilities, personnel in the various units seek to

- develop campus and community policies and practices which involve students and teach democratic principles;
- provide high quality, cost-effective human services;
- provide a living and dining environment which is safe, clean, accessible, affordable, and educationally oriented;
- provide a comprehensive involvement network offering leadership and service opportunities;
- foster positive relationships with university constituents;
- promote the understanding of a balanced lifestyle, including the exploration of the social, physical, intellectual, career, emotional, and spiritual aspects of wellness;
- communicate their knowledge and expertise to faculty, students, and other constituents; and
- extend services, expertise, and facilities beyond the campus.

## ADMINISTRATIVE STRUCTURE.

### Staff.

In addition to fourteen line officers, there is one staff officer who reports to the vice chancellor:

- Assistant to the Vice Chancellor for Student Affairs, Budget.

### Assistant to the Vice Chancellor, Budget.

This assistant

- provides consultation, advice, and recommendations to the vice chancellor on the financial operations of the division;
- manages daily administrative activities;
- prepares personnel contracts for the division;
- coordinates the auxiliary budget process for the campus;
- provides financial reporting/expertise for all auxiliary operations on campus; and
- has primary responsibility for fee waivers for faculty and academic staff.

### Line Administrators.

Reporting directly to the vice chancellor are fourteen line officers:



- Director, Academic Advising Center and New Student Programs
- Director, Alumni/University Relations
- Director, Career Services
- Director, Conference and Reservations;
- Director, Counseling Center;
- Director, Development and UWSP Foundation
- Director, Health Services;
- Director, Helen R. Godfrey University Child Learning and Care Center;
- Director, Multicultural Affairs;
- Director, News Services
- Director, Residential Living;
- Director, Tutoring/Learning Center;
- Executive Director, Enrollment Services
- Executive Director, Student Development and University Centers; and

## **ACADEMIC ADVISING CENTER AND NEW STUDENT PROGRAMS**

### PROGRAMS.

Three units, all involved in providing services for new students, are under the direction and oversight of the director. Two of the units also serve continuing students.

#### *New Student Orientation.*

These retention-based programs are conducted during the summer for new freshmen and during continuing registration for transfer students. Personnel meet with new students and their parents to provide

- placement testing;
- advising;
- course registration; and
- information on such matters as
  - ◆ academic policies;
  - ◆ academic support programs;
  - ◆ housing and other student development programs; and
  - ◆ sexual harassment and discrimination.

#### *Student Academic Advising Center (SAAC).*

##### Direct Student Services.

Personnel in this unit provide

- academic advising for undeclared majors;
- alternatives advising for students in transition between majors; and
- assistance to students in
  - ◆ developing educational plans;
  - ◆ selecting a major; and
  - ◆ clarifying the relationships between educational plans and career goals.

##### Additional Responsibilities.

The staff members in SAAC also

assist departments in establishing and maintaining effective academic advising programs and in assessing academic advising;  
advise new freshman in specific majors (following consultation with and at the request of departments);  
distribute information to faculty advisers about changes in academic policies and procedures not yet in the catalog;  
provide training and counseling programs for all first-time advisors; and  
provide general training for all peer advisers.

### Office of Disability Services.

#### Objective and Responsibilities.

The objective of personnel in this area is to ensure that qualified students with disabilities are provided equal access and accommodations appropriate to their disabilities in all university programs and academic pursuits. To meet this objective, staff members

- inform students with disabilities about the availability of accommodations or adjustments;
- collect documentation from students in order to make appropriate accommodations;
- inform students with disabilities of their rights;
- promote self-advocacy among students with disabilities;
- sensitize and inform faculty and staff about the law and other issues related to disabilities; and
- provide not only accommodations but address the psycho-social, advising, and career needs of students with disabilities.

#### Primary Resource.

The staff in this unit will answer questions and address concerns of faculty and academic staff who need information or assistance in dealing with a disabled student or who believe they have students in their classes or in co-curricular activities who have unidentified physical or learning disabilities.

The Director of Disability Services also serves as the campus ADA (Americans with Disabilities Act) Compliance Officer.

A copy of the *1996-1997 Disability and Accommodations Handbook* may be viewed in chapter 9 of this *Handbook*.

## **ALUMNI/UNIVERSITY RELATIONS**

Under the leadership of the director, who reports to the vice chancellor for student affairs, personnel in Alumni/University Relations

- Establish and maintain a mutually beneficial relationship between the university and its alumni and friends;

- Plan and implement an annual calendar of events that support the university's development and communication objectives;
- Regularly communicate with constituents to strengthen the university's image and increase the support of key constituencies such as students, faculty and staff, alumni, volunteers and other friends of the university;
- Direct the activities of the Alumni Association Board of Directors and the Board of Visitors
- Manage and maintain a computerized database of over 50,000 alumni and friends.

## **CAREER SERVICES**

The Career Services Office provides comprehensive career/life planning and job search assistance linking education and the world of work for UWSP students and alumni. Toward this end, the staff provides:

Career counseling

Career assessment opportunities with follow-up interpretation

Job search assistance including resume development, correspondence, interviewing, employer identification, and related workshops

Electronic registration process providing:

- online access to vacancy postings
- on-campus interviewing and related events
- referral to employers seeking candidates for internships and career positions
- inclusion in electronic resume books

Internship information to integrate classroom learning with related work experience

Sponsorship of job/career fairs and information about other fairs throughout the state and country

Graduate/professional school information

Office library housing computers, employer literature, employment and graduate/professional school resources

Follow-up studies of recent UWSP graduates tracking their employment or continued education

Booklets and handouts on a wide range of career and job search topics

In addition, the staff of this unit also:

Teach a Career Exploration course and make numerous presentations in classes across the disciplines

Administer the Cooperative Education Program in which approximately 125 students receive work experience related to their academic and career interests

Co-coordinate the ACCESS Program (Academic and Career Counseling Enabling Student Success) in concert with the Student Academic Advising Center

Coordinate the Freshman Scholarship program

Serve as liaisons between the university and the employer community to bridge education and the world of work

## **CONFERENCE AND RESERVATIONS**

## RESPONSIBILITIES.

The Conference and Reservations Office has been delegated the managing authority of university facilities for non-curricular use. Personnel in the office schedule the use of campus facilities for discussion of public questions or for civic, social, recreational, or athletic activities. The university is obligated to provide requested facilities to residents of the state to the extent that the facilities are available and resources permit.

### Authority.

Responsibility and authority for management of university facilities derives from Chapter UWS 21 (Rules of the Board, Wisconsin Administrative Code; see chapter 2, section 3) and is exercised in accordance with the provisions of the university's Facilities Use Policy.

### Facilities Use Policy.

A copy of the *Facilities Use Policy* is in chapter 9 of this *Handbook*.

## SERVICES.

Personnel in this office

- make reservations for the use of all campus spaces (indoors and outdoors) for all campus activities other than academic classes;
- accept reservations for space use in person, by mail, or by telephone;
- do not charge a facilities use fee (room rental) for departments, units, or other campus organizations;
- do not charge a facilities use fee for off-campus organizations sponsored by campus organizations but do not waive equipment or maintenance charges;
- assist organizations with food service requests;

**NOTE.** The University Food Service Catering Office has the exclusive contractual rights for providing food service on campus. The only exceptions are athletic events, the CPS cafeteria, and recognized student organization meetings where food service costs do not exceed \$50. Other organizations may sometimes receive a waiver from catering and provide their own food service.

- assist organizations in providing technical support from slide projectors to concert sound or lighting;
- coordinate parking for larger events; and
- coordinate summer conferences, institutes, workshops, and camps.

## **COUNSELING CENTER**

### RESPONSIBILITIES.

Counseling Center staff members promote a wellness lifestyle by

- providing services and programs to enable students to learn skills, attitudes, and behaviors for healthy personal development and successful academic progress;
- providing opportunities for students to learn to

- ◆ manage personal problems and institutional crises effectively and independently; and
  - ◆ enhance learning skills and motivation; and
- providing consultation for faculty and staff.

## SERVICES.

Staff of the Center provide

- crisis intervention and emergency coverage;
- psychological assessment, counseling, and psychotherapy;
- consultation;
- developmental programming for students; and
- a testing center for students and departments through arrangement with ETS.

## OBJECTIVES AND PROGRAMS.

### Objectives.

Primary objectives to meet responsibilities are to

- encourage students to make responsible choices;
- provide information and assistance with psycho-physical problems;
- promote awareness of connections between physical and emotional well-being;
- provide psychological services to students experiencing difficulties with academic work;
- encourage career decisions based on realistic assessments of self, environment, and opportunities;
- provide information and consultation to students regarding college, major, and career decisions;
- provide information and psychological development opportunities in helping students understand and express emotions in a healthy manner;
- assist students in identifying and resolving emotional difficulties; and
- provide information and assistance related to values clarification and behavioral integrity.

### Programs.

Programs, services, and environments provided by staff to meet the objectives include

- crisis intervention;
- individual counseling;
- group counseling;
- group informational sessions;
- consultation;
- psychological assessment;
- relaxation training;
- test anxiety management;
- academic assistance counseling;
- testing (intelligence, career, achievement, study skills, etc.)
- testing services for departments (placement, CLEP, etc.);
- career information resources (career search software is available); and
- a self-help library.

## **DEVELOPMENT OFFICE AND UWSP FOUNDATION.**

The Development Office is headed by the Executive Director of Foundation/Development, who reports to the vice chancellor of student affairs in matters pertaining to the development office and to the UWSP Foundation Board of Directors for matters pertaining to the Foundation.

### Objectives.

To meet their objectives to develop, coordinate, and implement activities which generate gifts to the institution, personnel in this unit

- engage in fund raising;
- assist departments, units, and personnel in fund raising;
- identify and cultivate prospective donors;
- accept gifts to the Foundation on behalf of the university;
- provide for donor recognition;
- ensure fiduciary responsibility for asset management of the UWSP Foundation;
- provide account services for Foundation accounts to departments and units; and
- maintain donor records.

## **ENROLLMENT SERVICES**

### OBJECTIVES.

Personnel in Enrollment Services areas work with parents and students to

- recruit students;
- provide assistance and information about enrollment, scholarships, academic requirements, and related matters;
- provide information and counseling on financial aid;
- assist students in exploring career options and opportunities;
- help foreign students matriculate and succeed in their new environment; and
- maintain accurate and current academic records.

### ADMINISTRATIVE ORGANIZATION.

The chief administrative officer for this area is the executive director for enrollment services, who also serves as registrar and director of registration and records.

Administrative personnel who report to the executive director are the

- Director, Admissions and High School Relations;
- Director, Financial Aid; and
- Director, Foreign Student Programs.

### Admissions and High School Relations.

#### Admissions.

Admissions personnel have primary responsibility for

- ensuring compliance with federal and state laws, Board policies, and university policies on equal opportunity and affirmative action in the admission of students;
- verification of high school graduation or the equivalent;
- verification of transfer credits and determination of course equivalents;
- admission of
- new students;
- transfer students;
- foreign students; and
- re-entering students, special students; and high school students;
- re-admission of suspended students;
- determination of residency and eligibility of Wisconsin-Minnesota reciprocity; and
- enrollment management.

### High School Relations.

High School Relations personnel

- create marketing and recruitment strategies and programs;
- recruit academically successful and talented students;
- ensure the consistent improvement of the quality of new students;
- assist individual departments in developing and implementing recruiting programs; and
- coordinate the administration of the Freshman Scholarship Program.

### Registration and Records.

Personnel in this unit

- register every student;
- handle all drop/add procedures;
- maintain academic records;
- provide progress reports for advising to each student;
- provide grade sheets to each enrolled student each semester;
- provide transcripts;
- produce the semester timetable;
- develop the academic calendar;
- maintain accurate information on all majors, minors, concentrations, and unique course sequences;
- maintain accurate descriptions of all courses;
- provide certification for students requiring verification of enrollment; and
- certify completion of degree requirements for graduation.

### Financial Aid.

Financial aid is available to students based on need (e.g., Pell Grants or Supplemental Educational Opportunity Grants) and based on factors other than need (e.g., Unsubsidized Stafford Loans or scholarships).

The objectives of personnel in this unit are to

- provide help to students and their parents in finding the resources to finance the students' education at UWSP;
- provide aid in a timely, accurate, and personal manner; and
- provide financial assistance without overburdening individuals with excessive indebtedness.

To meet these objectives, staff members

- acquire, learn, and disseminate current information on aid procedures ;
- provide information on the availability of aid;
- provide counseling and advice to students and families seeking assistance with the forms necessary for filing for aid;
- conduct careful and thorough analyses of aid forms to determine eligibility and appropriate levels of assistance;
- award aid to students with a demonstrated need;
- monitor recipients' eligibility; and
- adjust awards when necessary.

### Foreign Student Programs.

The goals of personnel in this unit are to

- help foreign students become productive and contributing members of the UWSP community; and
- facilitate campus and community utilization of the cultural resources embodied in the foreign student population.

To achieve their goals, staff members

- encourage and facilitate interaction among foreign students and host families, American students, campus organizations, and the community at large;
- provide orientation programs for new foreign students each semester;
- provide leadership development programs and activities;
- encourage co-curricular involvement; and
- develop community outreach programs.

## **HEALTH SERVICES**

### RESPONSIBILITIES.

Health Service personnel

- place a high priority on the prevention of illnesses and injuries;
- are dedicated to preserving and promoting the quality of life for all students;
- offer a full range of clinical, pharmaceutical, and laboratory services;
- provide prompt and high quality medical care to ensure that health problems, illness, and injury are appropriately assessed and treated or patients are appropriately referred for treatment;
- provide rehabilitation and follow-up treatment for ongoing illnesses and/or injuries; and
- provide students with a variety of health related information, programs, screening options, and resource materials to make appropriate decisions to improve personal health and wellness.



**NOTE.** Health Service personnel do not provide instructors with written excuses or verbal confirmation of student illnesses.

## ELIGIBILITY, INSURANCE, AND CONFIDENTIALITY.

### Eligibility.

The Health Service is available to all currently enrolled UWSP students who have completed the required medical history forms.

### Health Insurance.

Students are not required to have insurance to be seen at the Health Service. However, students are urged to consult with their families about coverage or consider obtaining a student insurance plan for services such as emergency and hospital care, specialist care, laboratory care, and ambulance transport.

### Confidentiality at the Health Service.

All medical records and patient visits are completely confidential. Medical records are not released to anyone without the student's written consent. Students may review their personal medical records at any time.

## HOURS.

The health service is open

- Mondays – Thursdays                      7:45 A.M. to 4:30 P.M.;
- Fridays    7:45 A.M. to 4:00 P.M.

### Appointments Required.

Except for emergencies, all students are seen only by appointment. The appointment desk is open 7:45 to 4:30 Monday through Thursday, and 7:45 to 4:00 on Friday.

### Urgent and Emergency Services.

Consideration is always given to students with sudden severe illness or injury and emergencies. Emergency patients are given priority based on the severity of their condition.

### After-hours Care and Hospitalization.

After-hours care is available through the Emergency Room at St. Michael's Hospital or at the Urgent Care Center at the Rice Clinic. Hospitalization is also available at St. Michael's Hospital if necessary. Payment is required at the time of service if you do not have insurance.

### St. Michael's.

The main and emergency entrances to the hospital are located just off Illinois Street between Sims and Prais Streets. (The hospital is directly across the street from Delzell Hall but the entrances are on the north side of the building.)

### Rice Clinic.

The Urgent Care Center is located at St. Michael's Hospital, 900 Illinois Avenue. The entrance to the Urgent Care Center is on Illinois Avenue.

### SERVICES.

Normal outpatient care includes the broad range of services usually associated with a quality health care facility, and a pharmacy. Details are available from the Health Services receptionist and on Netscape at *wellness.uwsp.edu*.

### HIV/AIDS Antibody Treatment and Counseling.

The University Health Service has been designated as part of the Wisconsin Division of Health HIV Testing and Counseling Program. Health Service personnel provide free HIV antibody testing and pre- and post-test counseling for students. To ensure full confidentiality and anonymity, no identifying information is required when scheduling an appointment.

### STAFF.

Personnel in the unit include

- physicians;
- nurse clinicians;
- physician assistants
- medical technologists;
- pharmacist;
- wellness coordinator;
- medical assistant;
- licensed practical nurses; and
- physical therapist.

## **MULTICULTURAL AFFAIRS**

### OBJECTIVES.

The objective of multicultural affairs personnel is to conduct activities and provide services which enhance cultural diversity. To achieve this objective, staff

conduct a variety of programs aimed primarily at the enrichment, recruitment, and retention of minority students;

coordinate cultural awareness activities with student organizations

- ◆ AIRO, American Indians Reaching for Opportunity;
- ◆ BSU, Black Student Union;
- ◆ SALSA, Stevens Point Alliance for Latino Studies and Advancements; and
- ◆ HaSEAAC, Hmong and South East Asian American Club;

support cultural awareness activities of faculty and academic staff with the colleges;

provide financial support to minority students; and

coordinate the university's Design for Diversity Plan.

## ADMINISTRATIVE ORGANIZATION.

### Administration.

The chief administrative officer is the Director for Multicultural Affairs. Administrative personnel who report to the director are the

- Director, Educational Support Programs;
- Director, Native American Center;
- Director, Upward Bound;
- Outreach Specialist, Multicultural Resource Center;
- Coordinator, Pre-college Programs; and
- Senior Outreach Specialist, Program for Academic and Cultural Enrichment.

### Programs.

Multicultural Affairs oversees programs designed to attract and retain minority students:

#### Educational Support Programs.

The goal of personnel in this unit is to assist disadvantaged students make an effective adjustment into the university environment.

Disadvantaged students are those defined by federal statutes as

- coming from families with low income;
- first generation college students determined to be at risk; and
- physically disabled or learning disabled students.

#### Pre-college Programs.

Sponsored and funded by the Department of Public Instruction, these programs bring minority students in grades 7 through 12 to campus each summer for academic skill building, enrichment, and career opportunities awareness.

#### Upward Bound.

Funded by the Department of Education funded, Upward Bound brings disadvantaged high school students to campus for four summers for academic skill building. The students are monitored by the program director throughout the academic year through their high school counselors and program staff.

#### Native American Center.

The Center provides technical assistance to Native American tribes in Wisconsin and also works with Native American students on campus.

#### Multicultural Resource Center.

The Center works closely with minority student organizations on campus and provides special assistance to minority students.

## **UNIVERSITY NEWS SERVICES.**

The news services unit is headed by the director, who reports to the vice chancellor for student affairs.

**NOTE.** Any materials to be printed off campus must have prior authorization from the agency printing manager in news services. To assist departments and units in this

process, personnel will help arrange for desktop graphics and layout services, and will edit and proofread copy.

As a further service to departments and units, personnel will also help arrange for desktop graphics and layout services and will edit and proofread materials to be reproduced through campus duplicating services.

### Responsibilities.

Personnel in this unit work with other departments and units to ensure the quality of all university publications.

In fulfilling this obligation and their other responsibilities in print procurement and as the university's primary public relations area, staff members in this unit

- gather and disseminate news and information to newspapers and radio and television stations throughout the state and nation;
- consult with and assist personnel and students in the development of publications;
- procure printing (provide consultation on procedures, estimate printing costs, select paper, edit copy, provide other similar services);
- provide photographic services for departmental, administrative, or university-wide projects and publications;
- edit and produce the university catalog, the weekly campus newsletter, and alumni publications;
- support administrative units and academic departments through writing, photographic, and editorial services;
- provide, in cooperation with academic departments, student and staff training and internships in writing, editing, and photography;
- serve as a clearinghouse of information about the university for the public and local, state, and national media;
- serve as public relations consultants to administrators, faculty, staff, and students;
- develop in-house communications;
- coordinate special public relations projects; and
- consult with university personnel to maximize media exposure.

### Primary Resource.

Contact University News Services to

- place items in the Campus Newsletter;
- provide information for news releases (including *The Pointer*);
- get information and assistance in developing printed materials for publication;
- get authorization to have materials printed off campus; or
- get assistance in any area related to the objectives of the unit.

## **STUDENT DEVELOPMENT AND UNIVERSITY CENTERS**

Student Development and University Centers consists of six primary units under the direction of the executive director:

- Centers Operations & Facilities;
- Centers Services;
- Campus Activities and Recreation;
- Student Involvement and Employment;
- Student Health Promotion, and
- Student Rights and Responsibilities.

### STUDENT DEVELOPMENT & UNIVERSITY CENTERS MISSION

To help shape a productive and healthy campus culture by providing essential services, by maintaining unique facilities where the campus community can gather and renew, and by extending the learning environment outside of the classroom.

### STUDENT DEVELOPMENT & UNIVERSITY CENTERS GOALS

#### Services Goal

Provide essential, high quality, cost effective and convenient human services the university needs regularly.

Primary Units:

- University Dining
- University Store
- Textbook Rental
- Technology Systems and Promotions
- Point Card Access/Debit System
- Information & Personal Service Center
- Hair Salon, Copying Center, etc.
- University Box Office

#### Environments Goal

Create and manage a variety of stimulating, safe, comfortable, clean and accessible environments that encourage the university community to gather, to learn and to have fun together.

Primary Units:

- Daily Operations
- Space Utilization
- Facilities & Décor Planning
- Maintenance Programs
- Custodial Services
- Safety Loss Prevention and Recycling Programs
- Program and Technical Services
- Personnel and Business Administration

#### Education Goal

Engage students in a comprehensive student involvement network that offers work, service and leadership opportunities which teach personal and professional skill development and the principles of wellness.

#### Primary Units:

- Student Employment Programs
- Volunteer/Service Learning Programs
- Student Governance Programs
- Student Organization Administration
- Organization Advisor Coordination
- Leadership Training Programs
- Student Health Promotion
- Social and Global Education

#### Renewal Goal

Develop and promote recreational and leisure activities that enhance a sense of belonging, encourage positive student socialization and provide for fun, fitness and human renewal.

#### Primary Units:

- Centertainment Productions
- Performing Arts Production & Promotion
- Basement Brewhaus
- Entertainment Contract Management
- Campus Calendar & Usher Service
- Group Fitness/Cardio Center
- Intramural Programs & Club Sports
- Outdoor Recreational Services
- Adventure Programs

#### STUDENT HEALTH PROMOTION GOAL

Provide information and behavior change interventions in the areas of alcohol, tobacco, nutrition, sexual abuse, stress and overall fitness to assist UWSP students in reaching their academic objectives.

#### STUDENT RIGHTS AND RESPONSIBILITIES GOAL

Teach and/or manage appropriate social behaviors within the community with a focus on self responsibility, self determination and self discipline as we pursue a safe, healthy and just community. Within this unit are the following functions:

- Academic misconduct (UWS Chapter 14)
- Non-academic misconduct (UWS Chapter 17)
- Conduct on university lands (UWS Chapter 18);
- Policy development for student behavior related to alcohol and other drugs, tobacco use, sexual behavior/harassment, complaints of discrimination, educational rights & privacy and accommodation of religious beliefs (UWSP Chapter 22);
- Student legal issues; and
- Management of student emergency/crisis situations.

The Rights & Responsibilities area works closely with the Residential Living, Student Health Promotion, Campus Security and with various community agencies when necessary to resolve issues of alcohol/drug abuse, sexual abuse and other safety concerns.

## **TUTORING/LEARNING CENTER**

### ADMINISTRATION.

The Tutoring/Learning Center is headed by the director, who reports to the vice chancellor for student affairs. The director also coordinates the Freshman Interest Group program, a joint effort of Housing and Academic Affairs.

### OBJECTIVES.

Tutoring/Learning Center personnel seek to

- help students and faculty improve the quality of writing across the curriculum;
- improve students' reading and comprehension skills; and
- assist students enhance their study skills.

### Resources.

To achieve these objectives, staff members provide

- tutoring to students in
  - ♦ reading;
  - ♦ writing; and
  - ♦ taking tests and other learning skills;
- tutoring to students in a variety of subject-areas;
- opportunities for peer tutors to work with students one-on-one on reading and writing assignments;
- study groups for a range of general degree requirements courses;
- specially designed tutoring support for disadvantaged students and students with disabilities;
- assistance to faculty and academic staff for classes, specific student referrals, or their own writing projects;
- credit-bearing courses (pass/fail) which focus either on writing or on reading within a particular major; and
- a credit-bearing course which prepares students to serve as peer tutors in the center.

### HOT LINE.

For immediate assistance for questions about grammar or documentation, faculty, staff, and students may call 3568.

## **HELEN R. GODFREY UNIVERSITY CHILD LEARNING AND CARE CENTER**

The Center is headed by the director, who reports to the vice chancellor for student affairs.

### OBJECTIVES.

The objectives of personnel in this unit are to

- provide convenient child care services at a reasonable cost to parents who are UWSP students, personnel, or alumni;
- provide top quality child care in a stimulating environment;
- provide activities which help children learn to grow emotionally, socially, physically, and intellectually while enjoying themselves;

Goals include

- ◆ enhancing the child's self-concept;
  - ◆ promoting socialization;
  - ◆ fostering language development;
  - ◆ improving motor coordination;
  - ◆ developing skills in problem solving; and
  - ◆ facilitating concept formation.
- maintain quality of staff, programs, and facilities to continue national accreditation; and
  - maintain quality of staff, programs, and facilities to continue state licensing.

### SERVICES AND BENEFITS.

Among the services and benefits which the center can provide to students, staff, and alumni who are parents are

- acceptance of students ages 2 through 6 for academic year programs;
- acceptance of students ages 2 through 10 for summer programs;
- acceptance of students who are not toilet trained;
- a convenient on-site location in the lower level of Delzell Hall;
- a safe drop-off site (adjacent to the back door) in parking lot C, immediately behind Delzell Hall ;
- reasonable rates;
- fees based on scheduled hours;
- flexible hourly scheduling;
- availability of year-round programming;
- availability of drop-in care;
- availability of a morning preschool;
- parent education programs;
- availability of child care referral and resource information;
- transportation from all local grade schools for enrolled children;
- daily activities for children in art, science, music, block building, outdoor play, stories, dramatic play, cooking, and field trips;
- assurance of daily nutritious snacks for children; and
- open enrollment to the community for the summer program.

### **RESIDENTIAL LIVING**

#### RESPONSIBILITIES.

Residential Living provides safe, well-maintained facilities designed to accommodate the changing needs of the student population and to support program objectives. Residential Living personnel and programs



- encourage a positive living environment;
- assist students in making a successful transition into the university;
- help students succeed during their years as members of the university community;
- assist students in accessing campus resources;
- provide students with academic support;
- provide students with enhanced opportunities for personal growth; and
- provide a community which promotes the development of citizenship, leadership, tolerance, and appreciation for diversity.

Residential Living also provides housing for individuals who visit the campus as participants in summer conference programs.

## OBJECTIVES AND PROGRAMS.

### Objectives.

Primary objectives to meet responsibilities are to

- encourage students to govern themselves responsibly through participation in hall governance structures;
- provide safe, clean, comfortable environments for living and studying;
- promote and support abstinence or responsible use of potentially addicting substances;
- encourage the development of healthy sexual behaviors and attitudes;
- encourage the development of behaviors and attitudes which result in healthy, on-going self-care practices;
- provide support for the academic mission;
- create opportunities for student involvement;
- create programs which challenge and stimulate thinking;
- facilitate programs which expand students' awareness about career choices and opportunities;
- promote and support activities which provide experiential learning and skill development;
- help students identify and enhance their skills;
- teach students to distinguish between feelings and the behavioral response to those feelings;
- teach students to take responsibility for their own feelings;
- encourage students to seek assistance in times of need;
- provide opportunities for students to identify and develop their values and beliefs;
- provide opportunities for students to increase their awareness of different cultures, values, and beliefs; and
- provide opportunities for students to become more accepting of themselves and others.

### Programs.

Programs, services, and environments provided by staff to meet the objectives include:

- democratic policy- and decision-making structures in each residence hall;
- establishment of community principles throughout the halls;
- assistance in conflict resolution;
- skill development programs;

- educational, cultural, recreational, and social activities;
- safety procedures and programs;
- substance abuse programs and interventions;
- staff interventions and consultations for inappropriate behavior;
- programs on sexual orientation and lifestyles;
- wellness clubs;
- weight and fitness rooms;
- intramural athletics participation;

community quiet hours

- academic resource programming

faculty mentor program;

- academic recognition programs;
- computer labs and study lounges in each hall;
- career consultation;
- skill development training programs;

participation in the Freshman Interest Group program;

- support for student-initiated study groups;
- creation and support for programs which teach cultural understanding; and

“ARC To Success” Program

## GENERAL INFORMATION.

### Periods of Operation.

#### Openings.

The residence halls are opened the weekend before classes begin in the fall semester and on the Sunday before classes begin in the spring semester.

#### Closings.

The residence halls are closed during regular university break periods. Halls normally close several hours after the last final has been scheduled for an exam period; however, the housing contract requires residents to vacate their rooms within 24 hours of taking their last final. This assists Residential Living personnel in maintaining a reasonably quiet study atmosphere for students who are still taking exams.

#### Vacation Housing.

Housing is available for students who must remain on campus because of academic commitments, jobs, or travel distances over the Thanksgiving, winter, or spring breaks at a nominal cost. Reservations are made at the Residential Living office. Depending upon their regular room assignment, students may be able to stay in their own room during the break or may be accommodated in a lounge room.

### Residency Requirement.

The Board of Regents requires all freshmen and sophomores to live in residence halls. At UWSP, this is applied to all individuals who have graduated from high school within the past two years.

### Exceptions.

Exemptions are granted to

- married students;
- students with dependent children; and
- students living with their parents or legal guardian within a 40-mile radius of Stevens Point.

**NOTE.** All freshmen and sophomores not living on-campus must file an exemption form with the Residential Living office.

### Appeals.

Students who do not qualify for an exemption but have reason to believe they should be exempted from the housing residency requirement may file an appeal with the Residential Living office.

## HOUSING FOOD SERVICE.

Individuals living in the residence halls (except those in South Hall) are required to participate in a meal plan. Students may choose from among five meal plans designed to meet their individual needs and preferences. Information about the various plans is available from the Point Card Office, extension 2012.

*s/student affairs 2003/handbook-student affairs 7-03*

## SECTION 4

### UNIVERSITY OF WISCONSIN-STEVENS POINT:

#### GOVERNANCE ORGANIZATIONS

##### **FACULTY SENATE**

The Faculty Senate is the primary governance body on the campus.

##### FACULTY DEFINED FOR GOVERNANCE.

Under the provisions of the *Constitution of the Faculty Senate* and for all governance purposes outlined in that constitution, "faculty" is defined as the chancellor, all persons holding faculty appointments, and all persons holding academic staff appointments.

A copy of the *Constitution of the Faculty Senate* is in chapter 9 of this *Handbook*.

##### MEMBERSHIP.

###### Eligibility.

All persons holding faculty appointments and all persons holding academic staff appointments are eligible for membership in the Senate.

###### Election.

###### Size.

The Senate consists of no fewer than 35 and no more than 45 elected senators, chairpersons of standing committees, one dean, and the chancellor or the chancellor's designee (the chancellor or a designee are *ex officio* members). The distribution of senators is determined by the number of full-time equivalent faculty and academic staff in the college or other equivalent area.

###### Constituencies.

Senators are from each college, the University Library, and from among those not assigned to a college (Business Affairs and Student Development/University Relations). Senators serve as representatives of the entire university, not the constituency from which they are elected.

###### Voting, Election, and Term.

The annual election is in April, by mail ballot; voting is at large. Write-in votes will not be counted for Senate elections or for elections of its standing committees. Senators are elected for two-year terms but committee chairpersons are elected for one-year terms; all may be re-elected for an additional term.

##### STRUCTURE.

### Committees.

The primary work of the Senate is conducted through its standing committees, which seek broad input and give detailed consideration to the issues before them. All committees report to the Senate; no action of a committee is final until it has been reported to the Senate. Some matters brought by committees require a vote of the Senate, others only the report. However, any member of the Senate may request and require a vote on any matter brought before the Senate by a standing committee.

### Committee Membership.

Membership on these committees is not restricted to members of the Senate.

### Executive Committee.

The officers of the Senate and the chairpersons of the standing committees serve as the Executive Committee of the Senate. Among its other responsibilities, the Executive Committee acts on behalf of the Senate when the Senate is not in session (primarily during the summer).

## AUTHORITY.

The faculty and academic staff derive their authority from 36.09 (4) and (4m) of the statutes:

### (4) FACULTY.

The faculty of each institution, subject to the responsibilities and powers of the board, the president and the chancellor of such institution, shall be vested with responsibility for the immediate governance of such institution and shall actively participate in institutional policy development. As such, the faculty shall have the primary responsibility for academic and educational activities and faculty personnel matters. The faculty of each institution shall have the right to determine their own faculty organizational structure and to select representatives to participate in institutional governance.

### (4m) ACADEMIC STAFF.

The academic staff members of each institution, subject to the responsibilities and powers of the board, the president and the chancellor and faculty of the institution, shall be active participants in the immediate governance of and policy development for the institution. The academic staff members have the primary responsibility for the formulation and review, and shall be represented in the development, of all policies and procedures concerning academic staff members, including academic staff personnel matters. The academic staff members of each institution shall have the right to organize themselves in a manner they determine and to select representatives to participate in institutional governance.

## INTERACTION WITH UW SYSTEM.

### Faculty Representatives.

The Faculty Senate interacts with the Board and UW System administration primarily through the chairperson of the Senate, who serves as UWSP's member of the Faculty Representatives. The faculty representatives meet monthly; meetings are chaired by the Senior Vice President for Academic Affairs.

#### Communications.

The faculty representative receives many documents from System administration, including system reports, budget information, the packet of information which Regents receive prior to their meeting, and press clippings related to the UW System. Board and board committee minutes are now on the network.

#### Network.

The representatives sometimes discuss issues through an electronic mailing list which includes all representatives but not System administration.

#### Board Meetings.

The chairperson of the Senate also attends the monthly meetings of the Board as an observer and to report on the actions of the Board to the Senate. Occasionally, a representative will address a Board committee or the full Board or will meet with regents privately to discuss issues of concern.

### INSTITUTIONAL POLICIES PERTAINING TO FACULTY SENATE.

#### Administrative Committees.

The Executive Committee of the Faculty Senate or the chairperson of the Senate shall appoint all faculty and academic staff members of administrative committees. Administrators responsible for administrative committees to which faculty or academic staff are to be appointed may notify the chairperson either to request appointees or to make nominations and request appointees from among the nominees.

#### Released Time.

##### Chairperson of the Senate.

A half-time (.50 FTE) position is assigned to the chancellor's office to provide released time from teaching responsibilities for the chairperson of the Senate.

##### Replacement.

The chairperson's department or unit is authorized to hire a .50 FTE replacement for the chairperson when the department or unit deems it necessary.

#### Other Officers.

##### Requests for Load Relief.

The Senate or individual officers may request that departments or units in which faculty serve grant load relief of .25 FTE for chairpersons of these committees:

- Academic Affairs;
- Academic Staff Council;

- Curriculum;
- Faculty Affairs;
- Graduate Council;
- International Affairs;
- University Affairs;
- University Personnel Development;
- University Planning; and

*Action.*

Departments and units from which load relief is requested for individuals in the enumerated positions shall arrange for load relief whenever possible.

*SCH Production.*

Load relief granted by departments or units to individuals for Senate office is carried as official released time. For classroom teaching personnel, the FTE allocated to released time is not required to generate SCH.

## **STUDENT GOVERNMENT ASSOCIATION**

### PURPOSE.

The Student Government Association works with faculty and administration to achieve the best possible university environment. SGA serves as the messenger's voice for student concerns, ideas, and interests in all facets of university life.

A copy of the SGA constitution is in chapter 9 of this *Handbook*.

### MEMBERSHIP, OFFICERS, AND STUDENT SENATE.

#### Eligibility.

Every student of the university is considered a member of the Student Government Association.

#### Elected Officers.

The Student Government Association is led by an elected president and vice president.

#### Student Senate.

##### Decision Body.

As the voting body of SGA, the Student Senate debates issues, passes resolutions, approves budget allocations, and confirms appointees.

##### Size.

The Student Senate consists of between 16 and 30 elected senators. The distribution of senators is determined by the number of students in each of the colleges. Each college is represented by a minimum of four senators.

##### Voting, Election, and Term.

The annual election is in the spring, with ballot boxes at various sites across campus. The president and vice president are elected at large, while senators are elected by each college. Elected officers and senators serve a one year term.

#### Segregated Fees.

The Student Senate votes on the disbursement of all segregated fees. The Finance Committee holds hearings, prepares a segregated fee budget, and reports its recommendations to the Student Senate for approval or amendment and approval.

#### Executive Board.

The president appoints 12 students who, along with the president and vice president, hold paid positions and serve as the executive board of SGA. The members of the executive board are the

- president;
- vice president;
- executive director;
- secretary;
- budget director;
- budget assistant;
- budget controller;
- communications director;
- academic issues director;
- legislative issues director;
- student life issues director; and
- SOURCE director (training resource and organizational disciplinary body).

#### AUTHORITY.

Students derive their authority from 36.09 (5) of the statutes:

##### (5) STUDENTS.

The students of each institution or campus, subject to the responsibilities and powers of the board, the president and the chancellor and the faculty shall be active participants in the immediate governance of and policy development for such institutions. As such, students shall have primary responsibility for the formulation and review of policies concerning student life, services and interests. Students in consultation with the chancellor and subject to the final confirmation of the board shall have the responsibility for the disposition of those student fees which constitute substantial support for campus student activities. The students of each institution or campus shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.

#### **CLASSIFIED STAFF ADVISORY COMMITTEE**

#### PURPOSE.



The Classified Staff Advisory Committee promotes active participation in university decision-making, informed communication, and a positive professional environment for all classified employees.

A copy of the Classified Staff Advisory Committee by-laws is in chapter 9 of this *Handbook*.

## ROLE.

The committee offers advice and recommendations to the chancellor on issues pertaining to classified personnel or presents the views of classified personnel on university-wide issues.

## MEMBERSHIP.

### Eligibility.

Any represented classified employee, non-represented classified employee, limited term employee, or project appointment employee is eligible for election to the committee.

### Size and Representation.

The committee has eleven members and includes at least one member each from among the

- represented classified staff;
- non-represented classified staff; and
- limited term employees.

### Voting and Election.

Members are elected at large during an April general meeting of the classified staff. Members serve a two-year term.

### Officers.

There are two chairpersons and a secretary, elected by the committee from among its members for a one-year term.

## MEETINGS.

The committee meets at least monthly.

## SECTION 5

### UNIVERSITY OF WISCONSIN-STEVENS POINT:

#### CREDIT UNION

#### **ADDRESS AND TELEPHONE**

The University of Wisconsin-Stevens Point Credit Union is located at 809 Division Street, one block west of the campus between the Fire Station and Fourth Avenue. The telephone number is 345 9600.

#### **OBJECTIVES**

The UWSP Credit Union is a cooperative effort among member employees of the university to provide financial and credit services for members by

- providing loans for productive and provident purposes;
- encouraging habits of thrift through opportunities for investments; and
- advising and assisting in the proper handling of personal finances.

#### **MEMBERSHIP**

##### ELIGIBILITY.

Membership is available to

- UWSP classified employees--
  - ◆ represented employees;
  - ◆ non-represented employees;
  - ◆ LTEs; and
  - ◆ project appointees;
- UWSP unclassified employees--
  - ◆ academic staff;
  - ◆ faculty;
  - ◆ graduate assistants; and
  - ◆ research assistants;
- UWSP Credit Union employees;
- UW-Extension employees associated with this campus;
- Wisconsin Interscholastic Athletic Association employees;
- associations and organizations composed of individuals the majority of whom are eligible for membership; and
- members of the immediate family of any person qualified for membership.

For purposes of credit union membership, "members of the immediate family" means

- an eligible person's spouse, parents, and children, whether living in the same household or not; and

- any other relative of an eligible person or eligible person's spouse living in the same household as the eligible person or the eligible person's spouse.

## REQUIREMENTS.

Eligible persons wishing to become credit union members must purchase at least one share of five dollars, which is credited to their savings account.

## **SERVICES**

### INVESTMENTS.

#### Accounts Available.

Members may avail themselves of five investment opportunities:

- regular savings account;
- certificates of deposit (3, 6, and 12 month);
- share draft account (checking account);
- Christmas Club account (monthly deposits which may be withdrawn annually on October 15); and
- salary stretcher account.

This account program provides the equivalent of a 12-month pay program, made possible by monthly deposits to the account.

#### Interest.

Monthly interest earnings on deposits are calculated at rates based on the earnings of the credit union.

#### Share Account Deposits.

In addition to the life insurance, share deposits are protected against loss up to \$100,000 by the National Credit Union Association.

## LOANS.

#### Applications.

Loans to members are made upon application to the loan officer or credit committee; forms are available from the credit union office. Loans are processed and credit extended promptly, and administered completely confidentially.

#### Types of Loans.

Among the types of loans for which the credit union has provisions are

- automobile loans;
- loans for RVs and boats;
- mortgages;
- signature loans; and
- Quick Cash loans.

## OTHER SERVICES.

Other services available from the credit union include

- money orders;
- free notary services;
- free share account checking; and
- traveler's checks.

## **PAYROLL DEDUCTION**

Payroll deduction is available to all UWSP employees for share and other deposits and loan repayments.

## **CHARTER AND OPERATION**

### CHARTER.

The University of Wisconsin-Stevens Point Credit Union is an independent organization chartered under Wisconsin banking laws and state credit union regulations in May, 1965.

### BOARD OF DIRECTORS.

The credit union is administered by a Board of Directors elected at the annual meeting of the members. Credit union policies are established by the Board, and by the membership at the annual meeting.

### VOTING.

Each member has one vote for each item of business at the annual meeting.

### CREDIT CONTROL.

Credit control is exercised by the Credit Committee, selected from among the members and appointed by the Board of Directors, and the Loan Officer selected by the Board of Directors.

## APPROVAL OF CHANGES TO CHAPTER 1

- Changes to Chapter 1, Sections 1, 2, and 3 require administrative approval.
- Changes to Chapter 1, Section 4, require approval of the respective governance organizations, according to their procedures.
- Changes to Chapter 1, Section 5, require the approval of the Credit Union, according to its procedures.