

## TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b> .....	<b>1</b>
<b>CHAPTER 9 OTHER INSTITUTIONAL POLICIES AND DOCUMENTS</b> .....	<b>5</b>
<b>SECTION 1 COMMUNAL BILL OF RIGHTS AND RESPONSIBILITIES</b> .....	<b>5</b>
<b>PREAMBLE</b> .....	<b>5</b>
<b>ACCESS TO INFORMATION</b> .....	<b>6</b>
<b>CAMPUS ENVIRONMENT</b> .....	<b>7</b>
<b>GENERAL ACADEMICS</b> .....	<b>7</b>
CURRICULUM.....	8
CLASSROOM.....	8
<b>ADVISING</b> .....	<b>8</b>
<b>IMPLEMENTATION</b> .....	<b>9</b>
<b>SECTION 2 INSTITUTIONAL USE</b> .....	<b>9</b>
<b>FACILITIES USE POLICY</b> .....	<b>9</b>
<b>IMPLEMENTATION</b> .....	<b>9</b>
<b>PURPOSE AND SCHEDULING</b> .....	<b>10</b>
PURPOSE.....	10
SCHEDULING.....	10
<b>PRIORITIES FOR USE AND DEFINITIONS OF CLASSIFICATIONS</b> .....	<b>10</b>
PRIORITIES.....	10
DEFINITIONS FOR PRIORITY THREE CLASSIFICATIONS.....	11
<b>FACILITY RENTAL FEES</b> .....	<b>12</b>
ASSESSMENT BASIS.....	12
<b>PARKING FOR EVENTS</b> .....	<b>12</b>
<b>AUTHORITY</b> .....	<b>13</b>
STATUTORY AUTHORITY.....	13
CHAPTER UWS 21.....	13
<b>FACILITIES USE FEES</b> .....	<b>14</b>
<b>UNIVERSITY CENTERS MEETING ROOMS</b> .....	<b>14</b>
UNIVERSITY CENTER .....	14
UNIVERSITY CENTER .....	15
DEBOT CENTER .....	15
ALLEN CENTER.....	15
<b>GPR AREAS</b> .....	<b>16</b>
<b>ACADEMIC FACILITIES</b> .....	<b>16</b>
<b>ATHLETIC FACILITIES</b> .....	<b>17</b>
<b>FUND-RAISING</b> .....	<b>18</b>
<b>DEVELOPMENT OFFICE AUTHORIZATION</b> .....	<b>18</b>
AUTHORIZATION REQUIRED.....	18
<b>PROJECT APPROVAL AND PRIORITY</b> .....	<b>18</b>
DEPARTMENT/UNIT APPROVAL.....	18
<b>COSTS AND STAFF SUPPORT</b> .....	<b>19</b>
DEVELOPMENT CAMPAIGN.....	19
<b>OPEN RECORDS LAW, SECTIONS 19.21-19.39, WIS. STATS. (1993-94) SUBCHAPTER II: PUBLIC RECORDS AND PROPERTY</b> .....	<b>19</b>
<b>WISLAW: 1993-94 WISCONSIN STATUTES UPDATED THROUGH 95 WIS. ACT 226</b> .....	<b>33</b>
<b>PARKING REGULATIONS</b> .....	<b>33</b>
<b>I. AUTHORITY, LIABILITY AND JURISDICTION</b> .....	<b>33</b>
SECTION A:.....	33
SECTION B:.....	33
SECTION C: .....	33
SECTION D: .....	34
<b>II. PARKING RESTRICTIONS</b> .....	<b>34</b>
SECTION A:.....	34
SECTION B:.....	34
SECTION C: .....	34
SECTION D: .....	34
SECTION E:.....	35
<b>III. PARKING PERMITS (STAFF AND STUDENTS)</b> .....	<b>35</b>

<b>IV. VISITORS.....</b>	<b>35</b>
SECTION A:.....	35
SECTION B:.....	35
SECTION C:.....	35
SECTION D:.....	35
SECTION E:.....	35
SECTION F:.....	36
SECTION G:.....	36
<b>V. PARKING DECALS, HANGTAGS &amp; TEMPORARY PERMITS .....</b>	<b>36</b>
SECTION A:.....	36
SECTION B:.....	36
SECTION C:.....	36
SECTION D:.....	37
<b>VI. PARKING LOT DESIGNATIONS .....</b>	<b>37</b>
SECTION A:.....	37
SECTION B:.....	37
SECTION C:.....	37
<b>VII. LOT REGULATIONS .....</b>	<b>37</b>
SECTION A:.....	37
SECTION B:.....	38
SECTION C:.....	38
SECTION D:.....	38
SECTION E:.....	38
SECTION F:.....	38
SECTION G:.....	38
<b>VIII. LOT ASSIGNMENTS .....</b>	<b>39</b>
SECTION A:.....	39
SECTION B:.....	39
SECTION C:.....	39
SECTION D:.....	39
SECTION E:.....	39
SECTION F:.....	41
SECTION G:.....	41
SECTION H:.....	41
<b>IX. PERMIT FEES .....</b>	<b>41</b>
SECTION A:.....	41
SECTION B:.....	41
SECTION C:.....	42
SECTION D:.....	42
SECTION E:.....	43
<b>X. VIOLATIONS AND FINES .....</b>	<b>43</b>
SECTION A:.....	43
SECTION B:.....	44
SECTION C:.....	44
<b>XI. APPEALS .....</b>	<b>44</b>
SECTION A:.....	44
SECTION B:.....	44
SECTION C:.....	44
<b>XII. PARKING APPEALS COMMITTEE .....</b>	<b>44</b>
SECTION A:.....	44
SECTION B:.....	45
<b>XIII. REVOCATION OF PARKING PRIVILEGES.....</b>	<b>45</b>
<b>XIV. ABANDONED VEHICLES WILL BE TOWED AWAY AT THE OWNERS EXPENSE.....</b>	<b>46</b>
<b>FACILITIES PLANNING AND SPACE ALLOCATION COMMITTEE POLICIES .....</b>	<b>46</b>
INTRODUCTION .....	46
<b>SPACE ALLOCATION DECISIONS .....</b>	<b>46</b>
MODIFIED DECENTRALIZED MODEL.....	46
DECISION AUTHORITY.....	46
SPACE REQUESTS.....	47
<b>SPACE UTILIZATION PRIORITIES.....</b>	<b>48</b>
ACADEMIC BUILDINGS.....	48
UNIVERSITY CENTER.....	49
DELZELL HALL.....	49
PARK STUDENT SERVICES CENTER.....	49
OLD MAIN.....	49

NELSON HALL .....	50
SOUTH HALL .....	50
GEORGE STIEN BUILDING .....	50
MAINTENANCE AND MATERIEL BUILDING .....	50
STORAGE: ALL BUILDINGS .....	50
<b>MAJOR/MINOR PROJECTS PLANNING PROCEDURES.....</b>	<b>50</b>
PROJECT PROPOSALS .....	50
INSTITUTIONAL PRIORITY LIST .....	51
CHANCELLOR'S ACTION .....	51
CRITERIA .....	51
<b>TRANSPORTATION SERVICES POLICIES.....</b>	<b>51</b>
<b>VEHICLES AND RATES.....</b>	<b>51</b>
VEHICLES AVAILABLE .....	51
<b>RESERVATIONS AND VEHICLE PICK-UP/RETURN.....</b>	<b>52</b>
RESERVATIONS .....	52
PACKET AND VEHICLE PICK-UP .....	52
PACKET AND VEHICLE RETURN .....	52
CANCELLATIONS .....	52
<b>VEHICLE USE AND DRIVER AUTHORIZATION .....</b>	<b>52</b>
OFFICIAL BUSINESS .....	52
VEHICLE USE AGREEMENT .....	52
<b>MILEAGE REIMBURSEMENT FOR PERSONAL VEHICLE USE.....</b>	<b>53</b>
FLEET VEHICLE AVAILABLE .....	53
OTHER CONDITIONS .....	53
<b>USE OF 15-PASSENGER VANS.....</b>	<b>53</b>
DRIVER TRAINING REQUIRED .....	53
<b>STUDENT ORGANIZATIONS.....</b>	<b>53</b>
<b>SECTION 3 GOVERNANCE DOCUMENTS.....</b>	<b>55</b>
<b>BYLAWS OF THE CLASSIFIED STAFF ADVISORY COMMITTEE.....</b>	<b>55</b>
<b>ARTICLE I: NAME .....</b>	<b>55</b>
SECTION 1 .....	55
SECTION 2 .....	55
<b>ARTICLE II: PURPOSE .....</b>	<b>55</b>
<b>ARTICLE III: MEMBERSHIP.....</b>	<b>55</b>
SECTION 1 .....	55
SECTION 2 .....	55
SECTION 3 .....	55
SECTION 4 .....	56
SECTION 5 .....	56
SECTION 6 .....	56
<b>ARTICLE IV: MEETINGS.....</b>	<b>56</b>
SECTION 1 .....	56
SECTION 2 .....	56
<b>ARTICLE V: SUBCOMMITTEES .....</b>	<b>56</b>
<b>ARTICLE VI: AMENDMENTS.....</b>	<b>56</b>
<b>CONSTITUTION OF THE FACULTY SENATE UNIVERSITY OF WISCONSIN-STEVENS</b>	
<b>POINT .....</b>	<b>58</b>
<b>PREAMBLE.....</b>	<b>58</b>
<b>ARTICLE I: THE FACULTY .....</b>	<b>58</b>
<b>ARTICLE II: THE SENATE .....</b>	<b>59</b>
<b>ARTICLE III: FACULTY REVIEW .....</b>	<b>62</b>
<b>ARTICLE IV: AMENDMENTS .....</b>	<b>63</b>
<b>ARTICLE V: STANDING COMMITTEES .....</b>	<b>63</b>
<b>ARTICLE VI: SENATE REVIEW OF COMMITTEE ACTIONS.....</b>	<b>64</b>
<b>ARTICLE VIII: ACADEMIC AFFAIRS COMMITTEE .....</b>	<b>65</b>
<b>ARTICLE IX: ACADEMIC STAFF COUNCIL.....</b>	<b>69</b>
<b>ARTICLE X: CURRICULUM COMMITTEE.....</b>	<b>71</b>
<b>ARTICLE XI: FACULTY AFFAIRS COMMITTEE .....</b>	<b>74</b>
<b>ARTICLE XII: GENERAL EDUCATION COMMITTEE .....</b>	<b>77</b>
<b>ARTICLE XIII: GRADUATE FACULTY AND COUNCIL.....</b>	<b>78</b>
<b>ARTICLE XIV: UNIVERSITY AFFAIRS COMMITTEE.....</b>	<b>81</b>
<b>ARTICLE XV: UNIVERSITY PERSONNEL DEVELOPMENT COMMITTEE.....</b>	<b>83</b>
<b>ARTICLE XVI: UNIVERSITY TECHNOLOGY COMMITTEE .....</b>	<b>85</b>
<b>ARTICLE XVII: BUDGET REVIEW AND ADVISORY COMMITTEE .....</b>	<b>86</b>

ARTICLE XVIII: STRATEGIC PLANNING COMMITTEE .....	87
<b>SECTION 4 FACULTY POLICIES .....</b>	<b>90</b>
LAYOFF TENURE LAW (1969-1974) .....	90
UWS POLICY ON FACULTY SERVING IN ACADEMIC STAFF POSITIONS .....	92
<b>SECTION 5 OTHER POLICIES .....</b>	<b>94</b>
SECURITY CAMERA POLICY .....	94
GUIDELINES FOR HUMAN SUBJECTS RESEARCH AT UW–STEVENS POINT .....	95
Statement of Principles, Summary of General Institutional Policies and Applicability.....	95
<b>COPYRIGHTABLE INSTRUCTIONAL MATERIALS OWNERSHIP, USE AND CONTROL...97</b>	
<b>ONLINE ACCESSIBILITY POLICY AND IMPLEMENTATION PLAN .....</b>	<b>97</b>
PURPOSE .....	97
POLICY .....	98
UWSP WEB PAGES.....	99
UWSP ONLINE RESOURCES OTHER THAN WEB PAGES.....	99
EXCEPTIONS AND RESPONSIBILITIES.....	100
<b>IMPLEMENTATION .....</b>	<b>100</b>
TRAINING AND SUPPORT.....	100
MONITORING ACCESSIBILITY COMPLIANCE .....	101
PROCUREMENT PROCEDURES FOR ONLINE RESOURCES .....	101
<b>POLICY REVIEW .....</b>	<b>101</b>
<b>DEFINITIONS OF POLICY TERMS .....</b>	<b>102</b>
<b>ENDNOTES.....</b>	<b>104</b>
<b>APPROVAL OF CHANGES TO CHAPTER 9.....</b>	<b>104</b>

## CHAPTER 9

### OTHER INSTITUTIONAL POLICIES AND DOCUMENTS

#### SECTION 1

### COMMUNAL BILL OF RIGHTS AND RESPONSIBILITIES

#### **PREAMBLE**

The University of Wisconsin Stevens Point is an academic community of individuals committed to the pursuit of learning, the acquisition of knowledge, and the education of all who seek it. The members of the community include students, faculty, staff, administrators, and support personnel. The mission of the University is to stimulate intellectual growth through the discovery and dissemination of knowledge which commits its members to scholarship in all of its forms. The mission also directs all members to work for the application of knowledge beyond the physical boundaries of the campus for the betterment of all members of society.

All who open their minds in this community are considered students and all students engage the academic enterprise with basic expectations, needs, freedoms, and responsibilities. As the academic community seeks to achieve its mission it can be expected:

- to develop in its members a heightened intellectual, cultural, and humane sensitivity;
- to instill a passion for learning and a sense of value and purpose;
- to develop fundamental abilities which would allow one to thoughtfully engage the world, carefully consider the relationships between ideas, critically evaluate conclusions, and responsibly select among competing choices.

All who are members of this community share an obligation to provide an environment conducive to the best possible education for all who genuinely and sincerely seek it.

As members of the Stevens Point community, UW-SP has a commitment to work with the complete Stevens Point community to maintain an appropriate community environment. Each member of the campus community has an obligation to foster positive university-community relationships wherever possible.

The members of the UW-SP community are dedicated to personal and academic excellence. Becoming a member of the community obligates each member to a code of behavior, which includes:

- The practice of personal and academic integrity. A commitment to this ideal is inconsistent with cheating in classes, in games, or in sports. It should eliminate the practice of plagiarism or borrowing others work, lying, deceit, and excuse making. And it should foster caring and concern with personal relationships.
- The respect of all people. A commitment to this ideal is inconsistent with behaviors which compromise or demean the dignity of individuals or groups, including hazing, intimidating, taunting, baiting, ridiculing, insulting, harassing, and discrimination.

- The respect of the rights and property of others. A commitment to this ideal is inconsistent with all forms of theft, vandalism, arson, misappropriation, malicious damage, and desecration or destruction of property. Respect for another's personal rights is inconsistent with any behavior which violates persons' right to move about freely, to express themselves appropriately, and to enjoy privacy.
- The respect for equal rights and opportunity. This is essential in order to learn from the differences in people, ideas, and opinions. A commitment to this ideal pledges affirmative support for equal rights and opportunities for all members regardless of their age, sex, race, religion, disability, ethnic heritage, socioeconomic status, political, social or other affiliation, or disaffiliation, sexual orientation, and/or gender identity/expression.
- The respect for the individual's needs of conditions which support work and development. A commitment to this ideal encourages behavior which is sensitive, hospitable and just.

Allegiance to these ideals obligates each member to refrain from and discourage behaviors which threaten the freedom and respect all community members of UW-SP deserve. This last clause reminds community members that they are not only obliged to avoid these behaviors, but that they also have an affirmative obligation to confront and challenge, and respond to, or report the behaviors whenever or wherever they are encountered.

## **ACCESS TO INFORMATION**

Access to information is absolutely critical to the functioning of the university. Therefore, the university is committed to establishing and maintaining a high quantity flow of high quality information while seeking to eliminate or restrict anything that interferes or reduces the effectiveness of information dissemination.

Some forms of information are important to the completion of the mission of the university. Important information concerns:

- The legal rights and safeguards established by law for the well-being of all individuals. All members of the university community have a right to the privacy and confidentiality ensured by these laws.
- The set of requirements and obligations which students must fulfill in order to graduate in a timely fashion. Students will receive clear, accurate and timely, comprehensive and readily accessible information about academic programs, services and requirements. The university is obligated to provide accurate and timely information about requirements and/or changes to requirements. Students are obligated to maintain accurate information on their progress, to seek out appropriate information, and to be responsible for making appropriate choices for degree progress.
- The university policies and procedures that guide the operation of the university and the behavior of all members of the university community. The primary information included here tells members of the academic community how to go about achieving legitimate ends connected with university community. A critical part of this information concerns the identification of what constitutes a violation of acceptable behavior and the procedures for adjudicating such offenses.
- The learning activities of the classroom including any extensions such as field trips, etc. Nothing should be allowed to interrupt the activities of the classroom unless officially sanctioned by the proper university authority.

- The data related to the effective selection of courses and degree programs. Students have access to the aggregate results of student evaluations on each instructor, per UW-SP policy.
- Opportunities and benefits that members of the academic community might wish to take part in as supplements to the accrual of academic credits toward graduation: intramural sports, professional organizations, etc.
- The social interactions of the university. Campus organizations should be afforded reasonable opportunity to disseminate information to members of the academic community. Use of class time, however, remains at the sole discretion of the instructor.

## **CAMPUS ENVIRONMENT**

Members of this campus community can expect a safe and inviting campus environment.

Such a safe environment should include:

- The ability to access all parts of the campus without fear of interference, harassment, or physical harm.
- Timely information about the existence of known dangerous and/or toxic substances.
- Timely information about the existence of known hazards.
- The ability to become members of organizations without threat of hazing or other forms of humiliation.
- Access to accurate aggregate statistics on UW-SP campus crimes, including patterns and trends.

Such an inviting environment should include:

- An openness and receptivity to a wide range of ideas, regardless of source, which are engaged on the basis of merit.
- A protection and receptivity to differences consistent with the enforcement of federal, state and university protections against discriminatory treatment because of race, ethnicity, gender, religion, sexual orientation, gender identity/expression, age, disability, military status, socioeconomic status, family status, or political views.
- A physical plant and technological support that facilitate learning.
- Campus facilities that are accessible to documented disabled persons in compliance with applicable regulations.
- The right, as provided by applicable UW system policy and federal and state statutes, to lobby, demonstrate, circulate petitions, distribute leaflets, listen to speakers of their choice, use campus facilities for all lawful purposes and respect of others to do the same.
- The right to express (or not express) beliefs and opinions on all issues, and to challenge the beliefs and opinions of others.
- Publication and broadcast media that may cover, describe, and interpret all issues and events without prior interference, within limits of procedures and applicable federal and state statutes and consistent with principles of ethical and responsible journalism.

## **GENERAL ACADEMICS**

- Students can expect regularly scheduled and reasonably followed instructor office hours, and are responsible for keeping and scheduling appointments. Instructors and students need to make reasonable attempts to inform each other of necessary changes.

- Students can expect, and should take advantage of opportunities for expanded learning experiences beyond the classroom.
- Students can expect reasonable opportunities to enroll in courses required for timely graduation. This includes accurate, timely, comprehensive, and readily accessible information about academic programs, services and requirements.

### CURRICULUM.

- All members of the university community can expect a curriculum that provides opportunities to enhance the skills and knowledge outlined in the preamble of this document.
- Students can expect a curriculum that considers significant social and cultural issues and includes the contributions of diverse peoples. The development and content of such curricula remains faculty prerogative and responsibility. Faculty are encouraged to consider student needs and interests.

### CLASSROOM.

- Students can expect to receive a syllabus in the first class meeting of each course. The syllabus should include a statement of course objectives and requirements, a description of the grading system, tentative examination schedule, as appropriate to the course, and a clear attendance policy. Faculty can expect students to keep up with class assignments and requirements.
- Students have the right to be evaluated in a fair and equitable manner according to course objectives as outlined in the syllabus and without reference to their personal or political views. Evaluations shall be based on demonstrated learning of course content and meeting other course requirements. Students have the responsibility to participate fully in the learning experience and to complete all course requirements.
- Members of the university community have the right to reasonable accommodation of their demonstrable religious beliefs with regard to the scheduling of all examinations and other academic requirements. Persons with disabilities have the right to reasonable accommodation with regard to the scheduling of all examinations and other academic requirements. Students should inform instructors of their accommodation needs in a timely manner.
- Students can expect timely and accurate information and feedback about their academic progress and achievements, as well as feedback prior to the deadline for dropping courses.
- Students have an obligation to respect the integrity of the academic process, and to comply with the rules governing academic dishonesty such as prohibitions against cheating on examinations, false representation of work submitted for evaluation, and plagiarism.
- Members of the university community have the right to expect a harassment free classroom environment.

### **ADVISING**

Students are responsible for:

- Determining a course of study that satisfies the requirements defined for the appropriate degree in the UW-SP catalog.
- Scheduling and appearing promptly for appointments with the adviser when necessary (at least once each semester).



- Preparing for an advising session by having the necessary forms available and a list of questions and courses (and alternatives) needed.
- Being knowledgeable about policies, procedures, and requirements as published.
- Being prepared to discuss personal values and goals as they related to academic and career-related needs.
- Following through with appropriate action after the advising meeting.
- Accepting responsibility for the decisions being made.
- Taking primary responsibility for determining their own course selections.

Faculty who serve as advisers are responsible for:

- Providing timely and accurate advising on academic and career matters.
- Making advising readily available.
- Maintaining files on advisees necessary to monitor progress toward the advisee's educational goals.
- Conveying information on academic requirements, policies, and procedures.
- Assisting the student in identifying and pursuing educational goals and objectives and in securing information about career opportunities.
- Helping the student examine course offerings in the major; relate these to courses in his/her broader field of study; and understand the graduation requirements for the chosen curriculum.
- Tailoring the advising approach to individual students and making referrals appropriate to their needs and interests.
- Being responsive to discussions of students' personal values and goals as they relate to academic and career-related needs.
- Being sensitive to issues relating to the student's retention at UW-SP, and making appropriate referrals when necessary/possible.

## **IMPLEMENTATION**

The Vice Chancellor for Academic Affairs and/or the vice Chancellor for Student Affairs has the responsibility to insure that the rights and responsibilities listed above are implemented and to identify clearly the person(s) to whom members of the University community can turn to for assistance if they believe that their needs regarding the above have not been met. The above enumeration shall not be construed as exhaustive of the rights and responsibilities of all.

## **SECTION 2**

### **INSTITUTIONAL USE**

#### **FACILITIES USE POLICY**

## **IMPLEMENTATION**

The director of conference and reservations is responsible for scheduling non-curricular use of institutional facilities in accordance with the provisions of this policy.

This authority has been delegated to the director by the vice chancellor for student affairs, who is responsible for the implementation of the facilities use policy.

## **PURPOSE AND SCHEDULING**

### PURPOSE.

The University of Wisconsin-Stevens Point recognizes and establishes the primacy of academic programs and co-curricular activities in the use of institutional facilities. Further, as part of its outreach and community service endeavors, the university will also provide its facilities for the use of residents of the state to the extent that the facilities are available and institutional resources permit.

To meet this goal, requests for the use of facilities are granted when facilities are available and when the requested use

- will not conflict nor interfere with curricular and co-curricular programs of the university;
- will not conflict nor interfere with the general welfare of students or other members of the university community; and
- is compatible with the function of the facility to be used.

**NOTE.** The use of state facilities, including faculty and staff offices, for soliciting, receiving, or making political contributions by mail or in person is prohibited by law (11.36 Wis. Stats.).

### SCHEDULING.

Facilities are normally scheduled on a first come, first served basis. Reservations for facilities may be made by calling, writing, or visiting the conference and reservations office in the university center. The telephone extension is 2427.

## **PRIORITIES FOR USE AND DEFINITIONS OF CLASSIFICATIONS**

### PRIORITIES.

#### *Preferential Scheduling.*

Academic programs and co-curricular activities receive primary consideration.

#### *Annual Events.*

Annual or on-going university events and activities are normally scheduled well in advance of the date of the activity and before other reservations are accepted.

#### *Priorities.*

Scheduling and assignment of university facilities is handled and fees assessed (refer to the appropriate subsection below) in accordance with these priorities, based on the

- type of event;
- relationship to the university's mission and goals;
- sponsoring organization; and
- charges to event participants.

#### *Priority One.*

Curricular programs regularly scheduled on the academic calendar.

Priority Two.

Co-curricular programs regularly scheduled during the academic year or summer session.

Priority Three.

*Class A.*

Sponsors of non-curricular events and programs, and within this priority, in this order:

- student organizations and groups;
- faculty events;
- educational events sponsored by the university or a subunit;
- state, county, or city governmental agencies; and
- educational events sponsored by the university in conjunction with outside organizations.

*Class B.*

Events fulfilling university requirements but sponsored by outside nonprofit organizations.

*Class C.*

Commercial events.

DEFINITIONS FOR PRIORITY THREE CLASSIFICATIONS.

*Class A*

(university groups or individuals and governmental agencies). Included in this category are

- recognized UWSP student organizations;
- groups of students who have temporary recognition;
- university departments and units;
- university personnel meeting to pursue an area of interest related to the welfare or mission of the university; and
- state, county, or city governmental agencies, agency subunits, or committees meeting for business purposes.

*Class B*

(nonprofit organizations and organizations not affiliated with or sponsored by the university). Included in this category are

- nonprofit civic or community service groups;
- professionally recognized nonprofit organizations related to education;
- nonprofit groups wanting to use facilities for programs of public or social significance; and
- organizations whose programs are not directly related to the curricular or co-curricular programs of the university but which have a broad general relationship to the mission or goals of the university.

**NOTES.** (1) Nonprofit organizations sponsored by the university or university subunits receive priority three status.

(2) A priority four organization which assesses a fee other than to cover basic program costs will be administered and assessed fees under group C.

Class C.

Commercial enterprises and private agencies.

## **FACILITY RENTAL FEES**

### ASSESSMENT BASIS.

Facility Use.

Groups and organizations are assessed fees based on the priority classifications for use.

- Priority one and two users are assessed no fees for facility use;
- Priority three:
  - ♦ Class A users are assessed no fees;
  - ♦ Class B users are assessed the full rental cost; and
  - ♦ Class C users are assessed double the full rental cost.

Set-up Fees.

Facility use charges are only for the physical facility but includes the standard set-up of the facility requested.

Additional fees are assessed for special set-up, additional cleaning, or overtime maintenance. These fees are based on labor costs.

Fee Schedule.

The Facility Usage Fee Schedule establishes a minimum fee charged for each facility. The fee schedule, constructed on an hourly rate formula, is included at the end of this policy statement.

Waivers.

The vice chancellor for student affairs may grant waivers from the published fee schedule for youth conferences, workshops, and institutes held in facilities supported by general purpose revenue funds.

The director of university centers may grant waivers of the published facilities use fees for events for youth groups held exclusively in the centers.

## **PARKING FOR EVENTS**

Conference and reservations personnel will assist planners of events in securing parking. Visitors attending conferences, workshops, institutes, or similar activities or events scheduled through the conference and reservations office are assessed parking fees through either

- assignment to a coin-operated lot; or
- issuance of a temporary parking permit.

When a university department, unit, or office hosts an individual or small group, no parking fee is assessed but the host organization must contact parking services to make appropriate arrangements.

## **AUTHORITY**

Authority for and limitations on granting the use of university facilities to the public is in 16.845 Wis. Stats., chapter UWS 21 of the Administrative Code, and Regent policies.

Behavior on university lands is governed by Chapter UWS 18 of the Code (a copy is in chapter 4, section 7, of this *Handbook*).

## **STATUTORY AUTHORITY.**

Section 16.845 of the statutes provides for the use of state owned facilities:

Except as elsewhere expressly prohibited, the managing authority of any facility owned by the State may permit its use for free discussion of public questions, or for civic, social, recreational or athletic activities. No such use shall be permitted if it would unduly burden the managing authority or interfere with the prime use of such facility. The applicant for use shall be liable to the state for any injury done to its property, for any expense arising out of any such use and for such sum as the managing authority may charge for such use. All such sums are to be into the general fund and to be credited to the appropriation for the operation of the facility used. The managing authority may permit such use notwithstanding the fact that a reasonable admission fee may be charged to the public. Whoever does or attempts to do an act for which a permit is required under this section without first obtaining the permit may be fined not more than \$100 or imprisoned not more than 30 days, or both. This section applies only to those building, facilities and grounds for which a procedure for obtaining a permit has been established.

### **Definitions.**

Two definitions from this statute are pertinent to UWSP:

- *facility* includes buildings and any surrounding or connecting grounds; and
- *managing authority* means, among other definitions, the officer responsible for the management of a particular facility.

## **CHAPTER UWS 21.**

A copy of chapter UWS 21, Rules of the Board of Regents of the University of Wisconsin System, Wisconsin Administrative Code, is in chapter 4, section 16, of this *Handbook*.

### **Primary Use.**

Board policy establishes primacy of use of university facilities for fulfilling the university's mission of teaching, research, and public service.

### **Groups Not Part of the University.**

If a university department or unit believes that the meetings or activities of a group not associated with the university will contribute to and serve the university's purposes, the department/unit may sponsor the group's use of university facilities.

## FACILITIES USE FEES

**NOTE.** Because the Facilities Use Fees document has distinct formatting, the only change made to bring the original text into conformity with other sections of the *Handbook* was to use the font used everywhere else in the *Handbook*.

### UNIVERSITY CENTERS MEETING ROOMS

Class B rate (nonprofit groups)  
Class C (outside groups)

- Room charge is a minimum of \$10.00 or the actual cost, whichever is greater.
- When a center is normally closed and part of the facility is rented, there is an opening fee charge of \$200.00 or the actual use fee, whichever is greater.
  - ♦ *Student organizations* are not charged an opening fee if the programs for which the facility is used is for the benefit of students.
  - ♦ The *Alumni Office* is not charged an opening fee for events which it sponsors.
- Class B and C users are charged room set-up fees when no meal is served if they use a room other than as is:
  - ♦ \$25.00 for any small room;
  - ♦ \$75.00 for Laird, Alumni, and Wright (\$50 to Maintenance and \$25 to Program Services if the sound system is used; full amount to Maintenance if no sound system used)

### UNIVERSITY CENTER

<i>Room</i>	<i>Number</i>	<i>Sq Ft</i>	<i>Capacity</i>	<i>Class B</i>	<i>Class C</i>
				<i>Hourly Rate</i>	
Blue	111	413	16	.70	1.40
Communications	103	973	60	1.65	3.30
Concourse booths		70	2	1.05	2.10
Dodge	239	413	10	.70	1.40
East Dressing Room	119	155		.30	.60
North Dressing Room	121	184		.35	.70
Encore	134B	2514	200	4.30	8.60
Fremont Terrace	144D/E	1573	264	2.70	5.40
Wooden Spoon	144/144A	3223		5.50	11.00
				8.20	16.40
Garland	205	560	50	.95	1.90

Green	113	492	33	.85	1.70
Heritage	126	2797	64	4.75	9.50
LaFollette Lounge	101	5762	200	9.80	19.60
Mitchell	207	560	40	.95	1.90
Muir-Schurz	241/241A	829	24	1.45	2.90
Nicolet-Marquette	235/235A	826	72	1.40	2.80
Park Place	134/134A	2957	200	5.05	10.10
Melvin R. Laird	102	5550	415	9.45	18.90
Red	115	573	40	1.00	2.00
Turner	201	560	40	.95	1.90
Alumni	210	4500	400	7.65	15.30
Wright Lounge	220	3795	220	6.45	12.90
101E (smoking lounge)	101E	446	17	.80	1.60
101F (smoking lounge)	101F	445	15	.80	1.60

#### **UNIVERSITY CENTER**

<i>Room</i>	<i>Number</i>	<i>Sq Ft</i>	<i>Capacity</i>	<i>Class B Hourly Rate</i>	<i>Class C Hourly Rate</i>
104	104	384		.65	1.30
108	108	392		.70	1.40
125/125A	125/125A	1450	120	2.50	5.00

#### **DEBOT CENTER**

<i>Room</i>	<i>Number</i>	<i>Sq Ft</i>	<i>Capacity</i>	<i>Class B Hourly Rate</i>	<i>Class C Hourly Rate</i>
125/125A	125/125A	1450	120	2.50	5.00
North Dining Room	125	4422	250	5.35	10.70
South Dining Room	116	4422	250	5.35	10.70
Room 028	028	1949	75	2.33	4.66
Room 073	073	2454	86	2.95	5.90
East Dining Room	107	4422	250	5.35	10.70
Room 008	008	633		.75	1.50

#### **ALLEN CENTER**

<i>Room</i>	<i>Number</i>	<i>Sq Ft</i>	<i>Capacity</i>	<i>Class B Hourly Rate</i>	<i>Class C Hourly Rate</i>
Allen Upper	101A	8315	420	34.95	69.90

Brass Hat	005	490	32	2.10	4.20
Depot	001	489	32	2.05	4.10
Freightyard Lounge	003	2422	65	10.20	20.40

### GPR AREAS

Class B rate (nonprofit groups)

Class C (outside groups)

- Facility charge is a minimum of \$10.00 or the actual cost, whichever is greater.

<i>Facility</i>	<i>Replacement Cost</i>	<i>Physical Plant Costs</i>	<i>Class B Total Hourly Rate</i>	<i>Class C Total Hourly Rate</i>
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### ACADEMIC FACILITIES

#### Classrooms

10 - 40 capacity	.41	.72	1.13	2.26
40 - 80	.82	1.44	2.25	4.50
80 - 200	2.04	3.60	5.64	11.28
200+	2.55	4.50	7.05	14.10

<i>Facility</i>	<i>Replacement Cost</i>	<i>Physical Plant Costs</i>	<i>Class B Total Hourly Rate</i>	<i>Class C Total Hourly Rate</i>
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#### Wet Labs

CNR 220			2.53	5.06
CNR 410			.92	1.84

#### Dry Labs

Sci A212			2.43	4.86
Sci B104			1.92	3.84
Sci 102			2.46	4.92

#### Fine Arts Labs

FAC A101			4.82	9.64
FAC A102			3.96	7.92
FAC A103			4.22	8.44
FAC A106			2.91	5.82
FAC A107			2.08	4.16
FAC A107C			2.09	4.18
FAC A112			4.44	8.88
FAC A113			5.32	10.64

#### Computer Lab

			2.30	4.30
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#### Telecommunications Studio

			6.09	12.18
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#### Dance Studios

PE 154/156	1.32	3.63	4.95	9.90
PE 154/156 and lockers	1.65	4.53	6.18	12.36



PE 110	1.57	4.30	5.86	11.72
PE 110 and lockers	1.89	5.20	7.09	14.18
LRC 005	.57	1.55	2.12	4.24
College of Fine Arts Building				
Jenkins Theatre	6.71	8.27	14.98	29.96
Michelsen Hall	4.39	5.41	9.81	19.62
Courtyard	3.23	3.98	7.21	14.42
Carlsten Gallery	2.20	2.70	4.90	9.80
Dressing Rooms	1.18	1.46	2.64	5.28
Memorial Forum	1.00	1.00	2.00	4.00
Learning Resources Center				
Lobby (Room 101)	3.03	6.07	9.10	18.20
Founders Room, Old Main	.75	1.75	2.49	5.98

### **ATHLETIC FACILITIES**

	<i>Replacement Cost</i>	<i>Physical Plant Costs</i>	<i>Class B Total Hourly Rate</i>	<i>Class C</i>
Berg Gymnasium	5.30	14.54	19.83	39.66
Berg Gymnasium and lockers <i>Facility</i>	5.62	15.44	21.06	42.12
Quandt Gymnasium	7.81	21.43	29.23	58.46
Quandt Gymnasium and lockers	8.37	22.97	31.34	62.68
Quandt Balcony	2.00	5.49	7.49	14.98
Wrestling Room	1.23	3.38	4.61	9.22
Wrestling Room and lockers	1.56	4.28	5.84	11.68
Swimming Pool	9.50	17.13	26.63	53.26
Swimming Pool and lockers	11.07	19.96	31.04	62.08
Adaptive Pool	.92	1.66	2.59	5.18
Adaptive Pool and lockers	2.49	4.50	6.99	13.98
Fitness Center	1.91	5.25	7.16	14.32
Fitness Center and lockers	5.20	14.27	19.47	38.94
Indoor Track	21.78	59.77	81.55	163.10
Indoor Track and lockers	22.81	62.61	85.42	170.84
Handball Courts				
#36	.33	.90	1.23	2.46
#36 and lockers	3.61	.92	4.53	9.06
104/108	.33	.91	1.25	2.50
104/108 and lockers	.66	1.81	2.47	4.94

Track	17.50	.10	17.60	35.20
Baseball Field	6.25		6.25	12.50
Soccer Field			.16	.32
Tennis Court	.65		.65	1.30
Lighted Tennis Court	.90	.80	1.70	3.40
Outdoor Volleyball Court			.03	.06
Intramural Field			.16	.32

## FUND-RAISING

### DEVELOPMENT OFFICE AUTHORIZATION

#### AUTHORIZATION REQUIRED.

Any proposed fund-raising projects to solicit over \$500 in funds or contributions of durable goods during a calendar year on behalf of the University or any of its components must have authorization from the Development Office before solicitation or negotiations to accept funds or contributions begins.

#### Applicability.

This policy applies to any solicitation of funds or goods initiated by individuals employed by or affiliated with UWSP, campus and off-campus support groups, departments, units, alumni associations, student organizations, friends, booster clubs, or similar individuals or groups.

#### Rationale.

The decline in general purpose revenue and the increase in institutional needs for external funding requires an efficient, broad-based network of funding prospects. To be productive, seeking funding from external sources also requires the elimination of unnecessary duplication of solicitation efforts of the same donor.

### PROJECT APPROVAL AND PRIORITY

#### DEPARTMENT/UNIT APPROVAL.

When a fund-raising project is initiated, the project must have the approval of the department or unit and the appropriate dean or vice chancellor. The provost and chancellor must approve projects for departments or units reporting directly to them.

#### Priorities.

Any unit requesting special funding for projects must establish priorities for such projects. The Development Office will not authorize solicitation without

- department/unit approval;
- administrative approval; and

- establishment of priorities for solicitation.

## **COSTS AND STAFF SUPPORT**

### **DEVELOPMENT CAMPAIGN.**

In general, when the Development Office conducts a fund-raising campaign for a project, the material cost of the campaign is charged to the specific area for which the campaign is conducted. This includes but is not limited to costs for

- mailing and postage;
- supplies;
- clerical service and support;
- telephone charges; and
- printing.

#### **Funding.**

Arrangements for funding major campaigns must be confirmed before the campaign actually begins. An estimate of expenses will be available from the Development Office.

#### **Staff and Departmental/Unit Liaisons.**

The Development Office employs personnel specifically to solicit private gifts for the University. Colleges, departments, and units contemplating any external solicitation are encouraged to appoint an individual to serve as a liaison with Development Office personnel.

## **OPEN RECORDS LAW, SECTIONS 19.21-19.39, WIS. STATS. (1993-94) SUBCHAPTER II: PUBLIC RECORDS AND PROPERTY**

**NOTE:** Although some formatting changes have been made, the following is a verbatim copy of the statute, except that historical and case citations have been omitted.

### **19.21 Custody and delivery of official property and records.**

(1) Each and every officer of the state, or of any county, town, city, village, school district, or other municipality or district, is the legal custodian of and shall safely keep and preserve all property and things received from the officer's predecessor or other persons and required by law to be filed, deposited, or kept in the officer's office, or which are in the lawful possession or control of the officer or the officer's deputies, or to the possession or control of which the officer or the officer's deputies may be lawfully entitled, as such officers.

(2) Upon the expiration of each such officer's term of office, or whenever the office becomes vacant, the officer, or on the officer's death the officer's legal representative, shall on demand deliver to the officer's successor all such property and things then in the officer's custody, and the officer's successor shall receipt therefor to said officer, who shall file said receipt, as the case may be, in the office of the secretary of state, county clerk, town clerk, city clerk, village clerk, school district clerk, or clerk or other secretarial officer of the municipality or district, respectively; but if a vacancy occurs before such successor is qualified, such property and things shall be delivered to and be receipted for by such secretary or clerk, respectively, on behalf of the successor, to be delivered to such successor upon the latter's receipt.

(3) Any person who violates this section shall, in addition to any other liability or penalty, civil or criminal, forfeit not less than \$25 nor more than \$2,000; such forfeiture to be enforced by a civil action on behalf of, and the proceeds to be paid into the treasury of the state, municipality, or district, as the case may be.

(4)(a) Any city council, village board or town board may provide by ordinance for the destruction of obsolete public records. Prior to the destruction at least 60 days' notice in writing of such destruction shall be given the historical society which shall preserve any such records it determines to be of historical interest. The historical society may, upon application, waive such notice. No assessment roll containing forest crop acreage may be destroyed without prior approval of the secretary of revenue. This paragraph does not apply to school records of a 1st class city school district.

(b) The period of time any town, city or village public record is kept before destruction shall be as prescribed by ordinance unless a specific period of time is provided by statute. The period prescribed in the ordinance may not be less than 2 years with respect to water stubs, receipts of current billings and customer's ledgers of any municipal utility, and 7 years for other records unless a shorter period has been fixed by the public records board under s. 16.61 (3) (e) and except as provided under sub. (7). This paragraph does not apply to school records of a 1st class city school district.

(c) Any local governmental unit or agency may provide for the keeping and preservation of public records kept by that governmental unit through the use of microfilm or another reproductive device, optical imaging or electronic formatting. A local governmental unit or agency shall make such provision by ordinance or resolution. Any such action by a subunit of a local governmental unit or agency shall be in conformity with the action of the unit or agency of which it is a part. Any photographic reproduction of a record authorized to be reproduced under this paragraph is deemed an original record for all purposes if it meets the applicable standards established in ss. 16.61 (7) and 16.612. This paragraph does not apply to public records kept by counties electing to be governed by ch. 228.

(cm) Paragraph (c) does not apply to court records kept by a clerk of circuit court and subject to SCR chapter 72.

(5)(a) Any county having a population of 500,000 or more may provide by ordinance for the destruction of obsolete public records, except for court records subject to SCR chapter 72.

(b) Any county having a population of less than 500,000 may provide by ordinance for the destruction of obsolete public records, subject to s. 59.52 (4) (b) and (c), except for court records governed by SCR chapter 72.

(c) The period of time any public record shall be kept before destruction shall be determined by ordinance except that in all counties the specific period of time expressed within s. 7.23 or 59.52 (4) (a) or any other law requiring a specific retention period shall apply. The period of time prescribed in the ordinance for the destruction of all records not governed by s. 7.23 or 59.52 (4) (a) or any other law prescribing a specific retention period may not be less than 7 years, unless a shorter period is fixed by the public records board under s. 16.61 (3) (e).

(d) 1. Except as provided in subd. 2., prior to any destruction of records under this subsection, except those specified within s. 59.52 (4) (a), at least 60 days' notice of such destruction shall be given in writing, to the historical society, which may preserve any records it determines to be of historical interest. Notice is not required for any records for which destruction has previously been approved by the historical society or in which the society has indicated that it has no interest for historical purposes. Records which have a confidential character while in the possession of the original custodian shall retain such confidential character after transfer to the historical society unless the director of the historical society, with the concurrence of the original custodian, determines that such records shall be made accessible to the public under such proper and reasonable rules as the historical society promulgates.

2. Subdivision 1. does not apply to patient health care records, as defined in s. 146.81 (4), that are in the custody or control of a local health department, as defined in s. 250.01 (4).

(e) The county board of any county may provide, by ordinance, a program for the keeping, preservation, retention and disposition of public records including the establishment of a committee on public records and may institute a records management service for the county and may appropriate funds to accomplish such purposes.

(f) District attorney records are state records and are subject to s. 978.07.

(6) A school district may provide for the destruction of obsolete school records. Prior to any such destruction, at least 60 days' notice in writing of such destruction shall be given to the historical society, which shall preserve any records it determines to be of historical interest. The historical society may, upon application, waive the notice. The period of time a school district record shall be kept before destruction shall be not less than 7 years, unless a shorter period is fixed by the public records board under s. 16.61 (3) (e) and except as provided under sub. (7). This section does not apply to pupil records under s. 118.125.

(7) Notwithstanding any minimum period of time for retention set under s. 16.61 (3) (e), any taped recording of a meeting, as defined in s. 19.82 (2), by any governmental body, as defined under s. 19.82 (1), of a city, village, town or school district may be destroyed no sooner than 90 days after the minutes have been approved and published if the purpose of the recording was to make minutes of the meeting.

(8) Any metropolitan sewerage commission created under ss. 66.88 to 66.918 may provide for the destruction of obsolete commission records. No record of the metropolitan sewerage district may be destroyed except by action of the commission specifically authorizing the destruction of that record. Prior to any destruction of records under this subsection, the commission shall give at least 60 days' prior notice of the proposed destruction to the state historical society, which may preserve records it determines to be of historical interest. Upon the application of the commission, the state historical society may waive this notice. Except as provided under sub. (7), the commission may only destroy a record under this subsection after 7 years elapse from the date of the record's creation, unless a shorter period is fixed by the public records board under s. 16.61 (3) (e).

## **19.22 Proceedings to compel the delivery of official property.**

(1) If any public officer refuses or neglects to deliver to his or her successor any official property or things as required in s. 19.21, or if the property or things shall come to the hands of any other person who refuses or neglects, on demand, to deliver them to the successor in the office, the successor may make complaint to any circuit judge for the county where the person refusing or neglecting resides. If the judge is satisfied by the oath of the complainant and other testimony as may be offered that the property or things are withheld, the judge shall grant an order directing the person so refusing to show cause, within some short and reasonable time, why the person should not be compelled to deliver the property or things.

(2) At the time appointed, or at any other time to which the matter may be adjourned, upon due proof of service of the order issued under sub. (1), if the person complained against makes affidavit before the judge that the person has delivered to the person's successor all of the official property and things in the person's custody or possession pertaining to the office, within the person's knowledge, the person complained against shall be discharged and all further proceedings in the matter before the judge shall cease.

(3) If the person complained against does not make such affidavit the matter shall proceed as follows:

(a) The judge shall inquire further into the matters set forth in the complaint, and if it appears that any such property or things are withheld by the person complained against the judge shall by warrant commit the person complained against to the county jail, there to remain until the delivery of such property and things to the complainant or until the person complained against be otherwise discharged according to law.

(b) If required by the complainant the judge shall also issue a warrant, directed to the sheriff or any constable of the county, commanding the sheriff or constable in the daytime to search such places as shall be designated in such warrant for such official property and things as were in the custody of the officer whose term of office expired or whose office became vacant, or of which the officer was the legal custodian, and seize and bring them before the judge issuing such warrant.

(c) When any such property or things are brought before the judge by virtue of such warrant, the judge shall inquire whether the same pertain to such office, and if it thereupon appears that the property or things pertain thereto the judge shall order the delivery of the property or things to the complainant.

### **19.23 Transfer of records or materials to historical society.**

(1) Any public records, in any state office, that are not required for current use may, in the discretion of the public records board, be transferred into the custody of the historical society, as provided in s. 16.61.

(2) The proper officer of any county, city, village, town, school district or other local governmental unit, may under s. 44.09 (1) offer title and transfer custody to the historical society of any records deemed by the society to be of permanent historical importance.

(3) The proper officer of any court may, on order of the judge of that court, transfer to the historical society title to such court records as have been photographed or microphotographed

or which have been on file for at least 75 years, and which are deemed by the society to be of permanent historical value.

(4) Any other articles or materials which are of historic value and are not required for current use may, in the discretion of the department or agency where such articles or materials are located, be transferred into the custody of the historical society as trustee for the state, and shall thereupon become part of the permanent collections of said society.

#### **19.24 Refusal to deliver money, etc., to successor.**

Any public officer whatever, in this state, who shall, at the expiration of the officer's term of office, refuse or wilfully [*sic*] neglect to deliver, on demand, to the officer's successor in office, after such successor shall have been duly qualified and be entitled to said office according to law, all moneys, records, books, papers or other property belonging to the office and in the officer's hands or under the officer's control by virtue thereof, shall be imprisoned not more than 6 months or fined not more than \$100.

#### **19.25 State officers may require searches, etc., without fees.**

The secretary of state, treasurer and attorney general, respectively, are authorized to require searches in the respective offices of each other and in the offices of the clerk of the supreme court, of the court of appeals, of the circuit courts, of the registers of deeds for any papers, records or documents necessary to the discharge of the duties of their respective offices, and to require copies thereof and extracts therefrom without the payment of any fee or charge whatever.

#### **19.31 Declaration of policy.**

In recognition of the fact that a representative government is dependent upon an informed electorate, it is declared to be the public policy of this state that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employes who represent them. Further, providing persons with such information is declared to be an essential function of a representative government and an integral part of the routine duties of officers and employes whose responsibility it is to provide such information. To that end, ss. 19.32 to 19.37 shall be construed in every instance with a presumption of complete public access, consistent with the conduct of governmental business. The denial of public access generally is contrary to the public interest, and only in an exceptional case may access be denied.

#### **19.32 Definitions.**

As used in ss. 19.33 to 19.39:

(1) "Authority" means any of the following having custody of a record: a state or local office, elected official, agency, board, commission, committee, council, department or public body corporate and politic created by constitution, law, ordinance, rule or order; a governmental or quasi-governmental corporation except for the Bradley center sports and entertainment corporation; a local exposition district under subch. II of ch. 229; any public purpose corporation, as defined in s. 181.79 (1); any court of law; the assembly or senate; a

nonprofit corporation which receives more than 50% of its funds from a county or a municipality, as defined in s. 59.001 (3), and which provides services related to public health or safety to the county or municipality; a nonprofit corporation operating the Olympic ice training center under s. 42.11 (3); or a formally constituted subunit of any of the foregoing.

(1c) "Incarcerated person" means a person who is incarcerated in a penal facility or who is placed on probation and given confinement under s. 973.09 (4) as a condition of placement, during the period of confinement for which the person has been sentenced.

(1e) "Penal facility" means a state prison under s. 302.01, county jail, county house of correction or other state, county or municipal correctional or detention facility.

(1m) "Person authorized by the individual" means the parent, guardian, as defined in s. 48.02 (8), or legal custodian, as defined in s. 48.02 (11), of a child, as defined in s. 48.02 (2), the guardian, as defined in s. 880.01 (3), of an individual adjudged incompetent, as defined in s. 880.01 (4), the personal representative or spouse of an individual who is deceased or any person authorized, in writing, by the individual to exercise the rights granted under this section.

(1r) "Personally identifiable information" has the meaning specified in s. 19.62 (5).

(2) "Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer printouts and optical disks. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

(3) "Requester" means any person who requests inspection or copies of a record, except an incarcerated person, unless the person requests inspection or copies of a record that contains specific references to that person or his or her minor children for whom he or she has not been denied physical placement under ch. 767, and the record is otherwise accessible to the person by law.  
1994).

### **19.33 Legal custodians.**

(1) An elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employe of his or her staff to act as the legal custodian.

(2) The chairperson of a committee of elected officials, or the designee of the chairperson, is the legal custodian of the records of the committee.



(3) The co-chairpersons of a joint committee of elected officials, or the designee of the co-chairpersons, are the legal custodians of the records of the joint committee.

(4) Every authority not specified in subs. (1) to (3) shall designate in writing one or more positions occupied by an officer or employe of the authority or the unit of government of which it is a part as a legal custodian to fulfill its duties under this subchapter. In the absence of a designation the authority's highest ranking officer and the chief administrative officer, if any, are the legal custodians for the authority. The legal custodian shall be vested by the authority with full legal power to render decisions and carry out the duties of the authority under this subchapter. Each authority shall provide the name of the legal custodian and a description of the nature of his or her duties under this subchapter to all employes of the authority entrusted with records subject to the legal custodian's supervision.

(5) Notwithstanding sub. (4), if an authority specified in sub. (4) or the members of such an authority are appointed by another authority, the appointing authority may designate a legal custodian for records of the authority or members of the authority appointed by the appointing authority, except that if such an authority is attached for administrative purposes to another authority, the authority performing administrative duties shall designate the legal custodian for the authority for whom administrative duties are performed.

(6) The legal custodian of records maintained in a publicly owned or leased building or the authority appointing the legal custodian shall designate one or more deputies to act as legal custodian of such records in his or her absence or as otherwise required to respond to requests as provided in s. 19.35 (4). This subsection does not apply to members of the legislature or to members of any local governmental body.

(7) The designation of a legal custodian does not affect the powers and duties of an authority under this subchapter.

(8) No elected official of a legislative body has a duty to act as or designate a legal custodian under sub. (4) for the records of any committee of the body unless the official is the highest ranking officer or chief administrative officer of the committee or is designated the legal custodian of the committee's records by rule or by law.

### **19.34 Procedural information.**

(1) Each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which, the legal custodian under s. 19.33 from whom, and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. This subsection does not apply to members of the legislature or to members of any local governmental body.

(2)(a) Each authority which maintains regular office hours at the location where records in the custody of the authority are kept shall permit access to the records of the authority at all times during those office hours, unless otherwise specifically authorized by law.

(b) Each authority which does not maintain regular office hours at the location where records in the custody of the authority are kept shall:

1. Permit access to its records upon at least 48 hours' written or oral notice of intent to inspect or copy a record; or

2. Establish a period of at least 2 consecutive hours per week during which access to the records of the authority is permitted. In such case, the authority may require 24 hours' advance written or oral notice of intent to inspect or copy a record.

(c) An authority imposing a notice requirement under par. (b) shall include a statement of the requirement in its notice under sub. (1), if the authority is required to adopt a notice under that subsection.

(d) If a record of an authority is occasionally taken to a location other than the location where records of the authority are regularly kept, and the record may be inspected at the place at which records of the authority are regularly kept upon one business day's notice, the authority or legal custodian of the record need not provide access to the record at the occasional location.

### **19.35 Access to records; fees.**

(1) Right to inspection. (a) Except as otherwise provided by law, any requester has a right to inspect any record. Substantive common law principles construing the right to inspect, copy or receive copies of records shall remain in effect. The exemptions to the requirement of a governmental body to meet in open session under s. 19.85 are indicative of public policy, but may be used as grounds for denying public access to a record only if the authority or legal custodian under s. 19.33 makes a specific demonstration that there is a need to restrict public access at the time that the request to inspect or copy the record is made.

(am) In addition to any right under par. (a), any requester who is an individual or person authorized by the individual, has a right to inspect any record containing personally identifiable information pertaining to the individual that is maintained by an authority and to make or receive a copy of any such information. The right to inspect or copy a record under this paragraph does not apply to any of the following:

1. Any record containing personally identifiable information that is collected or maintained in connection with a complaint, investigation or other circumstances that may lead to an enforcement action, administrative proceeding, arbitration proceeding or court proceeding, or any such record that is collected or maintained in connection with such an action or proceeding.

2. Any record containing personally identifiable information that, if disclosed, would do any of the following:

a. Endanger an individual's life or safety.

b. Identify a confidential informant.

c. Endanger the security of any state correctional institution, as defined in s. 301.01 (4), jail, as defined in s. 165.85 (2) (bg), secured correctional facility, as defined in s. 938.02 (15m), secured child caring institution, as defined in s. 938.02 (15g), mental health institute, as defined in s. 51.01 (12), center for the developmentally disabled, as defined in s. 51.01 (3), or the population or staff of any of these institutions, facilities or jails.

d. Compromise the rehabilitation of a person in the custody of the department of corrections or detained in a jail or facility identified in subd. 2. c.

3. Any record that is part of a records series, as defined in s. 19.62 (7), that is not indexed, arranged or automated in a way that the record can be retrieved by the authority maintaining the records series by use of an individual's name, address or other identifier.

(b) Except as otherwise provided by law, any requester has a right to inspect a record and to make or receive a copy of a record which appears in written form. If a requester appears personally to request a copy of a record, the authority having custody of the record may, at its option, permit the requester to photocopy the record or provide the requester with a copy substantially as readable as the original.

(c) Except as otherwise provided by law, any requester has a right to receive from an authority having custody of a record which is in the form of a comprehensible audio tape recording a copy of the tape recording substantially as audible as the original. The authority may instead provide a transcript of the recording to the requester if he or she requests.

(d) Except as otherwise provided by law, any requester has a right to receive from an authority having custody of a record which is in the form of a video tape recording a copy of the tape recording substantially as good as the original.

(e) Except as otherwise provided by law, any requester has a right to receive from an authority having custody of a record which is not in a readily comprehensible form a copy of the information contained in the record assembled and reduced to written form on paper.

(em) If an authority receives a request to inspect or copy a record that is in handwritten form or a record that is in the form of a voice recording which the authority is required to withhold or from which the authority is required to delete information under s. 19.36 (8) (b) because the handwriting or the recorded voice would identify an informant, the authority shall provide to the requester, upon his or her request, a transcript of the record or the information contained in the record if the record or information is otherwise subject to public inspection and copying under this subsection.

(f) Except as otherwise provided by law, any requester has a right to inspect any record not specified in pars. (b) to (e) the form of which does not permit copying. If a requester requests permission to photograph the record, the authority having custody of the record may permit the requester to photograph the record. If a requester requests that a photograph of the record be provided, the authority shall provide a good quality photograph of the record.

(g) Paragraphs (a) to (c), (e) and (f) do not apply to a record which has been or will be promptly published with copies offered for sale or distribution.

(h) A request under pars. (a) to (f) is deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. A request may be made orally, but a request must be in writing before an action to enforce the request is commenced under s. 19.37.

(i) Except as authorized under this paragraph, no request under pars. (a) and (b) to (f) may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. Except as authorized under this paragraph, no request under pars. (a) to (f) may be refused because the request is received by mail, unless prepayment of a fee is required under sub. (3) (f). A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or federal law or regulations so require.

(j) Notwithstanding pars. (a) to (f), a requester shall comply with any regulations or restrictions upon access to or use of information which are specifically prescribed by law.

(k) Notwithstanding pars. (a), (am), (b) and (f), a legal custodian may impose reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.

(l) Except as necessary to comply with pars. (c) to (e) or s. 19.36 (6), this subsection does not require an authority to create a new record by extracting information from existing records and compiling the information in a new format.

(2) Facilities. The authority shall provide any person who is authorized to inspect or copy a record under sub. (1) (a), (am), (b) or (f) with facilities comparable to those used by its employees to inspect, copy and abstract the record during established office hours. An authority is not required by this subsection to purchase or lease photocopying, duplicating, photographic or other equipment or to provide a separate room for the inspection, copying or abstracting of records.

(3) Fees. (a) An authority may impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law.

(b) Except as otherwise provided by law or as authorized to be prescribed by law an authority may impose a fee upon the requester of a copy of a record that does not exceed the actual, necessary and direct cost of photographing and photographic processing if the authority provides a photograph of a record, the form of which does not permit copying.

(c) Except as otherwise provided by law or as authorized to be prescribed by law, an authority may impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50 or more.

(d) An authority may impose a fee upon a requester for the actual, necessary and direct cost of mailing or shipping of any copy or photograph of a record which is mailed or shipped to the requester.

(e) An authority may provide copies of a record without charge or at a reduced charge where the authority determines that waiver or reduction of the fee is in the public interest.

(f) An authority may require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds \$5.

(4) Time for compliance and procedures. (a) Each authority, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and the reasons therefor.

(b) If a request is made orally, the authority may deny the request orally unless a demand for a written statement of the reasons denying the request is made by the requester within 5 business days of the oral denial. If an authority denies a written request in whole or in part, the requester shall receive from the authority a written statement of the reasons for denying the written request. Every written denial of a request by an authority shall inform the requester that if the request for the record was made in writing, then the determination is subject to review by mandamus under s. 19.37 (1) or upon application to the attorney general or a district attorney.

(c) If an authority receives a request under sub. (1) (a) or (am) from an individual or person authorized by the individual who identifies himself or herself and states that the purpose of the request is to inspect or copy a record containing personally identifiable information pertaining to the individual that is maintained by the authority, the authority shall deny or grant the request in accordance with the following procedure:

1. The authority shall first determine if the requester has a right to inspect or copy the record under sub. (1) (a).

2. If the authority determines that the requester has a right to inspect or copy the record under sub. (1) (a), the authority shall grant the request.

3. If the authority determines that the requester does not have a right to inspect or copy the record under sub. (1) (a), the authority shall then determine if the requester has a right to inspect or copy the record under sub. (1) (am) and grant or deny the request accordingly.

(5) Record destruction. No authority may destroy any record at any time after the receipt of a request for inspection or copying of the record under sub. (1) until after the request is granted or until at least 60 days after the date that the request is denied or, if the requester is an incarcerated person, until at least 90 days after the date that the request is denied. If an authority receives written notice that an action relating to a record has been commenced under s. 19.37, the record may not be destroyed until after the order of the court in relation to such record is issued and the deadline for appealing that order has passed, or, if appealed, until after the order of the court hearing the appeal is issued. If the court orders the production of any record and the order is not appealed, the record may not be destroyed until after the request for inspection or copying is granted.

(6) Elected official responsibilities. No elected official is responsible for the record of any other elected official unless he or she has possession of the record of that other official.

### **19.36 Limitations upon access and withholding.**

(1) Application of other laws. Any record which is specifically exempted from disclosure by state or federal law or authorized to be exempted from disclosure by state law is exempt from disclosure under s. 19.35 (1), except that any portion of that record which contains public information is open to public inspection as provided in sub. (6).

(2) Law enforcement records. Except as otherwise provided by law, whenever federal law or regulations require or as a condition to receipt of aids by this state require that any record relating to investigative information obtained for law enforcement purposes be withheld from public access, then that information is exempt from disclosure under s. 19.35 (1).

(3) Contractors' records. Each authority shall make available for inspection and copying under s. 19.35 (1) any record produced or collected under a contract entered into by the authority with a person other than an authority to the same extent as if the record were maintained by the authority. This subsection does not apply to the inspection or copying of a record under s. 19.35 (1) (am).

(4) Computer programs and data. A computer program, as defined in s. 16.971 (4) (c), is not subject to examination or copying under s. 19.35 (1), but the material used as input for a computer program or the material produced as a product of the computer program is subject to the right of examination and copying, except as otherwise provided in s. 19.35 or this section.

(5) Trade secrets. An authority may withhold access to any record or portion of a record containing information qualifying as a trade secret as defined in s. 134.90 (1) (c).

(6) Separation of information. If a record contains information that is subject to disclosure under s. 19.35 (1) (a) or (am) and information that is not subject to such disclosure, the authority having custody of the record shall provide the information that is subject to disclosure and delete the information that is not subject to disclosure from the record before release.

(7) Identities of applicants for public positions. (a) In this section, "final candidate" means each applicant for a position who is seriously considered for appointment or whose name is certified for appointment and whose name is submitted for final consideration to an authority for appointment to any state position, except a position in the classified service, or to any local public office, as defined in s. 19.42 (7w). "Final candidate" includes, whenever there are at least 5 candidates for an office or position, each of the 5 candidates who are considered most qualified for the office or position by an authority, and whenever there are less than 5 candidates for an office or position, each such candidate. Whenever an appointment is to be made from a group of more than 5 candidates, "final candidate" also includes each candidate in the group.

(b) Every applicant for a position with any authority may indicate in writing to the authority that the applicant does not wish the authority to reveal his or her identity. Except with respect to an applicant whose name is certified for appointment to a position in the state classified service or a final candidate, if an applicant makes such an indication in writing, the authority shall not provide access to any record related to the application that may reveal the identity of the applicant.

(8) Identities of law enforcement informants. (a) In this subsection:

1. "Informant" means an individual who requests confidentiality from a law enforcement agency in conjunction with providing information to that agency or, pursuant to an express promise of confidentiality by a law enforcement agency or under circumstances in which a promise of confidentiality would reasonably be implied, provides information to a law enforcement agency or, is working with a law enforcement agency to obtain information, related in any case to any of the following:

a. Another person who the individual or the law enforcement agency suspects has violated, is violating or will violate a federal law, a law of any state or an ordinance of any local government.

b. Past, present or future activities that the individual or law enforcement agency believes may violate a federal law, a law of any state or an ordinance of any local government.

2. "Law enforcement agency" has the meaning given in s. 165.83 (1) (b), and includes the department of corrections.

(b) If an authority that is a law enforcement agency receives a request to inspect or copy a record or portion of a record under s. 19.35 (1) (a) that contains specific information including but not limited to a name, address, telephone number, voice recording or handwriting sample which, if disclosed, would identify an informant, the authority shall delete the portion of the record in which the information is contained or, if no portion of the record can be inspected or copied without identifying the informant, shall withhold the record unless the legal custodian of the record, designated under s. 19.33, makes a determination, at the time that the request is made, that the public interest in allowing a person to inspect, copy or receive a copy of such identifying information outweighs the harm done to the public interest by providing such access.

(9) Records of plans or specifications for state buildings. Records containing plans or specifications for any state-owned or state-leased building, structure or facility or any proposed state-owned or state-leased building, structure or facility are not subject to the right of inspection or copying under s. 19.35 (1) except as the department of administration otherwise provides by rule.

#### **19.365 Rights of data subject to challenge; authority corrections.**

(1) Except as provided under sub. (2), an individual or person authorized by the individual may challenge the accuracy of a record containing personally identifiable information pertaining to the individual that is maintained by an authority if the individual is authorized to inspect the record under s. 19.35 (1) (a) or (am) and the individual notifies the authority, in writing, of the challenge. After receiving the notice, the authority shall do one of the following:

(a) Concur with the challenge and correct the information.

(b) Deny the challenge, notify the individual or person authorized by the individual of the denial and allow the individual or person authorized by the individual to file a concise

statement setting forth the reasons for the individual's disagreement with the disputed portion of the record. A state authority that denies a challenge shall also notify the individual or person authorized by the individual of the reasons for the denial.

(2) This section does not apply to any of the following records:

(a) Any record transferred to an archival depository under s. 16.61 (13).

(b) Any record pertaining to an individual if a specific state statute or federal law governs challenges to the accuracy of the record.

### **19.37 Enforcement and penalties.**

(1) Mandamus. If an authority withholds a record or a part of a record or delays granting access to a record or part of a record after a written request for disclosure is made, the requester may pursue either, or both, of the alternatives under pars. (a) and (b).

(a) The requester may bring an action for mandamus asking a court to order release of the record. The court may permit the parties or their attorneys to have access to the requested record under restrictions or protective orders as the court deems appropriate.

(b) The requester may, in writing, request the district attorney of the county where the record is found, or request the attorney general, to bring an action for mandamus asking a court to order release of the record to the requester. The district attorney or attorney general may bring such an action.

(1m) Time for commencing action. No action for mandamus under sub. (1) to challenge the denial of a request for access to a record or part of a record may be commenced by any incarcerated person later than 90 days after the date that the request is denied by the authority having custody of the record or part of the record.

(1n) Notice of claim. Sections 893.80 and 893.82 do not apply to actions commenced under this section.

(2) Costs, fees and damages. (a) Except as provided in this paragraph, the court shall award reasonable attorney fees, damages of not less than \$100, and other actual costs to the requester if the requester prevails in whole or in substantial part in any action filed under sub. (1) relating to access to a record or part of a record under s. 19.35 (1) (a). If the requester is an incarcerated person, the requester is not entitled to any minimum amount of damages, but the court may award damages. Costs and fees shall be paid by the authority affected or the unit of government of which it is a part, or by the unit of government by which the legal custodian under s. 19.33 is employed and may not become a personal liability of any public official.

(b) In any action filed under sub. (1) relating to access to a record or part of a record under s. 19.35 (1) (am), if the court finds that the authority acted in a willful or intentional manner, the court shall award the individual actual damages sustained by the individual as a consequence of the failure.



(3) Punitive damages. If a court finds that an authority or legal custodian under s. 19.33 has arbitrarily and capriciously denied or delayed response to a request or charged excessive fees, the court may award punitive damages to the requester.

(4) Penalty. Any authority which or legal custodian under s. 19.33 who arbitrarily and capriciously denies or delays response to a request or charges excessive fees may be required to forfeit not more than \$1,000. Forfeitures under this section shall be enforced by action on behalf of the state by the attorney general or by the district attorney of any county where a violation occurs. In actions brought by the attorney general, the court shall award any forfeiture recovered together with reasonable costs to the state; and in actions brought by the district attorney, the court shall award any forfeiture recovered together with reasonable costs to the county.

### **19.39 Interpretation by attorney general.**

Any person may request advice from the attorney general as to the applicability of this subchapter under any circumstances. The attorney general may respond to such a request.

**WISLAW: 1993-94 WISCONSIN STATUTES UPDATED THROUGH 95 WIS. ACT 226.**

## **PARKING REGULATIONS**

July, 1996

**NOTE.** These regulations appear basically in the format under which they are maintained and distributed by General Services. Some minor changes in formatting and capitalization have been made to conform stylistically to the remainder of the *Handbook*.

### **I. AUTHORITY, LIABILITY AND JURISDICTION**

#### SECTION A:

Authorization for these parking regulations, which have been approved by the chancellor of the university, is derived from Chapter 36 of the Wisconsin Statutes and Chapter 18 of the State Administrative Code. Provisions of Chapter 346 of the Wisconsin Statutes relating to vehicular travel upon the highway open to the use of the public are also applicable to the University of Wisconsin-Stevens Point. These regulations are in effect as of the first day of August of each year.

#### SECTION B:

The University of Wisconsin-Stevens Point assumes no responsibility for damage to any vehicle, or its contents, that is operated or parked on the campus.

#### SECTION C:

City streets that are within the boundaries of the university are under the jurisdiction of the **Stevens Point Police Department** and all city rules and regulations applying to the city streets will be enforced by the referenced agency.

## SECTION D:

Vehicle may be towed at owner's expense under the following conditions.

1. A vehicle is parked in a location that creates a safety hazard.
2. A vehicle (operator) is a chronic offender who chooses to violate even after being warned.
3. An operator who displays abusive behavior to staff, faculty or students when being asked to correct an illegal parking situation and still fails to correct the problem.

## **II. PARKING RESTRICTIONS**

### SECTION A:

Parking on campus is by permit only, except in metered areas. Only those vehicles with a current and properly displayed decal or hangtag are authorized to use campus parking lots.

### SECTION B:

Parking is **not** permitted in service drives at any time.

### SECTION C:

In order to accommodate short-term emergency parking needs, vehicle flashers may be used for a period not to exceed 20 minutes in campus lots. This rule does **not** apply in metered lots. Parking for the purpose of loading/unloading is also permitted in loading zones for a period not to exceed 20 minutes provided that the vehicle's flashers or headlights are on.

The fact that a vehicle's battery is low or has inoperable flashers does not excuse this requirement. Vehicles that do not have flashers or headlights on will be ticketed. **This section applies only to university lots; not city streets.**

### SECTION D:

Parking spaces designated for disabled parking are to be used only by persons who qualify as described by Wisconsin Statutes Section 343.51. Wisconsin statutes provide that a disabled person must provide documentation of the disabling condition to secure a decal or state permit.

Posted parking spaces for individuals with disabilities are located in most parking lots and are in close proximity to entrances of university buildings. No parking fee is required for use of posted areas or at meters by vehicles with an authorized state permit or decal. Forms necessary for obtaining a state permit can be obtained at the Department of Transportation Division of Motor Vehicles.

**A university permit for persons with disabilities is necessary to park in spaces other than those posted for disabled parking.** A vehicle with a university disabled decal is

authorized to park in any regular parking stall when posted areas are filled. Vehicles with only a state disabled permit are authorized to use only posted areas or meters without charge. If the posted areas are full, Parking Services should be called at 346-3900 to make arrangements for purchase of a temporary permit. In order to obtain a university disabled decal, the disability must be documented as specified in Wisconsin Statutes, Section 343.51.

Unauthorized use of areas posted for disabled parking, meters or university parking lots will result in a citation.

#### SECTION E:

Operators of university and other state vehicles are required to park in designated spaces and adhere to all parking regulations. Drivers of fleet vehicles will be held personally responsible for any citations issued.

### **III. PARKING PERMITS (STAFF AND STUDENTS)**

University parking decals or hangtags must be obtained from Parking Services in order to park on campus. Decals or hangtags will be issued to registered students, staff and other personnel who require frequent access to the campus (e.g., service and maintenance personnel). For parking purposes, employees or contractors doing business with the university and located on campus (such as food service employees) will be considered employees of the university.

### **IV. VISITORS**

#### SECTION A:

Visitors are welcome on campus but are asked to follow all parking rules. Paid visitor parking is available in metered lots in various locations on campus. Meters are enforced 6:00am to 7:00pm Monday through Friday. They are open from 7:00pm until 2:00am, and closed from 2:00am to 6:00am (NO OVERNIGHT PARKING AT METERS).

#### SECTION B:

Visitor permits are available from Parking Services for a daily fee. Visitors are considered all persons who do not qualify for a permit, decal or hangtag as previously described.

#### SECTION C:

Departments may call Parking Services at 346-3900 or 346-2188 to secure parking privileges for visitors who have not obtained a permit.

#### SECTION D:

Visitor temporary permits are valid only for the lot and date(s) specified. The temporary permit must be placed on the inside lower left corner of the passenger window behind the driver.

**Visitor permits are not valid in metered lots.**

#### SECTION E:

Parking for conferences or meetings may be arranged through either the office of Conference and Reservations or Parking Services. Meter Feeder cards may be purchased for conferences, guest speakers and visitors. Cards must be returned to Parking Services, within 5 days after the intended dates of use. Failure to do so will result in a \$10 surcharge per card. This surcharge covers the cost of the card. Parking Services will also issue a hanging permit for Lot X that is date specific and costs \$6.00 per day. These can be arranged in advance of the conference, but are **not refundable** if not used.

#### SECTION F:

Parking Services has provided 3 parking spaces for classroom speakers. They are located on the west end of Lot X near the Science Building. These spaces are marked as **Reserved for Guest Lecturers Only**. If you have a guest speaker, you must call the vehicle license plate number into the parking office. Vehicles and plates numbers not called in will be ticketed.

#### SECTION G:

Visitor parking is available at the Schmeeckle Reserve Visitor Center Parking Lot, free of charge from 6:00 am until 10:30 pm, seven days a week. The Schmeeckle Reserve Center Parking lot shall close at 10:30 pm until 6:00 am seven days a week and violators will be ticketed.

### **V. PARKING DECALS, HANGTAGS & TEMPORARY PERMITS**

#### SECTION A:

Parking decals must be displayed on the outside lower right corner of the passenger window behind the driver. Hangtags must be displayed clearly from the rear view mirror facing the front of the vehicle. Decals & hangtags are valid from the first day of classes of the fall semester for a 12-month period. **ALL OLD DECALS MUST BE REMOVED.**

#### SECTION B:

Decals for **staff** lots (A, C, D, E, H, K, R, S, T, U, V and W) must be displayed on vehicles one (1) week prior to the first day of classes of the fall semester. Hangtags for **student** lots (J, P, T and W) must be displayed on vehicles by the first day of classes of the fall semester. **Student Lot Q** will be open for the first five (5) days of classes in both the fall and spring semester. After the fifth day of classes, all vehicles parked in Lot Q must display a valid hangtag. **Lots J, P & Q hangtag will be a hunting permit. Parking in those lots will be on the first come first served basis.**

#### SECTION C:

**All** vehicles parked in university lots must be parked in such a manner that the **rear bumper area is displayed to the driving lane** unless special arrangements have been made with Parking Services prior to parking the vehicle.

## SECTION D:

A window stick-on decal may be used only by the person to whom it is issued and only on the vehicle for which it is registered. Only those vehicles belonging to the individual or a member of the individual's immediate family may be registered for a university parking decal. Old university decals **MUST** be removed. Decals will be honored only if they are readable. Taping or clipping decals or temporary permits to a vehicle is not considered permanent or proper display. Decals/temporary permits displayed in this manner will not be honored. Hangtags can be used on any vehicle. Owner of the hangtag will be responsible for any citation issued to their hangtag. If your hangtag is lost or stolen a report must be filed with Parking Services and appropriate fee must be paid for a replacement.

## **VI. PARKING LOT DESIGNATIONS**

### SECTION A:

**Student Lots:** J, P, and Q

**Student/Staff Lots:** T and W

**Staff Lots:** A, C, D, E, H, K, R, S, U, and V

**Metered Lots:** F, FW, G, R, V, and X.

### SECTION B:

There is no permit required for parking in campus metered lots. Meter parking is available near the University Center in Lot R, east and west of the Health Enhancement Center in Lot F, & FW, six meters in Lot R near the Learning Resources Building, Lot G, 10 meters behind Allen Center, 20 meters on the east side of Lot V and Lot X on the corner of Fremont and Stanley Street. If a meter is inoperable or defective, please notify Parking Services at 346-3900. Until such time as the meter is repaired, the space is considered "No Parking." Citations issued for parking at an expired or inoperable meter are non-appealable. **Citations may be issued every two hours at meters.**

### SECTION C:

UWSP parking meters can now accept card technology. The Meter Feeder card is the size of your current student ID. It has an embedded microchip that stores electronic data and programs. You can advance money onto the card and use it just as you would use change. Cards can be purchased in the Parking Services Office in the amounts of \$5, \$10, \$15, \$20, \$30, or \$40. Cards can be recharged at any time.

## **VII. LOT REGULATIONS**

### SECTION A:

No group, department or organization except Parking Services, is allowed to use university decals, meter or other revenue producing parking lots to generate income.

## SECTION B:

The vice chancellor for business affairs can authorize parking for non-university personnel in any university lot. Requests must be submitted **in writing** at least seven (7) working days prior to the event.

## SECTION C:

Departments, groups and organizations can reserve spaces in decal, meter or other revenue-producing lots. Parking Services will approve such requests based upon availability. Request must be submitted at least fourteen (14) working days prior to the event.

## SECTION D:

Parking regulations for all parking lots, except H and U are enforced from 2:00 a.m. until 7:00 p.m. Monday through Friday. Lots H and U are restricted to decal holders for these specific lots, 24 hours a day, 7 days a week. **“No Parking” areas, sidewalks, fire zones, 20-minute zones, grass, disabled stalls and reserved stalls are restricted 24 hours a day, 7 days a week.**

1. After 3:00 p.m., staff with decals may park in non-metered areas in any lot except G, H and U.
2. After 3:00 p.m., students with hangtags may park in any student lot until 2:00 a.m.
3. All university lots and metered areas, except H, U, E, R, and A have open parking from 7:00 p.m. until 2:00 a.m. Monday through Friday. E, R, and A have open parking beginning at 5:00 p.m. rather than 7:00 p.m.
4. All lots and metered areas, except H and U, are open on the weekend from 7:00 p.m. Friday until 2:00 a.m. Monday.
5. When there is open parking in any lot, limited parking areas are enforced.

## SECTION E:

Metered areas are closed from 2:00 a.m. until 6:00 a.m. No overnight parking is allowed in these areas. Vehicles parked in these areas after 2:00 a.m. and prior to 6:00 a.m. will be issued a citation for parking in a closed area.

## SECTION F:

Staff lots (A, C, K, H, S, and U) are restricted to decal holders for that specific lot during the entire year. **All other staff lots (W, T, R, E and D) are open only to valid decal holders when school is not in session.** All staff lots are restricted to decal holders beginning seven (7) days prior to the first day of classes of the fall semester. Due to the confusion caused by interim classes, call Parking Services for verification that classes are not in session.

## SECTION G:

Decals are valid only for the vehicle to which they are registered and only in the lot assigned. Temporary permits are valid only for the vehicle to which they are registered, only in the lot(s) assigned and only for the dates specified on the permit. Decal holders using a vehicle other than the one registered must obtain authorization from Parking Services prior to parking on

campus. Hangtags can be used on any vehicle. Any citations written on the hangtag will be the responsibility of the hangtag owner.

## **VIII. LOT ASSIGNMENTS**

### SECTION A:

Application forms for parking decals and hangtags are available from the Parking Services office, or online at [www.uwsp.edu/parking](http://www.uwsp.edu/parking). The Parking Office in accordance with the current parking regulations will make assignment to a specific lot.

### SECTION B:

#### Student Assignments

Student assignments will be made on a first come, first serve basis. Applications are available beginning May 8<sup>th</sup> for the following fall semester. Payment must be made at time of application, online or in the office.

### SECTION C:

#### Staff Assignments

1. Except as noted in Section D and E, all assignments of parking spaces will be made on the basis of seniority of service **at this university**.
2. In order to be considered on the basis of seniority at this university, staff members must apply no later than August 1 of the current year. After August 1, space is assigned on the first-come, first served basis.

### SECTION D:

#### Special Needs

1. Senior citizens attending university courses are exempt from normal parking lot fees. However, their vehicles must have the appropriated decal or hangtag that may be obtained from Parking Services for 50% of the normal parking fee. The office will make an effort to assign them parking spaces most convenient to the classroom area on a space available basis. Senior citizens for the purpose of Parking Services are those individuals who have attained their 62<sup>nd</sup> birthday and can provide documentation of that fact.
2. Applications used to obtain decals or hangtags for individuals with "Special Needs" may be obtained at Parking Services.
3. Three parking spaces in Lot R will be assigned for use by Suzuki patrons. L permits (hang tags) will be sold to Suzuki participants allowing them parking in the three spaces in Lot R during the day, and unrestricted access after 3:00 p.m. to any regular parking stall, except for those in Lot G, H and U and metered stalls. The Suzuki program will be responsible for all cost associated with the three reserved spaces in Lot R. Permits will be sold directly from Parking Services.

### SECTION E:

#### Special Assignments and Priorities

1. The chancellor shall have a designated space in Lot A and an all-lot decal.
2. Unless otherwise specified in this section or documented exceptional need warrants it, any person granted eligibility for a multiple lot decal designation by the appeal process shall use the lot assigned on the basis of seniority as their primary parking area.
3. Parking Services shall annually review the titles listed in numbers 4 through 6 and make necessary changes in titles and assignments.
4. The following positions shall be eligible for a first choice of lot as their primary parking area and shall also be assigned an all-lot decal: Provost, Vice Chancellor for Business Affairs, Vice Chancellor for Student Affairs, Associate Vice Chancellor for Teaching Learning and Academic Programs, Executive Director of UWSP Foundation, Director of Facility Planning and Space Management, Director of Safety and Loss Control, Director of Facility Services, Director of Protective Services, Assistant Director of Facility Services, Associate Director of Facility Services, Environmental Health and Safety Officer, Facilities Planning Specialist, Director of News Services, and WSEU Safety Officer.
5. Provisions for a three-lot decal. The following shall be eligible for the first choice of lot as their primary parking area and shall also be assigned the two (2) additional lots designated: Director of Residential Living (T, R), Director of Conference and Reservation (T, V), Director of Center Maintenance (T, V), Director of University Center (T,V), Director of Affirmative Action (E, T), and Manager of Point Card Office (T, V).
6. Provision for a two-lot decal.
  - a. The following positions shall be eligible for a first choice of lot as their primary parking area and shall also be assigned the additional lot designated: Executive Assistant to the Chancellor (E).
  - b. The following positions shall be eligible for a first choice of lot as their primary parking area and shall also be assigned the additional lot as designated: Catering Manager (V), Assistant Director for Centers Activities and Programs (T), Director of Food Services (V), Managers of University Center Food Services (V), Managers of Debot Food Services (R).
  - c. The Director of Schmeeckle Reserve shall be eligible for a decal for Lot J and for one other lot according to seniority.
  - d. The Head of the School of Education shall be eligible for a Lot E decal as a primary parking area and shall also be assigned limited Lot A parking privileges.
7. Deans and the Chair of Faculty Senate shall have first choice of lot as their primary parking area plus limited Lot A privileges. In addition, the Theatre Arts Costume Designer shall be granted parking privileges in Lot R as primary parking area. The Director of Military Science shall be granted parking privileges in Lot K as a primary parking area.
8. Residence Hall Directors shall be eligible for their first choice of lot.
9. The Lot N decal is designed for staff that work at night and is **valid only between the hours of 10:30 p.m. and 7:00 a.m.** If an individual with an N decal wishes to park on campus at any other time of day, a temporary parking permit is required. Parking Services must be notified **prior** to parking the vehicle on campus. The temporary parking fee of \$5.10 per day, may be paid at Parking Services, 124 George Stien Bldg. in person or may be placed in campus mail. **Do not send cash through campus mail.**



10. When space is available, daily and weekly permits are issued by Parking Services upon payment of the appropriate fee.
11. Special needs not explicitly covered by these regulations will be considered on the basis of written application to Parking Services. Unless otherwise specifically stated in writing by Parking Services, special assignments are valid only for the year in which they are issued.

#### SECTION F:

Applications may be filed with the Office of Parking Services for a second-lot permit. Such permits, available to staff and students may be purchased as available. The cost of the permit shall be \$6.35 or the difference between the cost of the original and the second lot whichever is greater.

#### SECTION G:

A hangtag shall be provided for all personnel retired from the university. The hangtag shall allow retired personnel to park in a non-metered university lot except C, D, G and U. The hangtag shall not be valid in limited parking areas, fire zones, disabled spaces, or at meters. Only one application will be necessary. Retirement designations will be verified with payroll and a hangtag will be issued. This will be an ongoing hangtag and will not have to be reissued year after year. The hangtag can be moved to any vehicle. Only one hangtag will be issued per person. If the owner of the hangtag purchases a new vehicle, this will eliminate the need to return to the parking office for a new hangtag.

If the hangtag is reported stolen, a police report will be filed, a new hangtag will be issued. The hangtag owner must take proper care to reduce the opportunity for theft. If the hanger wears out, breaks, etc. a new hangtag will be issued when the old hangtag is returned to Parking Services. **Any citations written on the hangtag will be the responsibility of the permit holder.**

As in the past, if a retired employee returns to the campus as an employee, the proper fees will be assessed.

#### SECTION H:

The Parking Appeals Committee will consider any appeal of lot assignment. Assignment appeal forms are available from Parking Services.

### **IX. PERMIT FEES**

#### SECTION A:

All persons wishing to park **any type** of motor vehicle, (except mopeds), in any university lot must register for a parking decal or hangtag.

#### SECTION B:

Annual fees must be paid at the time of purchase unless a Payroll Deduction Authorization form is completed. Fees are dependent upon lot assignment and choice according to the following schedule (see map):

1. Faculty/Staff & Student Lots: \$116.90
2. Evening Faculty/Staff & Student (after 3:00 p.m. permit): \$61.70
3. N Decal valid after 10:30 PM: \$29.85
4. No decal/hangtag is required for metered areas. Metered areas are enforced from 6:00 AM to 7:00 PM Monday through Friday. Metered areas are open from 7:00 PM to 2:00 AM.
5. Motorcycle parking spaces are available in most lots for half the standard decal cost.
6. The fee for a car pool is the regular lot price.

**All parking fees include Wisconsin State and Portage County sales tax.**

### SECTION C:

The second semester fee is 60% of the annual fee. Fees for summer sessions are 25% of the annual fee. Any person who purchases an annual decal/hangtag at the beginning of the academic year and leaves the university at the end of the first semester may obtain a refund of 40% of the annual fee by filling out a refund form and returning the decal/hangtag to Parking Services. In order to obtain a refund, the completed form and the decal/hangtag must be returned no later than the end of the second week of classes of the second semester.

### SECTION D:

#### Additional Fee Information

1. The evening hangtag (after 3 p.m.) may be purchased by either students or faculty/staff. Only one hangtag will be issued per person. The hangtag can be moved from vehicle to vehicle and may park in any lot (except G, H, U and metered areas) after 3 p.m. If the permit is reported stolen or lost a report must be filed with Parking Services and an appropriate fee assessed for replacement. The hangtag owner must take proper care to reduce the opportunity for theft. Any citation written on the hangtag will be the responsibility of the hangtag owner. If a hangtag is damaged and needs to be replaced, the hangtag must be returned and a replacement fee will be assessed.
2. Persons with more than one (1) vehicle may purchase additional decals for \$3.85 per decal including tax. **However no more than one vehicle may be parked on campus at any given time unless the additional vehicle has paid the temporary parking fee. Parking Services will direct the additional vehicle to an available lot. ADDITIONAL PERMIT WILL NOT BE AVAILABLE FOR HANGTAGS, ONLY ONE HANGTAG WILL BE ISSUED PER PERSON.**
3. Motorcycle decals are available for half the price of the regular lot fee plus applicable tax. If a second vehicle decal is desired when the primary vehicle is a motorcycle the fee will be the difference in the lot price plus \$3.85 including tax. **Motorcycles may be parked only in appropriately marked spots.**
4. A daily temporary parking permit may be purchased by staff, student or visitors from Parking Services for \$5.10 including tax. Weekly permits are available for \$20.25 including tax..
5. A single decal/hangtag will be issued for each car pool. "A car pool shall consist of at least two people. They will share transportation in a single vehicle to and/or from campus on a regular and consistent basis." The decal/hangtag must be transferred to the vehicle that will be on campus for that day. Only one (1) vehicle of a car pool is

authorized on campus at a time. Additional vehicles must be registered with Parking Services and payment of the temporary fee must be made prior to parking on campus. Parking Services will direct drivers of the additional vehicle to an available lot. If a car pool decal/hangtag is lost or stolen, a report **must** be filed with Parking Services. The decal/hangtag will be declared invalid and a replacement issued upon payment of the appropriate fee.

6. A fee of \$3.85 including tax will be charged for all regular replacement decals. If a motor vehicle is sold, Parking Services will generally require that the original decal be removed from the vehicle and presented at the time of application for a replacement decal. In any case, the original decal shall be declared **INVALID** and its use on campus will result in a citation being issued.

#### SECTION E:

All parking privileges are terminated when students or staff terminate their association with the university. Any refund of parking fees is dependent upon return of the decal/hangtag to Parking Services. For staff on payroll deduction, future deductions will be cancelled upon return of the decal/hangtag to Parking Services. No refund will be issued on previously deducted payments, as they are pre-tax deductions.

### **X. VIOLATIONS AND FINES**

#### SECTION A:

The following is a list of violations of these regulations and the amount of fine to be assessed when a citation is issued.

1. Failure to park with rear bumper exposed to the driving lane - \$2.00
2. Failure to display decal/permit or hangtag properly - \$5.00
3. Failure to obey university signs - \$2.00
4. Parking at an expired meter - \$6.00 (**NON-APPEALABLE**)
5. Parking in "limited" zone - \$7.50
6. Parking in a lot other than that assigned - \$20.00
7. Parking in a "No Parking" area, closed area or disabled meter - \$15.00
8. Parking on university facilities without a valid parking decal/permit or hangtag -\$20.00
9. Manufacturing, or altering an official decal, hangtag, temporary permit or guest permit to obtain services -\$200.00.
10. Selling or using an unofficial decal, temporary permit or guest permit to obtain service OR intentional sale, application or use of an official decal, or temporary permit on a vehicle other than for which it is intended - \$100.00 each for both seller and user.
11. Abuse of car pool or additional vehicle option - \$20.00
12. Parking in an area reserved for individuals with disabilities - \$50.00 (**NON-APPEALABLE**)
13. Parking in a fire zone area - \$25.00 (**NON-APPEALABLE**)

Violations, other than those received for parking at expired or disabled meters, parking in a disabled space or parking in a fire zone, may be appealed within twenty-one (21) days of the date of the citation. Appeal forms may be obtained at Parking Services. 124 George Stien

Bldg., 1925 Maria Drive (near the power plant smoke stack). **All citations must be paid prior to filling an appeal.**

#### SECTION B:

If fines are not paid within twenty-one (21) days of the issue date, the penalty increases according to the following schedule:

\$ 2.00 increases to \$ 4.00  
\$ 5.00 increases to \$ 10.00  
\$ 6.00 increases to \$ 12.00  
\$ 7.50 increases to \$ 12.50  
\$10.00 increases to \$ 15.00  
\$20.00 increases to \$ 30.00  
\$25.00 increases to \$ 50.00  
\$50.00 increases to \$100.00

**Appropriate collection action will be taken to collect unpaid fines. Such action includes, but is not limited to, referral to the Department of Transportation and withholding of transcripts.**

#### SECTION C:

Rates and fines are subject to annual review.

### **XI. APPEALS**

#### SECTION A:

Any person may appeal a parking lot assignment or rejection of a special needs request by completing the appropriate appeal form at Parking Services.

#### SECTION B:

Unless otherwise stated in writing by the Parking Appeals Committee, an appeal granted by the committee shall be valid only for the parking year in which the appeal was requested.

#### SECTION C:

The Director of Protective Services and Parking Services may, at his/her discretion, review all appeals before they are submitted to the 1<sup>st</sup> level parking appeals committee. This review may be done during discussions with parking office personnel. Fines may be reduced or appeals approved at this level. Appeals not resolved will be forwarded to the appeal committee.

### **XII. PARKING APPEALS COMMITTEE**

#### SECTION A:

Membership of the Parking Appeals Committee shall be determined by the following guidelines.

1. A member of the faculty and a member of academic staff shall be appointed by the Executive Committee of Faculty Senate. One of the members shall be appointed to a term running from January 1 to December 31 and the other member shall be appointed to a term running from August 1 to July 31.
2. The committee shall have two (2) classified staff members. One of the members shall be non-represented and shall be appointed by the director of personnel. The other member shall be a represented employee and shall be appointed by the president of the Wisconsin State Employees Union Local 584. Both members shall serve from January 1 to December 31.
3. The president of the Student Government Association shall appoint two (2) student members. One member shall represent off-campus students while the other will represent resident students. The terms of their office shall be from August 1 to July 31.
4. One member shall be appointed by the vice chancellor for business affairs and shall serve a two (2) year term beginning August 1 of odd numbered years
5. No member of the Parking Appeals Committee may serve more that two (2) consecutive terms.

**SECTION B:**

The Parking Appeals Committee shall establish its own procedural rules within the following guidelines.

1. The committee shall elect it own chairperson from among its members. The chairperson will have voting privileges.
2. A quorum shall consist of a majority of the committee except during the period from the last day of the spring semester to the day preceding the first day of classes of the fall semester during which a quorum shall consist of those members present.
3. Appeals shall be reviewed and decisions made, based on the information provided by the appellant and information provided by Parking Services
4. Parking Services will provide secretarial and staff support to the Appeal Committee.
5. Decision of the Appeal Committee will be provided to the appellant in writing. Should the appeal be denied the appellant has the right to appeal the decision in writing to the Director of Protective Services and Parking within 10 days of notification of the initial appeal.
6. All appeals will end with the Vice Chancellor of Business Affairs and his/her decision will be final.
7. The times and place of the Parking Appeals Committee meetings will be communicated and publicized during the first month of each semester.

**XIII. REVOCATION OF PARKING PRIVILEGES**

The revocation of university parking privileges may be for a period of up to ten (10) months. Revocation may be considered for the following offenses:

1. Falsification of information when applying for a vehicle decal or permit.
2. Manufacturing, altering or using an unofficial decal, hangtag, temporary permit or guest permit to obtain service from the university.
3. The intentional application or use of a decal or temporary permit on a vehicle other than that for which the decal or temporary permit is registered.
4. Falsification of information to any Parking Appeals Committee.

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#### **XIV. ABANDONED VEHICLES WILL BE TOWED AWAY AT THE OWNERS EXPENSE.**

For more information, call 715-346-3900.

To register a vehicle with no decal in a university lot, call 715-346-2188. This number is operational 24 hours a day, seven days a week. After hours there is an informational message.

All parking decals (temporary, staff, etc.), must be placed on the inside lower left corner of the rear side window, drivers side of the vehicle.

### **FACILITIES PLANNING AND SPACE ALLOCATION COMMITTEE POLICIES**

#### **INTRODUCTION**

Space is a total university resource and must be utilized to support all aspects of the university mission. The wise allocation of this resource is essential to the university's commitment to quality education.

#### **SPACE ALLOCATION DECISIONS**

##### MODIFIED DECENTRALIZED MODEL.

The university uses a modified decentralized space allocation model. This model captures the best aspects of both the centralized and the decentralized models.

##### DECISION AUTHORITY.

Authority for space allocation decisions, which shall be made according to these procedures and guidelines, is delegated according to the location of the space.

##### Academic Buildings.

Deans have authority over space in academic buildings--

- dean, Professional Studies: CPS and HPERA;
- dean, Natural Resources: CNR, Paper Science, and Field Stations;
- dean, Letters and Science: CCC and Science;
- dean, Fine Arts and Communication: Fine Arts Center and Communication Arts Center; and
- dean, Academic Support Programs and Information Technology: LRC.

Deans sharing spaces shall consult and cooperate on space allocation.

##### Residential Complex.

The vice chancellor for student affairs has authority over South Hall, residence halls, and centers.

##### GPR Buildings.

The vice chancellor for business affairs has authority for space decisions for GPR administrative buildings (Delzell, George Stien, Main, Maintenance and Materiel, Nelson Hall, and Park Student Services Center).

## University Facilities Planning and Space Allocation Committee.

### Responsibility.

The University Facilities Planning and Space Allocation Committee has authority to

- review requests for space which cannot be met by the appropriate administrative officer; and
- make recommendations to the chancellor for a decision.

### Membership.

The members of the Space Allocations Committee are

- the vice chancellor for business affairs or a designee;
- the vice chancellor for academic affairs or a designee;
- the vice chancellor for student affairs or a designee;
- the chairperson of the Faculty Senate or a designee;
- the president of the Student Government Association or a designee;
- a student appointed by the president of SGA;
- the director of space management and facilities planning;
- the director of physical plant;
- two deans selected by the Deans' Council;
- a representative from the Stevens Point Community Development Department; and
- a representative from among the classified staff.

Appointment shall alternate annually between a represented employee, appointed by Local 584, and a non-represented employee, appointed by the director of personnel services.

### Chairperson.

The committee shall annually elect its chairperson from among its members.

### Evaluation.

The chancellor's cabinet shall annually evaluate the committee's process.

## SPACE REQUESTS.

### Initial Request.

Requests for space from a department or unit shall be submitted to the administrator responsible for the department/unit. If the administrator cannot satisfy the department/unit's need for space, the administrator shall consult with other deans or vice chancellors for possible available space.

### Request to Other Area(s).

Following consultation, the request shall be submitted to the administrator responsible for the desired space.

### No Space Assigned.

If the space needs cannot be satisfied, requests are sent to the University Facilities Planning and Space Allocation Committee for review.

### Committee Action.

#### Initial Consideration.

The committee shall consider the request for its recommendations and shall include in its deliberations

- consideration of the space utilization guidelines;
- data from the audit program; and
- information provided by the individuals who have requested the review.

#### Recommendations.

Recommendations from the committee shall be sent to the individual who sent the request to the committee for reactions. Reactions will be reported by the chair at the next meeting of the committee. Thereafter, the committee will forward its recommendations to the chancellor for a final decision.

#### *Relocation.*

When programs, departments, or units are asked to relocate as the result of space allocation decisions, a reasonable amount of time shall be given to plan for and accomplish the move.

## **SPACE UTILIZATION PRIORITIES**

### ACADEMIC BUILDINGS.

#### Standard Facilities

(Professional Studies, Collins Classroom Center, Science, Natural Resources, Communication Arts Center, and Fine Arts Center). Priorities in these academic buildings, and within each priority, shall be given to

#### Classrooms.

1. Instruction (credit producing).
  - a. Department office in same building.
  - b. Overflow instruction in next closest building to department office.
2. Academic department meetings.
3. Student activities.
4. Outside University needs approved by Conference and Reservations.

#### Laboratories.

1. Instruction (credit producing; scheduled and nonscheduled).
  - a. Department located in same building.
  - b. Overflow instruction in next closest building to department office.
2. Faculty research.
3. University service units.
4. Agencies cosponsored by the university.

#### Offices.

1. Instruction
  - a. Dean's office.
  - b. Department office.
  - c. Faculty and teaching academic staff office (8 credits to full-time, private office).
  - d. Academic staff office (1-7 credits, bull pen arrangement).
  - e. University support staff office.



- f. Work space for funded full-time graduate students.
2. Emeritus faculty and academic staff.
3. Student organizations (full-time private office if necessary to perform service, bull pen if not).
4. Activities cosponsored by the university.

Special Facilities.

HPERA.

1. Academic instruction.
2. Intercollegiate activities.
3. Intramurals.
4. Other student activities.
5. Activities cosponsored by the university.

Learning Resources Center.

1. Library services (e.g., acquisition, instruction, IMC).
2. Other Academic Support Programs service units (AAC, ACS, ARCS).
3. Museum.
4. Instruction.

UNIVERSITY CENTER.

1. University Center administration and operations.
2. Campus Activities offices.
3. Student Government Association offices.
4. Student organizations.

DELZELL HALL.

1. GPR student services functions under Student Development.
2. PR student services functions under Student Development.
3. Other GPR student services functions.

PARK STUDENT SERVICES CENTER

(chief student services building).

1. Student services offices.
2. Administrative offices.
3. Student activities.
4. Activities cosponsored by the university.

OLD MAIN

(chief administrative building).

1. Office use (except Founders' Room)
  - a. Chancellor and immediate staff.
  - b. Provost and immediate support staff.
  - c. Vice Chancellors and immediate support staff.
  - d. Other university departments needing direct liaison with the Chancellor, Provost, or Vice Chancellors

2. Founders' Room: meetings, instruction, receptions, etc.

### NELSON HALL

(GPR; university service building).

1. Administrative offices associated with functions in Old Main.
2. Academic related programs.
3. Student services.
4. Student activities.
5. Activities cosponsored by the university.

### SOUTH HALL

(PR).

1. University units and organizations.
2. Activities cosponsored by the university.

### GEORGE STIEN BUILDING.

1. Business Affairs functions.
2. Physical Plant functions under Student Development.

### MAINTENANCE AND MATERIEL BUILDING.

1. Physical Plant functions under Business Affairs.
2. General Services functions under Business Affairs.
3. Physical Plant functions under Student Development.
4. Physical Plant functions under academic departments.

### STORAGE: ALL BUILDINGS.

1. Building occupants.
2. Other university departments and units.

## **MAJOR/MINOR PROJECTS PLANNING PROCEDURES**

### PROJECT PROPOSALS.

A major or minor project may be recommended by an individual or a department/unit. The proposal is then forwarded successively to the

- department or unit administrator (department chairperson, associate dean, director, etc.);
- appropriate dean or assistant vice chancellor or vice chancellor; and finally  
In Academic Affairs, requests are next sent to the council of deans and then the provost.
- University Facilities Planning and Space Allocation Committee.

The provost and vice chancellors place major and minor projects in priority order before submitting them to the committee.

## INSTITUTIONAL PRIORITY LIST.

The University Facilities Planning and Space Allocation Committee establishes an institutional priority list for major and minor projects which

- shall include only items presented to the committee by the provost or vice chancellors; and
- respects the priority sequence provided by the provost and vice chancellors.

For example, the list shall not include the second item on a submitted priority list without also including that list's first item and placing it higher on the institution's priority list.

## CHANCELLOR'S ACTION.

The completed institutional priority list is forwarded to the chancellor, whose decision on major and minor priority lists is final.

## CRITERIA.

Among the criteria used for priority setting, each review level shall consider

- the university's mission;
- academic or service needs;
- need for change in order to be in a leadership mode of operation (e.g., computerization); and
- what cannot be funded out of other allocations (e.g., lab modernization, health, safety and environment).

## **TRANSPORTATION SERVICES POLICIES**

### **VEHICLES AND RATES**

#### VEHICLES AVAILABLE.

Transportation Services offers

- full-size sedans at a cost of .21 per mile;
- subcompact sedans at .195 per mile;
- minivans at .37 per mile;
- 15-passenger vans at .63 mile; or
- vehicles at a rate of \$10 per day with no mileage charges for less than
  - ♦ 48 miles for sedans;
  - ♦ 51 miles for subcompacts;
  - ♦ 27 miles for minivans;
  - ♦ 16 miles for vans; and
- credit cards with each vehicle for gas and oil purchases, which are covered by the mileage rate.

#### Van Training.

Individuals wishing to drive 15-passenger vans are required to complete the Van Driver Training Program offered through Transportation Services prior to driving a van.

## **RESERVATIONS AND VEHICLE PICK-UP/RETURN**

### **RESERVATIONS.**

Vehicles may be reserved during normal business hours at Transportation Services, George Stien Building, 1925 Maria Drive, or by telephone at extension 2884.

### **PACKET AND VEHICLE PICK-UP.**

Vehicles may be picked up or returned 24 hours a day, seven days a week. During normal business hours, users pick up vehicle packets at Transportation Services and vehicles from the appropriate numbered space in the Maintenance and Materiel Building parking lot across the street from the George Stien Building.

#### **After Hours.**

After hours and on weekends, packets are available the Protective Services Office, also in the George Stien Building.

### **PACKET AND VEHICLE RETURN.**

Vehicles are returned to the appropriate numbered parking space; packets are returned in the slot in the wall north of the vehicle maintenance garage doors.

#### **Trip Tickets.**

Drivers are responsible for filling out all items of the trip ticket and returning the ticket with the packet.

### **CANCELLATIONS.**

Cancellations normally require 24 hour notice. Administrative fees may be charged to an account for forms not completed or returned, vehicles not canceled, or vehicles not picked up.

## **VEHICLE USE AND DRIVER AUTHORIZATION**

### **OFFICIAL BUSINESS.**

The use of state-owned vehicles is for official state business. Employees who wish to travel with their families or to combine business with personal travel are encouraged to use their personal vehicles. Insurance waivers for employees who wish to travel with family members in state vehicles may be authorized by the vice chancellor for business affairs.

### **VEHICLE USE AGREEMENT.**

#### **Faculty and Staff.**

All fleet vehicle users are required to have a Vehicle Use Agreement form on file with Transportation Services.

#### **Student Drivers.**

Student drivers are required to have a Student Driver Authorization form on file. The student form must be signed by the student's supervisor or student organization advisor. The form expires on May 31 and must be renewed annually if students intend to use state vehicles.

#### **Driving Records.**

State policy requires driving records be checked annually. Use of the state vehicles may be denied if an individual's driving record shows multiple accidents and/or

violations. Driving records obtained by Transportation Services are handled confidentially. Individuals with questions regarding their records may contact Transportation Services.

Authorization Forms.

Vehicle use forms are available from Transportation Services.

## **MILEAGE REIMBURSEMENT FOR PERSONAL VEHICLE USE**

### FLEET VEHICLE AVAILABLE.

An employee who elects to drive a personal vehicle when a state vehicle is available is reimbursed at the rate of .18 per mile when the round trip is more than 50 miles.

### OTHER CONDITIONS.

Reimbursement is .26 per mile when

- the reimbursement claim is accompanied by a Certificate of Non-availability issued by Transportation Services; or
- the round trip is 50 miles or less; or
- the driver engaged in university business is a not a state employee.

Non-availability.

A Certificate of Non-availability will be issued when no fleet vehicle is available and the reservation request is made at least 24 hours before the vehicle is required.

## **USE OF 15-PASSENGER VANS**

### DRIVER TRAINING REQUIRED.

The University of Wisconsin System Risk Management Office requires that any individual requesting to drive a 15-passenger van must complete a van driver training program or hold a valid commercial driver's license.

Driver Training Program.

Transportation Services has developed a van driver training program which includes

- completion of the van training program registration form;
- viewing the Operation Van Pool--Part I & II video tapes (available at the IMC);
- completion of the quiz on the back of the registration form with 80% accuracy; and
- completion of a behind-the-wheel session scheduled through Transportation Services.

Upon completion, drivers are issued a Van Driver Training Certification Card.

## **STUDENT ORGANIZATIONS**

A student organization seeking to reserve a fleet vehicle must complete the Student Organization State Vehicle Approval Form.

All SFO account users (9000 accounts) and all 1800 account users (other than those for a class requirement) must also complete the form.

Completed forms must be signed by the student organization's advisor and if the organization receives SGA funding for the trip, the budget director of SGA.

## **SECTION 3**

### **GOVERNANCE DOCUMENTS**

#### **BYLAWS OF THE CLASSIFIED STAFF ADVISORY COMMITTEE**

**NOTE.** Because the Classified Staff Advisory Committee Bylaws document has its own distinct formatting, only minor formatting changes were made to bring the original text into conformity with other sections of the *Handbook*.

#### **ARTICLE I: NAME**

##### **SECTION 1**

The name of this organization shall be the Classified Staff Advisory Committee.

##### **SECTION 2**

The Classified Staff Advisory Committee serves on behalf of all represented and non-represented classified staff employees, limited term employees, and project appointment employees of the University of Wisconsin-Stevens Point (hereafter referred to as classified employees).

#### **ARTICLE II: PURPOSE**

The Classified Staff Advisory Committee (hereafter referred to as the Committee) promotes active participation in university decision-making, informed communication and a positive professional environment for all classified employees. The Committee supports equality, respect, and a spirit of collegiality among all members of the university community, including faculty, staff and students.

#### **ARTICLE III: MEMBERSHIP**

##### **SECTION 1**

There shall be 11 members of the Committee, including at least one represented classified, one non-represented classified and one limited term employee. Members will be elected by the classified staff employees at large prior to the April general meeting. Any classified staff employee as defined in Article I, Section 2, shall be eligible to serve on the Committee.

##### **SECTION 2**

Terms of Office: Members shall be elected for a two-year term, half of the Committee being elected each year. Members may be re-elected for a maximum of three terms. Individuals elected at the April general meeting shall be seated as members at the first meeting of the Committee following the last day of finals in the spring semester.

##### **SECTION 3**

Officers: There will be two co-chairpersons and a secretary. Officers will be elected by the Committee at the first meeting following the last day of finals in the spring semester. The co-chairs of the previous committee shall serve until such time as new officers have been elected. Officers serve one-year terms and may be re-elected for a maximum of three years.

#### SECTION 4

Attendance: A position on the committee will be considered vacant if a member misses three consecutive meetings or five meetings during the course of a year.

#### SECTION 5

Vacancies: Should a vacancy occur among the members of the Committee, a replacement will be appointed by the chairs to fill the remainder of the vacant term.

#### SECTION 6

Nominations and Elections: The secretary will send out a call for nominations to all classified staff employees on March 1. Nominations for openings on the Committee will be received by the secretary until March 15. A slate of nominees will be sent to all classified staff on April 1. Members are to vote and return ballots by April 8. Winners will be announced at the April general meeting.

### **ARTICLE IV: MEETINGS**

#### SECTION 1

The Committee will meet at least monthly at a time and place mutually agreeable to the members. Committee meetings are open. The schedule will be published in the University Newsletter at the beginning of each semester. A quorum of the Committee consists of six members. The co-chairs have voting privileges. Meetings may be held during paid work hours.

#### SECTION 2

General meetings for all classified staff employees will be held at least semi-annually with one meeting in April. Date and time will be published at least one week in advance in the University Newsletter. A quorum of the general meeting consists of those present. General meetings will be held during paid work hours.

### **ARTICLE V: SUBCOMMITTEES**

Subcommittees may be established by the Committee. They will consist of one member of the Committee and up to five other classified employees appointed by that Committee member. They will select a chair from among themselves. Appointments are for one year and are open for re-appointment for a maximum of three years. Subcommittee meetings may be held during paid work hours.

### **ARTICLE VI: AMENDMENTS**



Any classified employee may propose an amendment to the bylaws. Amendments to the bylaws will be presented in writing and distributed at a general meeting. Additional copies of the proposed amendments will be available from the secretary of the Committee.

Bylaws may be amended by a two-thirds vote of those present at the next general meeting.

# CONSTITUTION OF THE FACULTY SENATE UNIVERSITY OF WISCONSIN-STEVENS POINT

## PREAMBLE

The faculty derives its authority from 36.09(4) Wisconsin Statutes, which reads as follows:

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 (sic) own faculty organizational structure and to select representatives to participate in institutional governance.

For purposes of those parts of “institutional governance” outlined in this constitution, the faculty is defined in Article I as persons holding at least 50% FTE faculty or academic staff appointments. Whenever the word “faculty” is used, it includes all persons in these categories.

## ARTICLE I: THE FACULTY

### Section 1. Membership.

For purposes of institutional governance, the faculty is defined as the chancellor, and persons holding at least 50% FTE faculty or academic staff appointments.

### Section 2. Voting Privileges.

Each member of the faculty shall have one vote in meetings of the faculty, and in the elections conducted among the faculty.

### Section 3. Quorum.

A quorum for meetings of the faculty shall consist on one-fourth of the members of the faculty who are in residence.

### Section 4. Meetings.

- a. Other meetings of the faculty may be called by the chancellor or by the chair of the Senate.
- b. The chair of the Senate shall call a meeting of the faculty under the following conditions:
  - (1) When requested to do so by the chancellor;
  - (2) When requested to do so by a majority of the Executive Committee of the Senate;
  - (3) When requested to do so by a majority vote of the Senate;

- (4) When requested to do so by a petition signed by fifty members of the faculty.

## **ARTICLE II: THE SENATE**

### Section 1. Function.

The Senate shall be the representative body of the faculty and shall exercise all powers legally and/or traditionally exercised by the faculty of the University of Wisconsin-Stevens Point.

### Section 2. Nomination and Election.

- a. Nomination and election of members of the Senate shall be conducted under the supervision of the Nominations and Elections Subcommittee, according to the rules prescribed by this constitution and such additional rules as may be established by the subcommittee.
- b. The Nominations and Elections Subcommittee shall be a permanent subcommittee of the University Affairs Committee.
- c. Nominations may be by a college, by a department or equivalent unit, by another member of the faculty, or by the Nominations and Elections Subcommittee, provided that the nominee(s) has/have agreed to run.
- d. Members of the Senate shall be elected at large by the faculty regardless of the method of nomination.
- e. Members of the Senate shall be elected on the basis of a plurality of the votes cast. Write-in votes shall be prohibited.
- f. The annual election shall be held in April, by mail ballot, the new senators and standing committee chairs taking office at the beginning of the fall semester.

### Section 3. Membership.

- a. The Senate shall consist of no fewer than 35 and no more than 45 faculty members elected as senators. In addition, chairs of the standing committees selected under Section 8 of this article shall be members of the Senate during their term of office. In addition to the above, one academic dean shall be elected. The chancellor, or a representative appointed by the chancellor, shall be an ex officio member of the Senate.
- b. Members of the Senate shall be elected for a two-year term, half of the senators being elected in alternate years.
- c. Determination of the distribution of senators is to be based on full-time equivalent positions and is to be made by the Nominations and Elections Subcommittee. Persons are assigned, for quota purposes, to the unit or area in which they have their major responsibility. The ratio of members of the Senate to members of the faculty to yield a

Senate of the size specified in subsection a. of this section will be determined by the Nominations and Elections Subcommittee. College, University Library, and unit senators shall be determined by dividing the total university faculty full-time equivalents by the largest whole number that will yield between 35 and 45 elected senators. Where more than one whole number would yield the specified number, the whole number that yields the largest number of senators shall be used.

- d. It is expected that senators will be present at all meetings of the Senate. If a senator is absent from three consecutive regularly scheduled meetings, or a total of five regularly scheduled meetings within one academic year, the seat may be considered vacant.
- e. Regardless of the manner of nomination or election, members of the Senate and its standing committees serve as representatives of the entire university.

#### Section 4. Quorum.

A quorum shall consist of a majority of the members of the Senate.

#### Section 5. Parliamentary Authority and Procedure.

- a. Except where this constitution specifically provides otherwise, the current edition of *Robert's Rules of Order* shall be the parliamentary authority for the Senate and its various committees. In the event of a conflict, the constitution shall take precedence.
- b. All policy matters to be presented to the Senate for action shall be distributed to members of the Senate, standing committee chairs, and others on the Senate standing committee list at least 24 hours prior to the Senate meeting at which such action is scheduled to be taken. A motion to suspend the rules to allow consideration of an item (other than a proposed constitutional amendment) not so distributed may be in order (in extraordinary circumstances) and shall require a two-thirds vote for approval.

#### Section 6. Officers.

- a. The Senate shall elect its officers from among its members. The officers shall be the chair, vice chair, and chair-elect.
- b. The chair-elect shall be elected at the beginning of the fall semester of even-numbered years and take the office of chair the following academic year. The vice chair shall be elected at the beginning of the fall term of odd-numbered years and take office immediately upon election. The chair and vice chair shall serve for two years.
- c. The chair of the Senate will serve as a Senator for a two-year term. In the next regular Senate election a replacement from the chair's college/unit will be elected to the Senate.
- d. The vice chair will review the minutes of the Senate and Executive Committee and ensure that all records are maintained and will assume the responsibilities of the chair in the chair's absence.

#### Section 7. Executive Committee.

- a. The officers of the Senate and the chairs of the standing committees of the Senate shall constitute the Executive Committee of the Senate. The immediate past chair of the Senate shall serve for one year on the Executive Committee. The chair-elect shall serve for one year on the Executive Committee beginning with the fall semester of even-numbered years.
- b. The Executive Committee shall meet on a regular basis to coordinate the activities of the Senate and to ensure that matters which ought to be considered and acted upon by the Senate receive appropriate consideration.
- c. Ordinarily, substantive matters which require Senate consideration and action are referred to the appropriate committee of the Senate, and then considered by the Senate. However, the Executive Committee acts for the Senate and its standing committees when appropriate consideration and action by the Senate and/or its standing committees is not possible. In such a case, the Executive Committee shall add any additional temporary members necessary to ensure representation from all constituencies, if persons representing these groups are not already present on the Executive Committee and shall report such action to the Senate at its next meeting.
- d. The Executive Committee shall serve as an advisory council to the chancellor at his/her request.
- e. The Executive Committee shall fill all vacancies either by appointment of the person with the next highest vote total from among those running in the previous election in the unit where the vacancy occurs or by directing the Nominations and Elections Subcommittee to conduct a special election within the appropriate unit. In the case of a senatorial vacancy where more than one year of a term remains, the Executive Committee shall appoint a replacement for the remainder of the current year and shall arrange that the second year of the term be filled at the time of the senatorial elections.
- f. The Executive Committee may initiate, ad hoc, a committee to perform special functions that are beyond the authority or capacity of standing committees and permanent subcommittees. While its duties and powers are outlined by the Executive Committee, its members are appointed by the Faculty Senate. The ad hoc committee will disband upon completion of its assigned duties.

#### Section 8. Standing Committee and Permanent Subcommittees.

- a. The Senate shall establish appropriate standing committees, permanent subcommittees, and other committees as needed for the conduct of its business.
- b. Membership of standing committees and permanent subcommittees shall be designated in the article of the constitution by which each committee is established.
- c. The chair of the standing committee or permanent subcommittee shall be elected or appointed as specified in the article establishing each committee.
  - (1) The chair of each standing committee shall be a member of the Senate and shall serve in addition to the senators elected from the faculty.

- (2) Unless otherwise specified, the term of office for the chair of a standing committee or permanent subcommittee shall be one year, and the chair may serve no more than two consecutive years.
  - (3) Unless otherwise specified, with the exception of members appointed by the chancellor or the vice chancellor/provost or those serving in an ex officio capacity, the terms of service for members of Senate committees or permanent subcommittees shall be limited to six consecutive years.
- d. Senate committees or subcommittees shall conduct their business in open session except for those matters that a majority of the committee or subcommittee members decide should be appropriately addressed in closed session. Closed sessions shall only be held for those reasons delineated in Wisconsin's Open Meetings Law and members must follow all procedures mandated by statute for closing such meetings. Hearing committees of the Faculty Mediation Subcommittee and the Academic Staff Mediation Subcommittee are bound by the rules outlined in Chapter 4C, Sections 7-14, of the *University Handbook*. When other Senate committees or subcommittees move into closed session, only the members of the committee or subcommittee as well as individuals invited by the committee or subcommittee shall be allowed to attend.

#### Section 9. Vacancies.

- a. The office of senator or chair of a standing committee shall become vacant due to incapacity, resignation, or unreasonable absence from meetings.
- b. The Executive Committee of the Senate shall determine and fill vacancies either by appointment or through special election, conducted by the Nominations and Elections Subcommittee.

#### Section 10. Meetings.

- a. Regular meetings of the Senate shall be held during each month of the academic year. The specified time for the regular meeting may be changed at the discretion of the Executive Committee.
- b. Special meetings shall be called as designated in Article I, Section 4 b.
- c. At least 24 hours in advance, notice of every regular and special meeting of the Senate shall be sent to every member of the faculty and to the Student Government Association members.
- d. All members of the university community may attend and speak at meetings of the Senate, subject to such rules as the Senate may adopt, but only members of the Senate may offer motions, second motions, or vote.

### **ARTICLE III: FACULTY REVIEW**

#### Section 1. The faculty may review and overrule any action of the Senate.

Section 2. Review of Senate action may be initiated upon the written request of 50 members of the faculty, or upon written request of three-fourths of the members of the Student Government Association.

Section 3. Review procedures must be initiated within 90 days of the Senate action in question.

Section 4. Review of Senate action shall be at a called meeting of the faculty.

Section 5. A majority vote of the members of the faculty present and voting at a called meeting shall be necessary to overrule Senate action (see Article I, Section 3 for quorum).

#### **ARTICLE IV: AMENDMENTS**

Section 1. Amendments to this constitution shall be adopted at a regular meeting of the Senate by a two-thirds majority vote of the entire Senate or by a majority of those present and voting at a general faculty meeting called for the purpose of amending this constitution.

Section 2. A proposed amendment shall have been published, distributed, and had its first reading at least two weeks prior to the Senate or general faculty meeting called for the purpose of amending this constitution.

Section 3. Amendments shall not be proposed or voted on at any meeting of the Senate held during the summer session.

#### **ARTICLE V: STANDING COMMITTEES**

Section 1. Standing committees of the Senate shall be established as provided in Section 8 of Article II.

a. Standing committees are as follows:

(1) Standing committees whose chairs are elected and whose members are appointed: Academic Affairs Committee, Curriculum Committee and University Affairs Committee.

(2) Standing committees whose members are elected and whose chairs are elected by the members: General Education Committee, University Personnel Development Committee and University Technology Committee.

(3) Standing committees whose members and/or chair are elected by a specific group of faculty: Academic Staff Council, Faculty Affairs Committee and Graduate Council.

Section 2. The chair of each committee listed in Section 1. a. (1) above shall annually appoint the faculty members of the committee, with the exception of the chancellor's appointee and such other members as may be specified in the article establishing the committee. Such appointments shall be made in consultation with the Executive Committee of the Senate. The chair shall be a voting member of the committee.

Section 3. The chair of each committee shall promptly report to the Senate in writing the recommendations, proposals, and other actions of the committee.

Section 4. Except as may be otherwise provided in the article establishing the committee:

- a. The chair of each standing committee shall appoint such subcommittees as established by the constitution and such other subcommittees as the chair deems appropriate and necessary.
- b. Members of subcommittees need not be members of the standing committee, except that there shall be at least one member of the committee on any subcommittee, unless otherwise specified.
- c. Each committee and subcommittee shall adopt its own rules for conducting its business, such rules to be subject to review by the Senate.

Section 5. The place, date, time, and agenda of the meetings of all committees of the Senate shall be published at least 24 hours in advance of the meeting; the place of the meeting shall be on campus, and readily available to faculty, academic staff, students, and visitors. The Executive Committee will coordinate meeting times for standing committees.

Section 6. All faculty shall receive agenda and minutes of Senate meetings and minutes of the Senate Executive Committee. These items shall also be made available on the campus computing network. Printed copies of the minutes of committee meetings and other important documents shall be distributed to all senators. Minutes of committee meetings and other important documents shall also be made available on the campus computing network.

Section 7. The chair of any standing committee shall not serve concurrently as chair of another standing committee or of any permanent subcommittee, or as an officer.

## **ARTICLE VI: SENATE REVIEW OF COMMITTEE ACTIONS**

Section 1. Except for actions as a result of hearings conducted under the auspices of either the Academic Staff Mediation Subcommittee or the Faculty Mediation Subcommittee, no action of a committee responsible to the Senate shall become operative until it has been reported in writing to the Senate, recommended by the Senate at a regular meeting or special meeting under the procedures outlined below, and approved by the chancellor.

- a. A statement and explanation of all actions of Senate committees shall be presented to the Senate.
- b. At the request of the reporting committee, or at the request of any member of the Senate, any action which is recommended to the Senate shall be approved or rejected by vote of the Senate.

Section 2. Faculty review of Senate action shall be in accordance with Article III of the constitution.



## **ARTICLE VII: RECORDS**

The appropriate officers of the Senate, and all committees and groups created by them, except hearing committees of the Academic Staff Mediation Subcommittee or the Faculty Mediation Subcommittee shall promptly file with the Faculty Senate Offices copies of the minutes of all meetings, and copies of all reports, recommendations, and proposals considered or adopted; such records shall be permanent records, and should be indelible. Hearing committees shall only file copies of minutes, as appropriate under the provisions of the Open Meetings Law and to protect the rights of individuals involved and the integrity of the hearing process. The university archivist shall be responsible for preserving such records and for making them readily available to anyone who desires to examine them.

## **ARTICLE VIII: ACADEMIC AFFAIRS COMMITTEE**

Section 1. The Academic Affairs Committee shall be a standing committee of the Senate.

Section 2. The chair of the committee shall hold at least a .50 FTE teaching appointment and shall be nominated and elected at large by the faculty, under the supervision of the Nominations and Elections Subcommittee, according to the rules prescribed by the constitution and such additional rules as may be established by the subcommittee. The other members shall be appointed by the chair in consultation with the Executive Committee of the Senate except as specified in Section 3, below.

Section 3. There shall be 15 members distributed as follows:

- a. The chair.
- b. Three members from the College of Letters and Science: one representing the social sciences, one representing humanities/history, and one representing natural science/mathematics and computing.
- c. One member from the College of Professional Studies.
- d. One member from the College of Fine Arts and Communication.
- e. One member from the College of Natural Resources.
- f. One member from the University Library.
- g. One member not assigned to a college or to the University Library.
- h. One member appointed by the vice chancellor/provost.
- i. There shall be no more than one member from any one department or equivalent unit represented in subsections a-h.
- j. Two students appointed by the Student Government Association.
- k. The Registrar or their designee.

l. The chair of the Assessment Subcommittee.

m. The chair of the International Affairs Subcommittee.

Section 4. The committee shall have the authority to recommend to the Senate policies pertaining to academic affairs, and to determine such policies subject to review by the Senate, in such matters as the following:

- a. The mission of the university: The committee shall regularly review the mission and the long-range goals of the university and may recommend changes in both.
- b. Outreach programs: The committee shall recommend policies pertaining to the organization, curriculum, and staffing of such programs as continuing education, summer and interim sessions, and international programs.
- c. Learning resources: The committee shall recommend policies pertaining to learning resources and to related facilities and services.
- d. Academic standards; The committee shall recommend such policies as those pertaining to preadmission counseling, admission, grade review, academic probation and dismissal, readmission of students, graduation requirements and assessment of students.
- e. Interorganizational collaborations: The committee shall review, prior to formal signing, all academic agreements with other universities or organizations which will lead to interinstitutional affiliation.

Section 5. The Assessment Subcommittee shall be a permanent subcommittee of the Academic Affairs Committee.

- a. The Assessment Subcommittee shall consist of 13 members. With the exception of ex-officio positions, all members will serve a two-year term.
  - (1) Two faculty members from each college appointed by the dean in consultation with the chair of the Academic Affairs Committee, to serve in staggered terms (one member from each college appointed each year)
  - (2) The Assessment Coordinator
  - (3) Two members not assigned to a college, to be elected by the faculty and academic staff.
  - (4) Two students appointed by the Student Government Association.
- b. The Assessment Subcommittee shall recommend to the Academic Affairs Committee policy pertaining to the assessment of students' learning. The subcommittee shall:
  - (1) Review and provide constructive feedback on department's proposed methods and instruments to be used in discipline-specific assessment (Assessment Plan) and analysis of assessment evidence (Assessment Report);

- (2) Inform departments of changes in assessment requirements imposed by the UW System and accrediting agencies;
  - (3) Serve as a campus resource regarding assessment issues (e.g., new testing instruments, changing perceptions of assessment, and assessment efforts of peer institutions) and coordinate with appropriate offices to offer workshops and provide resources to facilitate continuous improvement efforts in teaching and learning at UWSP;
  - (4) Recommend changes to the assessment process as needed;
  - (5) Perform other related duties assigned to it by the Senate, the Executive Committee and the Academic Affairs Committee.
- c. Subcommittee members shall be convened by the chair of the Academic Affairs Committee or by the continuing co-chair, either during the last three weeks of classes in the spring semester or within two weeks of the beginning of classes in the fall semester to elect a co-chairperson.
- (1) Two co-chairs will be elected for two-year terms, to be staggered. At least one co-chair must be a member of the faculty; any committee member may serve as the other co-chair.
  - (2) The duties of the co-chair include:
    - a. being an ex officio member of Academic Affairs Committee.
    - b. scheduling the subcommittee meetings and generating of the.
    - c. notifying the affected departments of reports due each year, as well as collecting each of the reports for distribution to the various committee members.
    - d. Assigning assessment reports to the subcommittee members.
    - e. reading each department assessment plan/report and coordinating the writing and dissemination of the assessment subcommittee's feedback report to the appropriate department.
    - f. scheduling department PowerPoint or equivalent presentation and inviting the responsible Dean and the Provost to attend the presentation.
    - g. forwarding assessment reports, and reporting delinquent departments, to the appropriate Dean and the Provost.
    - h. consulting with the Department Review Subcommittee and Academic Affairs Office to revise the reporting cycle as needed.
    - i. ensuring the assessment website and supporting documents are reviewed annually and updated as required.

Section 6. The Department Review Subcommittee shall be a subcommittee of the Academic Affairs Committee. Local program review (for both graduate and undergraduate programs) will be an integral part of faculty governance through the establishment of a permanent subcommittee of the Academic Affairs Committee (AAC) responsible for conducting all local program reviews. The goal will be to review the programs within each department every ten years according to the “Reporting Cycle for Assessment and Department Review” drafted by the Associate Vice Chancellor for Teaching, Learning, and Academic Programs and approved by the AAC.

a. The Department Review Subcommittee shall consist of nine members.

- (1) The chair appointed by the AAC chair in consultation with the AAC for a two-year term. The chair may be reappointed but may serve no more than two consecutive terms.
- (2) One teaching member each from the College of Professional Studies, the College of Natural Resources, and the College of Fine Arts and Communication, and two members from the College of Letters and Science, one from the humanities/social sciences and one from the natural sciences/mathematics and computing, appointed by their deans in consultation with the chair of the Academic Affairs Committee, to staggered two-year terms.
- (3) One student appointed by the Student Government Association to a one-year term.
- (4) One vice chancellor/provost’s appointee (a teaching faculty member) to a two-year term.
- (5) The Associate Vice Chancellor for Teaching, Learning, and Academic Programs.

b. The subcommittee shall work under procedures contained in the *University Handbook*.

c. Departments undergoing program review are encouraged to consult members of the Department Review Subcommittee, the chair of Academic Affairs Committee, and the chair of the Assessment Subcommittee as resources.

Section 7. The Grade Review Subcommittee shall be a permanent subcommittee of the Academic Affairs Committee. The procedures for this subcommittee are contained in the *University Handbook*, and may only be modified subject to review by the Senate.

Section 8. The International Affairs Subcommittee shall be a subcommittee of the Academic Affairs Committee.

a. The International Affairs Subcommittee shall consist of nine members.

- (1) The chair will be appointed by the chair of the Academic Affairs Committee.
- (2) One member from each of the colleges (College of Letters and Science, College of Professional Studies, College of Natural Resources, and College of Fine Arts and Communication).
- (3) There shall be no more than one member from any one department or equivalent unit represented in subsections 1-2.

- (4) The director of the International Student & Scholars Office (ISSO)
  - (5) One member, appointed by the chair of the subcommittee, in consultation with the Department of Foreign Languages.
  - (6) One member appointed by the vice chancellor/provost.
  - (7) One student appointed by the Student Government Association.
- b. Subject to review by the Senate, the subcommittee shall have the authority to:
- (1) Encourage all programs with an international emphasis.
  - (2) Review and recommend policies and standards for international programs, including recruitment, admission, and retention of students, as well as policies and standards for participating faculty.
  - (3) Review and recommend policies and standards for the Foreign Student Programs.
  - (4) Review and recommend policies and standards for English as a Second Language Program.
  - (5) Make policy recommendations on the allocation of budgetary resources with an international emphasis.
  - (6) Make recommendations designed to contribute to the internationalization of the curriculum.

## **ARTICLE IX: ACADEMIC STAFF COUNCIL**

Section 1. The Academic Staff Council shall be a standing committee of the Senate.

Section 2. There shall be 10 members, distributed as indicated below. Only persons holding an academic staff appointment are eligible to vote for and to serve on the Academic Staff Council except as prescribed in paragraphs 2. b. and 2. c. below:

- a. Eight members elected for staggered two-year terms by the academic staff, one of whom shall be elected by the council to serve as chair. Members may be re-elected. There shall be at least one member from each of the following four categories of appointment:
  - (1) Fixed term;
  - (2) Probationary or indefinite;
  - (3) Classroom teaching;
  - (4) Nonclassroom teaching.

- b. One student appointed by the Student Government Association.
- c. One member with a faculty (nonacademic staff) appointment, appointed by the Executive Committee of the Senate.
- d. The election shall be conducted under the supervision of the Nominations and Elections Subcommittee, according to the rules prescribed by the constitution and such additional rules as may be established by the subcommittee. Slates of candidates for positions to be filled by academic staff shall be supplied by the current Academic Staff Council on request from the Nominations and Elections Subcommittee.
- e. The chair of the Senate shall call the first meeting of the committee.

Section 3. The Academic Staff Council shall have the authority to recommend to the Senate policies pertaining to the members of the academic staff, and pursuant to UWS 9, shall consult with and advise the chancellor on all policies and procedures adopted by the university pursuant to chapters UWSP 9-14 of the academic staff personnel rules. In addition, the council shall have the authority to work with and make recommendations to any academic staff, faculty, or administrative committee or agency that is concerned with academic staff welfare.

Section 4. The Academic Staff Mediation Subcommittee shall be a permanent subcommittee of the Academic Staff Council. All persons holding an academic staff appointment are eligible to vote for and to serve on the subcommittee, except that members of the Academic Staff Council shall not serve as members of the subcommittee.

- a. The subcommittee shall consist of 10 members elected for staggered two-year terms by the academic staff. Members may be re-elected. There shall be at least one member from each of the following four categories of appointment:
  - (1) Fixed term;
  - (2) Probationary or indefinite;
  - (3) Classroom teaching;
  - (4) Nonclassroom teaching.
- b. Subcommittee members shall be convened by the chair of the Senate within two weeks of the beginning of classes in the fall semester to elect a chairperson from among the members of the subcommittee. The chair shall serve a one-year term and may be re-elected.
- c. The election of the subcommittee shall be conducted under the supervision of the Nominations and Elections Subcommittee, according to the rules prescribed by the constitution and bylaws and such additional rules as may be established by that subcommittee.
- d. The Academic Staff Mediation Subcommittee shall have the authority to appoint hearing committees to conduct hearings in any of the following:

- (1) Grievances of fixed term academic staff who have served seven years or more on .5 FTE or more and who have not been reappointed (UWSP 10.03).
- (2) Nonrenewal of probationary academic staff appointments (UWSP 10.04).
- (3) Dismissal of academic staff (UWSP 11.03) and subsequent subsections).
- (4) Lay off of academic staff for reasons of budget or program (UWSP 12.04 and subsequent subsections).
- (5) Complaints of/against academic staff (UWSP 13.01).
- (6) Grievances of/against academic staff (UWSP 13.02 and UWSP 8.025).

e. Procedures for hearings are in the *University Handbook*.

- (1) The procedures for Academic Staff Mediation Subcommittee hearings under Chapters UWSP 10, 11, 12, and 13 may only be modified by action of the appropriate academic staff committee(s); such actions are subject to the review of the Senate.
- (2) Procedures to be followed by the chairperson of the subcommittee upon receipt of a request for a hearing are also in the *University Handbook*. These procedures may only be modified by action of the appropriate academic staff committee(s); such actions are subject to the review of the Senate.

Section 5. The Awards Subcommittee shall be a permanent subcommittee of the Academic Staff Council. It shall have the authority, according to the rules prescribed by the University Handbook and such additional rules as may be established by the subcommittee, to select academic staff recipients of University awards and the UWSP nominee for the Academic Staff Regents Award for Excellence.

a. The subcommittee shall consist of six members selected as follows:

- (1) Two non-faculty members of the Academic Staff Council.
- (2) The faculty representative of the Academic Staff Council.
- (3) One student representative appointed by the Student Government Association.
- (4) Two academic staff members not currently serving on Academic Staff Council. The Academic Staff Council will make the appointments.

b. Each year, the Academic Staff Council Awards Subcommittee will be constituted by the Academic Staff Council by October 1. The chairperson of Academic Staff Council shall convene the organizational meeting, at which time a chairperson shall be selected by the subcommittee from among its members.

## **ARTICLE X: CURRICULUM COMMITTEE**

Section 1. The Curriculum Committee shall be a standing committee of the Senate.

Section 2. The chair of the committee shall hold at least a .50 FTE teaching appointment and shall be nominated and elected at large by the faculty, under the supervision of the Nominations and Elections Subcommittee, according to the rules prescribed by the constitution and such additional rules as may be established by the subcommittee. The other members shall be appointed by the chair in consultation with the Executive Committee of the Senate, except as specified in Section 3, below.

Section 3. There shall be 12 members distributed as follows:

- a. The chair.
- b. Three members from the College of Letters and Science: one representing the social sciences, one representing humanities/history, and one natural science/mathematics and computing.
- c. One member from the College of Professional Studies.
- d. One member from the College of Fine Arts and Communication.
- e. One member from the College of Natural Resources.
- f. There shall be no more than one member from any one department or equivalent unit represented in subsections a-e.
- g. One member from the University Library, and one member representing the Office of Registration and Records.
- h. The chair of the Teacher Education Subcommittee, or designee.
- i. Two students appointed by the Student Government Association.

Section 4. The committee shall recommend to the Senate policies pertaining to the undergraduate curriculum.

- a. The committee shall recommend to the Senate: majors, minors, new and unique course sequences, and certification programs; and changes in title of academic disciplines and of curriculum programs.
- b. The committee shall approve any changes in majors, minors, unique course sequences, and curriculum programs; new courses, experimental courses, changes in number, title, credit, description, and prerequisites of courses. It shall report these matters to the Senate for review and for action at the request of any member of the Senate.
- c. On all curriculum matters, the committee shall, before taking any action, consider budget implications.



- d. On all curriculum and curricular policy matters which pertain to any certification of teachers, the committee shall, before taking any action, solicit the advice and recommendation of the Teacher Education Subcommittee.
- e. On all curriculum and curricular policy matters which require UW System approval, the committee shall, before taking any action, solicit the questions, comments and opinions of the vice chancellor/provost. The reason for this is similar to the one underlying the Curriculum Committee's solicitation of the deans' opinions and comments on curricular proposals in general.

Section 5. The Teacher Education Subcommittee shall be a subcommittee of the Curriculum Committee, and shall consist of 13 members.

- a. The chair of the subcommittee shall be appointed by the chair of the Curriculum Committee in consultation with the dean of the College of Professional Studies.
- b. The chair of the subcommittee shall appoint the other members in consultation with the chair of the curriculum committee. The membership shall be distributed as follows, including the chair:
  - (1) One member from natural science or mathematics and computing.
  - (2) One member from the social sciences or history.
  - (3) One member from English or foreign languages.
  - (4) One member from the College of Natural Resources or music.
  - (5) One member from communicative disorders or physical education.
  - (6) One member from Family and Consumer Education.
  - (7) Two members from education: one in elementary education and one in secondary education.
  - (8) Two students appointed by the Student Government Association: one in elementary education and one in secondary education.
  - (9) The dean of the College of Professional Studies and the head of the School of Education as ex officio nonvoting members.
- c. Members shall serve two-year terms with one-half the membership appointed annually.
- d. The subcommittee shall:
  - (1) Review those policy matters which are referred to it by the Curriculum Committee, in order to certify that such proposals are consistent with Wisconsin standards for certification, and report its recommendations to the Curriculum Committee.

- (2) In accordance with Wisconsin Department of Public Instruction policies, review certification programs and the interaction of program requirements, and report its findings and recommendations to the parent committee, with recommendations for distribution to other appropriate bodies.
- (3) Recommend policies affecting teacher education, review policy matters pertaining to accreditation of teacher certification programs, and report its recommendations to the Curriculum Committee.
- (4) Develop and periodically review criteria for admission to professional education programs.
- (5) Develop and periodically review policies concerning the evaluation and professional performance of graduates of teacher certification programs.

## **ARTICLE XI: FACULTY AFFAIRS COMMITTEE**

Section 1. The Faculty Affairs Committee shall be a standing committee of the Senate.

Section 2. The chair of the committee shall be nominated and elected at large by ranked faculty, under the supervision of the Nominations and Elections Subcommittee, according to the rules prescribed by the constitution and such additional rules as may be established by the subcommittee. The other members shall be appointed by the chair in consultation with the Executive Committee of the Senate, except as specified in Section 3, below.

Section 3. The committee shall consist of 10 members distributed as follows:

- a. The chair of the committee shall hold at least a .50 FTE teaching appointment.
- b. Two members from the College of Letters and Science, one representing humanities/social sciences/history, and one representing natural science/mathematics and computing.
- c. One member from the College of Professional Studies.
- d. One member from the College of Fine Arts and Communication.
- e. One member from the College of Natural Resources.
- f. One member holding a teaching academic staff position.
- g. One member appointed by the vice chancellor/provost.
- h. There shall be no more than one member from any one department or equivalent unit represented in subsections a-g.
- i. One member from the University Library.
- j. One student appointed by the Student Government Association.

Section 4. The committee shall have authority to recommend to the Senate policies pertaining to the faculty affairs of unclassified personnel with a faculty appointment and to determine such policies subject to review by the Senate. The concerns of the academic staff who teach courses shall be referred to the Academic Staff Council.

The committee shall recommend policies pertaining to unclassified personnel with faculty appointments on matters such as recruitment, appointment, retention, promotion, tenure, and salary.

The committee shall recommend policies pertaining to the governance of departments, schools, colleges, the university, and the University of Wisconsin System.

Section 5. The Faculty Mediation Subcommittee shall be a permanent subcommittee of the Faculty Affairs Committee.

a. It shall consist of 14 members with faculty appointments, elected by the faculty for two-year staggered terms and distributed as follows:

- (1) Six members from the College of Letters and Science.
- (2) Three members from the College of Professional Studies.
- (3) Two members from the College of Fine Arts and Communication.
- (4) Two members from the College of Natural Resources.
- (5) One member from the University Library.

No member shall be a department chair or equivalent, dean, vice chancellor, assistant chancellor, or chancellor.

In addition to these 14, the immediate past chair shall serve for one year as an ex officio voting member of the committee. If unable to serve, or if the past chair remains an elected member of the committee, then the committee will consist of the 14 elected members only.

b. Nomination and election of members shall be conducted under procedures established by the Nominations and Elections Subcommittee.

c. Subcommittee members shall be convened by the chair of the Senate within two weeks of the beginning of classes in the fall semester to elect a subcommittee chairperson from among the membership of the committee.

d. Authority: The Faculty Mediation Subcommittee shall have the authority to appoint hearing committees to conduct hearings in any of the following:

- (1) Nonrenewal of probationary faculty appointments (UWSP 3.08).
- (2) Denial of tenure (UWSP 3.08m)
- (3) Dismissal of faculty (UWSP 4.03 and subsequent subsections).

- (4) Layoff of faculty for financial emergency (UWSP 5.11 and subsequent subsections).
- (5) Complaints of/against faculty (UWSP 6.01).
- (6) Grievances of/against faculty (UWSP 6.02 and UWSP 8.025).
- (7) Failure to reappointment fixed term classroom teaching academic staff (UWSP 10.03).
- (8) Dismissal of classroom teaching academic staff (UWSP 11.03).
- (9) Complaints of/against classroom teaching academic staff (UWSP 13.01).
- (10) Grievances of/against classroom teaching academic staff (UWSP 13.02).

e. Procedures for hearings are in the *University Handbook*.

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

Section 6. The Salary Subcommittee shall be a permanent subcommittee of the Faculty Affairs Committee. It shall have the authority, pursuant to the constitution, to review all policies for the distribution of salary to the faculty including for those who hold administrative appointments, make recommendations on such to the Faculty Affairs Committee, and to propose revisions or new plans for distribution of salary to the Faculty Affairs Committee.

- a. The subcommittee shall consist of five members. The chair of the subcommittee shall be appointed by the chair of the Faculty Affairs Committee pending approval of the Executive Committee of the Senate and be a member of the Faculty Affairs Committee. The other four members shall be appointed by the chair of the subcommittee in consultation with the chair of the Faculty Affairs Committee.
- b. There shall be no more than one member from any one department or equivalent unit.

Section 7. The University Awards Subcommittee shall be a permanent subcommittee of the Faculty Affairs Committee. It shall have the authority, according to the rules prescribed by the University Handbook and such additional rules as may be established by the subcommittee, to select faculty recipients of university awards and the UWSP nominees for the Regents Teaching Excellence Awards (one faculty or teaching academic staff and one academic department/program).

- a. The subcommittee shall consist of 10 members selected as follows:
  - (1) Five faculty or instructional academic staff members, one from each college and the University Library, elected at large by the faculty.

- (2) One academic staff person, elected by the Academic Staff Council.
  - (3) Four students, one from each college, selected by the Student Government Association.
  - (4) Each faculty and academic staff member shall be elected for a two-year term, half of such members being elected in alternate years. Such members are not eligible for a consecutive two-year term. Student members shall be selected for a renewable one-year term.
- b. Subcommittee members shall be convened by the chair of the Faculty Affairs Committee by October 1 to elect a subcommittee chair from among the membership of the committee.

## **ARTICLE XII: GENERAL EDUCATION COMMITTEE**

Section 1. The General Education Committee shall be a standing committee of the Senate.

Section 2. The committee will be led by an elected faculty chair (to be elected by the committee from the faculty in Section 3a or 3b, below) who will represent the committee on the Executive Committee for a one-year term).

Section 3. There shall be at least 18 members distributed as follows:

- a. Twelve elected members: One faculty member to represent each category within the Foundation, Investigation, and Cultural & Environmental Awareness levels of the General Education Program. These members shall be nominated and elected at large by the faculty under the supervision of the Nominations and Elections Subcommittee, according to the rules prescribed by the constitution and such additional rules as may be established by the subcommittee. Faculty members shall serve two-year terms, with half being elected annually;
- b. One faculty member from each college as well as the University Library not represented by an elected member, to be appointed by the appropriate Dean or Director;
- c. Two students appointed by the SGA;
- d. The Coordinator of Assessment (or, if the position is not filled, a designee appointed by the Office of Academic Affairs) (non-voting);
- e. One member representing the Office of Policy Analysis and Planning (non-voting);
- f. One member appointed by the Vice Chancellor for Student Affairs (non-voting);
- g. Director of General Education (or, if the position is not filled, a designee appointed by the Office of Academic Affairs) (non-voting)

Section 4. The committee shall have the authority to recommend to the Senate policies pertaining to the General Education Program and to determine such policies subject to review by the Senate, in such matters as the following:

- a. The committee shall oversee the General Education Program in accordance with the educational aims of the university and the criteria to meet these aims.

- b. The committee shall be responsible for designating courses as meeting general education learning outcomes and establishing the procedures for assessing those outcomes. No course may become part of the General Education Program curriculum without the approval of the General Education Committee.
- c. The committee shall recommend policy pertaining to test-out procedures for the General Education Program curriculum.
- d. The committee shall be responsible for gathering assessment evidence regarding the General Education Program. This includes both course-based assessment data provided by instructors and institutional-level assessment data compiled by the Office of Policy Analysis and Planning.
- e. The committee shall be responsible for evaluating assessment data and making recommendations to improve the General Education Program to the Faculty Senate and appropriate administrative units.

### **ARTICLE XIII: GRADUATE FACULTY AND COUNCIL**

Graduate Faculty.

#### Section 1. Criteria for Membership.

##### a. Graduate Faculty Status:

- (1) An earned terminal degree or its equivalent appropriate to the discipline in which the faculty member gives instruction. Normally, a terminal degree would be considered a doctorate or MFA (for fine arts performance areas). “Equivalent” shall be used sparingly and for fully justified and for fully documented reasons.
- (2) Academic rank of assistant professor or higher; however, membership in the graduate faculty shall be considered on individual merit irrespective of rank.
- (3) Either
  - (a.) Successful teaching experience in the discipline in which the faculty member gives graduate instruction,

Or

  - (b.) Continuing evidence of scholarly achievement and professional activity.
- (4) Current faculty who do not possess the appropriate terminal degree but who have been given graduate faculty status between 1989 and 1994 will retain graduate faculty status. For all other individuals the amended Article XII, “Graduate Faculty” of the Faculty Constitution shall pertain.

##### b. Associate Graduate Faculty or Temporary Authorization to Teach Graduate Course(s) Status:

Faculty members who do not meet the preceding criteria for membership on the graduate faculty may be given associate graduate faculty or temporary authorization to teach graduate course(s) status by the Graduate Council as outlined below.

(1) Associate Graduate Faculty Status:

Upon recommendation of the department, the dean of the college, and approval by the Graduate Council, faculty who have a master's degree, but have not completed a terminal degree may obtain ASSOCIATE GRADUATE FACULTY status. This status need not be renewed, i.e., it will not require reauthorization. Such faculty will have all the rights granted to full graduate faculty EXCEPT the authority to act as chair of graduate student committees. These faculty will have graduate designation in the catalog.

(2) Temporary Authorization to Teach Graduate Courses:

Upon recommendation of the department, the dean of the college, and approval by the Graduate Council, faculty not holding the appropriate terminal degree may obtain TEMPORARY AUTHORIZATION TO TEACH GRADUATE COURSES status. Such appointments must specify the courses(s) to be taught and the duration for temporary authorization (up to two years). Such appointments can be renewed. Temporary authorization does not extend beyond the teaching of the specified course(s). Under no circumstances shall the temporary status be used as a continuing substitute for graduate faculty membership.

c. Oversight:

The registrar will be responsible for monitoring all graduate level offerings. Any faculty listed but not authorized to teach a graduate course will be identified; departments will be expected to either obtain appropriate authorization (before the course is taught), omit the course for graduate credit, or find qualified faculty.

Occasionally, substitutions will occur at the last minute; in such instances departments will be expected to seek authorization, if necessary, before the first class session. Class substitutions will be monitored and departments will be notified of noncompliance. Continued noncompliance with these procedures will be referred to the Graduate Council for appropriate action.

## Section 2. Membership Process.

- a. Prospective graduate faculty members are recommended by department chairs or their equivalent in consultation with faculty members eligible for graduate faculty status.
- b. Departmental recommendations shall be forwarded to the Graduate Council for action.

## Graduate Council.

### Section 1. The Graduate Council shall be a standing committee of the Senate.

## Section 2. Nomination and Election.

- a. The election shall be conducted under the supervision of the Nominations and Elections Subcommittee of the Senate, according to the rules prescribed by the constitution and such additional rules as may be established by the subcommittee.
- b. Members of the Graduate Council shall be elected on the basis of a plurality of the votes cast by the group represented.
- c. The chair of the Graduate Council shall be elected by the graduate faculty for a one-year term. The election shall be by the graduate faculty under the supervision of the Nominations and Elections Subcommittee.

Section 3. Membership: The members of the Graduate Council shall be nominated and elected at large by the graduate faculty under the supervision of the Nominations and Elections Subcommittee, according to the rules prescribed by the constitution and such additional rules as may be established by the subcommittee. Members of the Graduate Council shall be elected for two-year terms, half the members being elected in alternate years. Sections b. and c. 3 shall be appointed by the units they represent.

- a. The Chair of the Graduate Council.
- b. One representative from the Council of Deans, as a non-voting member.
- c. One representative from each department or school with an existing graduate program. These representatives are exempt from time limits as stated in Article II, Section 8, c. 3.
- d. One representative each elected from the College of Letters and Science, the College of Professional Studies, the College of Fine Arts and Communication, and the College of Natural Resources.
- e. One graduate student appointed by the Student Government Association.

## Section 4. Function.

The Graduate Council shall be the representative body of the graduate faculty, shall act as its executive committee, and shall exercise all powers legally and/or traditionally exercised by the graduate faculty of the University of Wisconsin-Stevens Point. These powers shall include:

- a. Responsibility for approving all policies relating to UWSP graduate programs and specifying the manner in which they are administered.
- b. Approval of graduate faculty, graduate programs, graduate courses, and other graduate offerings. On all curriculum matters, the council shall, before taking any action, consider budget implications.
- c. Establishment of admission, retention, and matriculation criteria of the graduate programs.
- d. Approval of candidates for graduate degrees.



- e. Review of the mission statement of the university and determination of the priorities to be assigned to graduate proposals.
- f. The council shall report their actions to the Senate for review and for action at the request of any member of the Senate.

Section 5. Quorum.

A quorum shall consist of the majority of the voting members of the Graduate Council.

Section 6. Vacancies.

- a. The position of Graduate Council representative shall become vacant on incapacity, resignation, or unreasonable absence from meetings.
- b. The Graduate Council shall determine vacancies, or the chair of the council shall be informed of vacancies, in which cases, the chair, upon consultation with relevant units, shall fill the vacancies by appointment.

## **ARTICLE XIV: UNIVERSITY AFFAIRS COMMITTEE**

Section 1. The University Affairs Committee shall be a standing committee of the Senate.

Section 2. The chair of the committee shall be nominated and elected at large by the faculty, under the supervision of the Nominations and Elections Subcommittee, according to the rules prescribed by the constitution and such additional rules as may be established by the subcommittee. The other members shall be appointed by the chair in consultation with the Executive Committee of the Senate, except as specified in Section 3, below.

Section 3. There shall be 12 members distributed as follows:

- a. The chair.
- b. One member from the College of Letters and Science.
- c. One member from the College of Professional Studies.
- d. One member from the College of Fine Arts and Communication.
- e. One member from the College of Natural Resources.
- f. There shall be no more than one member from any one department or equivalent unit represented in subsections a-e.
- g. One member not assigned to a college.
- h. One member from Student Affairs.
- i. Two students appointed by the Student Government Association.

- j. One member appointed by the chancellor.
- k. One member elected as the Senate representative to the University Foundation. This person shall be elected biennially by the faculty at-large and shall serve concurrently on the Foundation board and the University Affairs Committee.
- l. One member selected by the Classified Staff Advisory Committee.

Section 4. The committee shall have the authority to recommend to the Senate policies pertaining to:

- a. University facilities, including physical planning for and operations of buildings, grounds and parking.
- b. Institutional planning.
- c. The community relations of the university, including community services, arts and lectures, public information, alumni, and Foundation.
- d. The student affairs of the university, including student recruitment, retention, welfare, financial aids, activities, and athletics.

In the event that a subcommittee is necessary to analyze a student affairs problem, it shall have at least six members, half of whom shall be students selected by the Student Government Association.

- e. Human relations of the university, including:
  - (1) The development of understanding and respect among the racial, ethnic, religious, and educational groups on the university campus and within the community at large.
  - (2) Equality of treatment of the groups within the university community.
  - (3) Protection of the rights of members within the university community.

Section 5. The committee shall, if necessary, fulfill the duties prescribed for a Faculty Consultative Committee in Section 5.04 of the UWSP personnel rules. In the event that the chancellor is considering the possibility of a declaration of financial emergency, this committee shall proceed in accordance with Sections 5.05 and 5.06 of the UW System faculty personnel rules.

- a. As an official body of the faculty mandated by the University of Wisconsin System personnel rules, the committee shall be provided by the office of the chancellor those services necessary and convenient for its purposes.
- b. The committee shall prepare a report, with supporting documents, for submission to the chancellor, the Senate, and the Board of Regents in such time as will provide for a reasonable review and the preparation of recommendations by the Senate.

Section 6. The Historic Preservation Subcommittee shall be a permanent subcommittee of the University Affairs Committee.

a. Membership.

- (1) The chair shall be appointed annually by the chair of the University Affairs Committee and may be re-appointed. The chair need not be a member of the University Affairs Committee.
- (2) At least three additional members of the subcommittee shall be selected at large from the university community by the subcommittee chair in consultation with the chair of the University Affairs Committee.
- (3) One student selected by the Student Government Association.
- (4) The University Archivist.

b. Duties.

- (1) The subcommittee shall identify state and local historic preservation ordinances pertinent to the university, and shall recommend policies to the University Affairs Committee that shall bring the university into legal compliance.
- (2) The subcommittee shall identify university property, both artifacts and facilities, of historic significance as defined by state and national guidelines, and recommend policies to the University Affairs Committee for the preservation of such property.
- (3) The subcommittee shall assist the University Affairs Committee in promoting the university's historic legacy and identity as integral to any policy recommendations under Article XIII, Section 4 pertaining to university facilities, community relations, student affairs, and human relations.

Section 7. The Nominations and Elections Subcommittee shall be a permanent subcommittee of the University Affairs Committee. It shall have the authority, pursuant to the constitution, to establish rules for Senate elections, to supervise such elections, and to have such other authority as the constitution delegates to it.

- a. The subcommittee shall consist of at least five members, appointed by the chair of the University Affairs Committee, one of whom shall hold an academic staff appointment, and none of whom shall be the chancellor, the vice chancellor/provost, an assistant chancellor, or a dean. Neither the chair nor other members need to serve on the University Affairs Committee.
- b. There shall be no more than one member from any one department or equivalent unit.
- c. The subcommittee shall elect its own chair.

## **ARTICLE XV: UNIVERSITY PERSONNEL DEVELOPMENT COMMITTEE**

Section 1. The University Personnel Development Committee shall be a standing committee of the Senate.

Section 2. Membership. Nine members of the committee shall be nominated and elected at large by the faculty under the supervision of the Nominations and Elections Subcommittee, according to the rules prescribed by the constitution and such additional rules as may be established by the subcommittee.

- a. The nine elected members shall include:
  - (1) Three members from the College of Letters and Science, at least one of whom shall be from the natural sciences or mathematics and computing and at least one from the social sciences, humanities, or history.
  - (2) Two members from the College of Professional Studies.
  - (3) One member from the College of Fine Arts and Communication.
  - (4) One member from the College of Natural Resources.
  - (5) One member not assigned to a college.
  - (6) One member from the academic staff.
- b. Not more than one member shall be elected from a single unit/department.
- c. Members shall be elected for two-year terms with half of the committee being elected each year. Elected members may serve a maximum of three consecutive terms.
- d. Two or three additional members shall be appointed each year. Appointed members shall include:
  - (1) The director of grant support services.
  - (2) One member appointed by the vice chancellor/provost.
  - (3) One member of the classified staff appointed by the Classified Staff Advisory Committee.
- e. A representative from the Controller's office shall be appointed to serve as a non-voting member of the committee.

Section 3. The chair for the following year shall be elected in the spring following the announcement of campus election results. The vice chancellor/provost designee shall convene the meeting. New and continuing members will vote on the chair. The chair shall also serve as liaison to the Institutional Review Board for the Protection of Human Subjects.

Section 4. Functions of the committee: The committee shall develop the policies and formulate the criteria necessary to maintain a viable program for the development of university personnel (classified and unclassified on this campus).

- a. The committee shall have authority to recommend to the Senate policies pertaining to such matters as the following:

- (1) UW System and UWSP grants including sabbaticals, research, faculty/staff development grants, and undergraduate teaching improvement grants.
- (2) Faculty and staff retraining and renewal policies as funded through grants.

b. In addition, the committee shall:

- (1) Recommend to the chancellor and vice chancellor/provost a level of funding to be made available for support of a program for the development of university personnel.
- (2) Review and recommend to the chancellor and vice chancellor/provost proposals which are to be funded by state or non-state funds.
- (3) Coordinate all system and local development programs.
- (4) Be authorized, whenever appropriate, to shift applications among the appropriate funding components in order to ensure the maximum benefits from available sources.
- (5) recommend to the vice chancellor/provost the transfer of unallocated funds budgeted from one component to another as the need arises.
- (6) Present an annual report of the committee's activities to the Senate at the end of the academic year.

## **ARTICLE XVI: UNIVERSITY TECHNOLOGY COMMITTEE**

Section 1. The University Technology Committee shall be a standing committee of the Senate.

Section 2. Membership: Eight members of the committee shall be nominated and elected at large by the faculty, as specified below, under the supervision of the Nominations and Elections Subcommittee, according to the rules prescribed by the constitution and such additional rules as may be established by the subcommittee. Five additional members shall be appointed as specified below.

The chair for the following year shall be elected in the spring immediately following the announcement of campus election results. The chair of the committee for the current year shall convene the meeting. New and continuing members will vote for the chair.

Section 3. There shall be 13 members distributed as follows, including the chair:

a. Eight members elected at large by the faculty:

- (1) Two members from the College of Letters and Science, at least one of whom shall be from the humanities/social sciences/history, and one at least from the physical science/mathematics and computing.
- (2) One member from the College of Professional Studies.

- (3) One member from the College of Fine Arts and Communication.
- (4) One member from the College of Natural Resources.
- (5) Two members not assigned to one of the four colleges with at least one from either Business Affairs or Student Affairs.
- (6) One member at large.

Members shall be elected for a two-year term, half of the committee being elected in alternate years.

b. In addition, there shall be:

- (1) Two members appointed annually by the vice chancellor/provost; at least one of these appointments shall be a member of the Information Technology Management Team.
- (2) One member selected annually by the Classified Staff Advisory Committee.
- (3) Two students appointed annually by the Student Government Association.

Section 4. The committee shall have the authority to determine, subject to review by the Senate, Senate policies pertaining to the development, implementation, and use of technology across the campus. The committee's authority shall extend to such matters as the following:

- a. Policies governing technology development, acquisition, and access.
- b. Policies governing faculty/staff development in uses of technology.
- c. Policies governing student training in technology.

## **ARTICLE XVII: BUDGET REVIEW AND ADVISORY COMMITTEE**

The Budget Review and Advisory Committee is not a standing committee of the Faculty Senate.

Section 1. The Budget Review and Advisory Committee shall be a specially nominated committee of the senate to assist the chancellor, the line officers and deans, with advice and information concerning the campus budget and to provide broad campus input into budget decisions. The purpose of the committee is to review the campus budget and consider changes and reallocations as necessary to address budget mandates that come from System and the Legislature and adjustments that would be in the best interest of the clientele we serve. Specifically, the committee would give advice when data shows that it is in our best interests to shift resources to meet growing and changing demands. It will be an expectation for those who serve on this committee to maintain confidentiality when addressing potential budget impacts that may affect personnel.

Section 2. The committee shall consist of 12 members distributed as follows:

- a. Chair of the Faculty Senate.
- b. Chair of the Faculty Senate University Affairs Committee.
- c. One dean chosen by the Dean's Council.

- d. One department chair elected by the faculty.
- e. Two faculty members appointed by the Faculty Senate Executive Committee. To the greatest extent possible, the four colleges will be represented among the dean, the department chair, and the two faculty members on the committee.
- f. Chair of the Academic Staff Council or a designee from the Academic Staff Council.
- g. Two students selected by the president of SGA.
- h. One CSAC member appointed by the co-chairs of CSAC.
- i. One representative of the WSEU employees.
- j. One representative from Student Affairs.

Section 3. The vice chancellor for business affairs will be a non-voting co-chair with the other co-chair to be elected by the committee. The vice chancellor for business affairs and the senior budget analyst will serve as resource people to the committee.

Section 4. Appointed members serve one-year terms. They may serve only three such one-year terms consecutively. Service on this committee will, at times, require dedication in order to fully understand the campus budget and implications of recommendations.

Section 5. The committee would report to the chancellor and the Executive Committee of the Faculty Senate. Meeting times with agenda will be announced at least 24 hours in advance. Meetings may go into closed session at any time. Members would be expected to provide information of a general nature to their respective governance units to keep them apprised of issues that the committee is addressing. They may not, however, provide confidential information regarding individuals or units possibly impacted by recommendations.

## **ARTICLE XVIII: STRATEGIC PLANNING COMMITTEE**

The Strategic Planning Committee is not a standing committee of the Faculty Senate.

Section 1. The Strategic Planning Committee fosters connections between the campus community and the Chancellor's Cabinet as regards the development and implementation of the strategic plan. The committee's responsibilities include monitoring ongoing planning processes, assessing progress on the plan, and making recommendations about the plan to the Chancellor's Cabinet. The purpose of the committee is to support and advance planning at all levels of the institution. This will be accomplished by receiving and reviewing work plans for alignment to core planning documents and key institutional and UW System priorities. The committee also will identify and recommend institutional-level key performance measures, assess institutional progress on the plan and produce an annual report about progress on the plan. Regular communication with all stakeholders (e.g., the campus community and the Chancellor's Cabinet) will be essential.

Section 2. The committee membership shall be distributed as follows:

- a. Provost and Vice-Chancellor for Academic Affairs (co-chair).
- b. Vice Chancellor for Student Affairs (co-chair).
- c. Director of Policy Analysis and Planning.
- d. Six faculty members elected by the faculty:
  - One representative from each college
    - College of Fine Arts and Communication
    - College of Letters and Science
    - College of Natural Resources

- College of Professional Studies
  - Two representatives at-large
- e. One faculty/academic staff member appointed by a majority vote of the Faculty Senate
- f. One representative from the Office of Business Affairs, appointed by the Vice-Chancellor for Business Affairs.
- g. One representative from the Office of University Advancement, appointed by the Vice-Chancellor for University Advancement.
- h. One student representative appointed by the Student Government Association.
- i. Two academic staff members – one instructional and one non-instructional – appointed by the Academic Staff Council.
- j. One classified staff member appointed by the Classified Staff Advisory Committee.
- k. One community representative appointed by the chancellor.
- l. Two alumni representatives appointed by the Alumni Association.
  - One with a graduation within 10 years of appointment
  - One with a graduation date earlier than 10 years prior to appointment

Section 3. Appointed members serve one-year terms. They may serve only three such one-year terms consecutively. Elected members serve two-year terms, with half of the committee being elected in alternate years. They may serve only three such two-year terms consecutively. Service on this committee will require dedication in order to fully understand the campus budget and implications of recommendations.

Section 4. Meeting times with agenda will be announced at least 24 hours in advance. Meetings may go into closed session in compliance with Section 19.85 of the Wisconsin State Statutes. Members would be expected to provide information of a general nature to their respective governance units to keep them apprised of issues that the committee is addressing. They may not, however, provide confidential information regarding individuals or units possibly impacted by recommendations.

Section 5. The Strategic Planning Committee will keep meeting minutes and will report back to the Faculty Senate.



**FACULTY CONSTITUTION  
UNIVERSITY OF WISCONSIN - STEVENS POINT**

**Adopted April 2, 1937**

Amended November 14 and December 5, 1956; February 1 and December 6, 1962; November 5, 1964; October 7, 1965; December 11, 1969; October 1, 1970; February 24, 1972; January 24, 1974; February 13 and 27, March 13, April 3 and 24, and May 8, 1975; May 13, 1976; December 18, 1980; December 2, 1981; March 18, May 5, November 3, and April 6, 1982; May 18 and December 7, 1983; April 4 and November 7, 1984; November 5 and 20, December 4 and 11, 1985; February 4 and 18, March 4, April 1, and November 4, 1987; May 3, 1989; March 28, 1990 (see October 6, 1993); April 17 and November 6, 1991; February 5, May 6, and October 7, 1992; February 3, May 5, October 6 & 20, and November 3, 1993; April 27, 1994, and December 7, 1994; October 18, 1995; May 7, October 15, November 5 and November 19, 1997; March 3, April 1, April 15, and November 4, 1998; March 10, and December 15, 1999; February 16, and May 3, September 6, and December 6, 2000; December 5, 2001; February 6, May 1, and December 4, 2002; April 16, 2003; May 5, 2004; February 21, 2007, May 7, 2008; April 21, 2010; March 2, May 4, 2011, November 2 and 16, 2011, February 6 and March 6 2013.

**Faculty Senate Resolution 90-91-007: "All amendments shall be effective upon passage except that all amendments proposed during 1990-91 relating to definitions of faculty, nominations, elections, designation of membership, or constituencies shall become effective for the 1991-92 academic year and Faculty Senate."**

## **SECTION 4**

### **FACULTY POLICIES**

#### **LAYOFF TENURE LAW (1969-1974)**

The following is applicable to faculty who acquired tenure prior to July 9, 1974, and those probationary faculty whose appointments began before that date and who have not elected to be governed by the 1974 Merger Law.

Guidelines on decisions involving layoff of tenured faculty for budgetary reasons Chapter 37:

The following guideline concerns tenure rights for faculty in Chapter 37 and is provided as an interpretation of the meaning of "tenure within the System" which follows from the opinion of Attorney General Warren, dated March 31, 1971.

1. The right of "tenure within the System" applies only to faculty in the former Chapter 37 institutions and branch campuses who started employment at a former Chapter 37 institution or branch campus on or before July 9, 1974 and have been so employed continuously since, and has reference only to employment rights within these Chapter 37 institutions.

2. The tenure right of the faculty member is in the department or budget area of the former Chapter 37 institution in which the faculty member is currently employed.

3. Judgments by the institution that positions must be eliminated because of fiscal necessity should be made on the basis of prudent and equitable academic assessments concerning the numbers and kinds of positions which must be maintained for the institution to fulfill its mission.

This means that positions which must be eliminated must be taken from departments or budget areas judged to be relatively overstaffed in relation to teaching or workloads of other departments or budget areas or judged to have staff assigned to functions which have lower priority in relation to maintenance of the institution's performance than other functions maintained by the institution.

4. Within the departments or budget areas from which faculty positions are identified for layoff, tenured faculty should not be laid off until all non-essential non-tenured faculty and fixed term academic staff appointees have been notified of their non-renewal. Then, if tenured faculty shall be laid off, they should be laid off on the basis of seniority, as the faculty have determined it pursuant to UWS 5.08, Wis. Adm. Code, unless a clear and convincing case is made that program needs dictate other considerations, as permitted in s. UWS 5.07, Wis. Adm. Code.

5. Within the institution, layoff of a tenured faculty member for fiscal reasons in one department or budget area gives to that faculty member a right of first consideration for any open position in another department or budget area at that institution for which he or she is

professionally prepared and which involve duties he or she is judged competent to perform. An "open position" is one which is vacated by the incumbent, becomes vacant due to a non-renewal, discharge or death, or is a new additional faculty position authorized for the institution. The judgment on preparation and competence is appropriately made by the employing department or budget unit, subject to the approval of the relevant administrative officers, including the Chancellor. Denial of the opening to a tenured faculty member of the institution who has been laid off must be based on documented evidence from the employing department or budget area which supports its judgment.

6. A laid off tenured faculty member from one former UW institution shall have first claim to an open position in another former Chapter 37 institution. An "open position" is one which is vacated by the incumbent, becomes vacant due to a non-renewal, discharge, or death, or is a new, additional faculty position authorized for the institution. In order to guarantee a laid off tenured faculty member's claim to such an open position, former UW institutions and branch campuses shall obtain Central Administration clearance before seeking candidates for an open faculty position. The laid off faculty member must also register his or her name with Central Administration in order to receive first consideration rights.

The institution must develop a position description/qualifications sheet for the open position and submit a copy to Central Administration. Upon receipt of the position description/qualifications sheet from a campus, Central Administration will review the qualifications of the faculty who have registered their names and will notify any who appear to be possible candidates for the position. An individual so notified has ten working days after receipt of notice to apply to the institution for the position. The individual must also send a copy of the notice of application to Central Administration.

If no individuals so notified apply within ten working days, Central Administration will authorize open recruitment for the position. If a notified individual applied, the institution shall interview the person within fifteen working days of the application unless the institution and the applicant mutually agree to an interview at a later date.

The institution shall be the judge of whether or not the applicant is professionally prepared for the open position and competent to perform the duties associated with the position. Judgment concerning preparation and competence shall be made by the employing department or division, subject to approval by the relevant administrative officers of the institution. If the institution determines that the laid off faculty member does not meet the qualifications for the position, the institution must be prepared to provide documentary evidence to Central Administration from the employing department or division to support its judgment. If an applicant under this section is judged to not meet the qualifications for the position, he or she will be notified in writing by the institution with a copy furnished to Central Administration. Central Administration is then authorized to approve open recruitment.

7. If a tenure layoff designee relocates under the provisions of 6. above he or she does not automatically gain institutional tenure as defined by Chapter 36, Wis. Stats. (1973), and UWS Administrative Code, Section 3.01(1)(2). Unless the new employing institution grants institutional tenure, the individual retains tenure rights earned under former Chapter 37, Wis. Stats. The individual's seniority in the new employing institution will be calculated on the basis of time employed there. The individual's rank and salary in the new institution are determined by that institution in line with its specifications in the position description and the budgetary

allocation for the position. Tenure in the receiving institution may be granted upon affirmative action of the Board of Regents of the UW System upon the affirmative recommendation of the appropriate Chancellor and faculty, and, if granted, tenure in the sending institution is ended.

Memo from System Vice Presidents, June 16, 1976.

## **UWS POLICY ON FACULTY SERVING IN ACADEMIC STAFF POSITIONS**

President Shaw, March 28, 1988

**NOTE.** The statement has been rewritten--no substantive changes have been made--and format changes have been made to conform to the remainder of the *Handbook*.

These guidelines apply to persons appointed as ranked and unranked faculty prior to merger.

- An unclassified staff employee serving in, performing duties under, and budgeted under a ranked faculty title only, with no concurrent academic staff or limited appointment, retains the faculty title and rank and is not assigned an academic staff or limited title. The individual continues to exercise tenure and governance rights as a member of the faculty.
- An unclassified staff employee currently serving in an academic staff or limited title (such as Director), performing duties under that title, and receiving compensation under that title normally shall be assigned an academic staff or limited appointment title.
  - ◆ Any such individual who also has a pre-merger appointment as ranked or unranked faculty retains tenure and other faculty rights and is entitled to participate in faculty governance matters under applicable institutional policies, procedures, and practices.
  - ◆ Any such individual currently serving in an academic staff position but who attained tenure prior to merger and who wishes to participate in academic staff governance matters while serving in that position is entitled to participate in academic staff governance under applicable institutional policies, procedures, and practices.

**NOTE.** An individual who earned tenure prior to merger may participate either in faculty or academic staff governance systems as noted in the two preceding paragraphs but not in both systems simultaneously.

- ◆ Any such individual having a ranked faculty appointment dating prior to merger as a concurrent/backup appointment to an academic staff or limited position appointment in which the individual is currently serving may, with the agreement of the university, resign the academic staff or limited position and return to a tenured faculty position.
- ◆ Any such individual having an unranked faculty appointment dating prior to merger as a concurrent/backup appointment to an academic staff or limited position appointment in which the individual is currently serving may, with the agreement of

the university, resign the current academic staff or limited position and return to another position (presumably with administrative duties) and continue to be tenured.

## **SECTION 5**

### **OTHER POLICIES**

#### **SECURITY CAMERA POLICY**

Security cameras may be installed in situations and places where the security of either equipment or people would be enhanced. Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. When appropriate, the cameras may be placed campus-wide, inside and outside buildings. Although the physical cameras may be identical, the functions of these cameras fall into three main categories:

- a. Anti-theft and Vandalism: where the main intent is to take pictures and store them on a remote device so that if an item is discovered stolen or vandalized, the pictures will show the perpetrator. Examples: an un-staffed computer lab, an un-staffed science lab, or a parking lot.
- b. Personal Security: where the main intent is to take pictures and store them on a remote device so that if a person is assaulted, the picture will show the perpetrator. These cameras may also be monitored live by someone from Protective Services. Examples: a major hallway, or a parking lot.
- c. Extended Responsibility: where the main intent is to have the video in one room monitored by a staff member in a different room who is responsible for people and equipment in both rooms. In this case, pictures may or may not be stored. Example: a computer lab with multiple rooms and only one staff.

This policy does not apply to cameras used for instructional purposes. Further, cameras being used for research would be governed by other policies involving human subjects and are therefore excluded from this policy.

Requests for installation of security cameras should be made to and approved by the Security Camera Officer (a position appointed by and responsible to the Provost). Information obtained from the cameras would be used exclusively for law and/or policy enforcement.

All camera installations are subject to federal and state laws.

The places where these cameras may be installed may be restricted access sites such as a departmental computer lab; however, they are not places where a person has a reasonable expectation of privacy. Cameras will be located so that personal privacy is maximized. No audio should be recorded.

Unless the camera is being used for criminal surveillance, or in extraordinary circumstances, the following places should not be monitored by security cameras

- a. Bathrooms
- b. Locker rooms
- c. Offices
- d. Residence Hall rooms

- e. Classrooms not used a lab

For Anti-theft/Vandalism and Personal Security cameras, access to live or archived images from cameras should be limited to the Director of Protective Services, his/her designee and/or the Security Camera Officer. If images are retained, the images should be retained for a period of at least one week and no longer than 28 days, unless it is part of an investigation. Information that directly affects an investigation will be kept for at least one year (or for a period of time determined by the investigating agency.) Anti-theft/Vandalism cameras requested in locations that may not be utilized for extended periods (such as a storage room during summer break) may have images retained for a period longer than 28 days as determined appropriate by the Security Camera Officer.

When an incident has been reported or is suspected to have occurred, personnel responsible for the area in question may request that the Director of Protective Services or his/her designee review the images from the camera. As circumstances require, the Provost or the Security Camera Officer may authorize others to review images. A record log will be kept of all instances of access to, and use of, recorded material.

The Security Camera Officer will give a semi-annual report to the University Affairs Committee.

Units requesting security cameras will be required to follow the procedures outlined in this policy. Concerns or questions should be directed to the Security Camera Officer. The Security Camera Officer's job description needs to clearly outline his/her responsibilities, and his/her performance in these areas will be evaluated by the Provost on an annual basis. Breaches of this policy can result in disciplinary action.

Unless the camera is being used for criminal surveillance, areas being monitored should have at least two signs indicating that security camera monitoring may be taking place. The wording on the signs should not create a false sense of security to lead someone to believe that the cameras were being monitored live when in fact they were not. These signs should be at the entrance to the areas being monitored. Recommended wording for the signage is included below:

Video surveillance in use in public areas on these premises  
(UWSP Protective Services)

## **GUIDELINES FOR HUMAN SUBJECTS RESEARCH AT UW–STEVENS POINT**

Statement of Principles, Summary of General Institutional Policies and Applicability

The University of Wisconsin–Stevens Point is guided by the ethical principles set forth in the report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research entitled "Ethical Principles and Guidelines for the Protection of Human Subjects of Research," also known as "The Belmont Report."

The University is committed to compliance with federal rules for the protection of human research subjects. In general, the requirements set forth in Title 45, Part 46 of the Code of Federal Regulations (45 CFR Part 46), known as the "Common Rule," are followed by UW–Stevens Point regardless of the source of project funding. This commitment is in compliance with the Office for Human Research Protections (OHRP, formerly OPRR) now under the

direction of the Office of the Secretary, Department of Health and Human Services. This commitment requires UW–Stevens Point to comply with the comprehensive regulations published in the Common Rule which require that all research projects involving human subjects be approved by an Institutional Review Board (IRB). The Food and Drug Administration (FDA) also protects human research subjects through its investigational drug and device regulations.

Research is defined as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities.

The regulatory requirements are applicable to all University authorized activities which in whole or in part involve research with human subjects if one or more of the following apply:

- The research is sponsored by this University.
- The research is conducted by or under the direction of any employee or agent of the University in connection with his or her institutional responsibilities.
- The research is conducted by or under the direction of any employee or agent of this University using any property or facility of this University.
- The research involves the use of the University's non-public information to identify or contact human research subjects or prospective subjects.

In accordance with federal regulations, all research involving human subjects must be reviewed by the Institutional Review Board for the Protection of Human Subjects (IRB). The IRB has the authority to review, approve, disapprove, or require changes for approval in research activities involving human subjects. IRB members come from a variety of disciplines, including at least one member who is not affiliated with the university.

The IRB requires completion of a research protocol form. The form contains explanatory information about the specific requirements. IRB approval is required for all research involving human subjects. In addition, the IRB requires that everyone dealing with subjects must receive training in research ethics. This requirement can be met by completing the Human Subjects Protection Training.

If the protocol is for a sponsored project, IRB approval must be provided to the office of Academic Programs and Grant Support before an account can be established by the university. Protocols may be submitted as part of an application for external funding, which may require IRB approval at the time of submission of the grant proposal. Approval must be indicated on the UW Transmittal Form.

If a project does not initially include human subjects, but human subject participation is needed at later time, the PI must submit a protocol and obtain IRB approval prior to initiating the research activities involving human subjects. For such projects that have extramural support, the office of Academic Programs and Grant Support must be notified of IRB approval. The office of Academic Programs and Grant Support will notify the sponsor of the IRB's approval



and human subject participation will not be permitted until this certification of IRB review and approval is received by the sponsor.

Usually, IRB approval is granted for a period of one year. For projects of longer duration, the PI must submit a renewal application. Each IRB conducts continuing review of all research involving human subjects at intervals appropriate to the degree of risk, but not less than once per year, depending on the nature of the research and the risks to human subjects. In accordance with federal regulations, the IRB has the authority to suspend or terminate approval of research that is not being conducted in accordance with the IRB's decisions, conditions, and requirements, or that has been associated with unexpected serious harm to subjects.

Changes in research protocols, which may alter the risks to the research subjects and occur during the period for which IRB approval has already been given, must not be initiated by the PI until the proposed changes are approved by the IRB. An exception is made for changes necessary to eliminate apparent immediate hazards to the subjects.

Human research involves risks that may be social, psychological, financial, or physical. Others, in addition to the research subject, also may be at risk, including persons discussed in the study, the investigator, society at large, and UW–Stevens Point. The IRB does not expect research to be free from risk, but does expect the investigator to be aware of the risks, to minimize risk when possible, and to take appropriate precautions whenever necessary.

## **COPYRIGHTABLE INSTRUCTIONAL MATERIALS OWNERSHIP, USE AND CONTROL**

Normally the UW system does not assert property interest in materials developed from the author's pursuit of traditional teaching, research and scholarly activities. Normally rights to control access and use of these materials, including instructional materials, belong solely to the author as stipulated in Financial Administration documents G27 "Copyrightable Instructions Material Ownership, Use and Control." (<http://www.uwsa.edu/fadmin/gapp/gapp27.htm>)

## **ONLINE ACCESSIBILITY POLICY AND IMPLEMENTATION PLAN**

### **PURPOSE**

The Internet is quickly becoming a primary distribution system for all sorts of information on our campus. Collectively, faculty members invest considerable time in the construction of class Web sites and expect students to access them extensively. Administration, IT and the library invest heavily in Web-based systems, such as online registration, courseware management (D2L), and electronic journal databases. Both faculty and students would like these resources to be easy to navigate and use. This policy and its associated implementation components are intended to promote educationally effective online resources that will be readily accessible to all current and prospective members of the academic community, including those with disabilities.

This policy will ensure UWSP's compliance with a number of policies enacted at the UW-System level that acknowledge the need for an accessible Web environment.<sup>1</sup> At the state level, a recently passed policy requires agencies to develop pages accessible to users of adaptive technology by conforming to Section 508, included in the 1998 amendments to the

US federal Rehabilitation Act of 1973 (State of Wisconsin Enterprise Standards for Information Technology 605; effective June 1, 2003).

While the ultimate goal of this policy is to ensure a fully accessible online infrastructure, practical considerations suggest that priorities be given to (a) campus-wide Web resources, (b) department Web sites intended to provide information on department mission, programs and activities, (c) most frequently used course-related Web sites, and (d) with certain exceptions, all online resources, including Web pages, that are newly procured or created, or that are undergoing a major overhaul. Ensuring that accessibility is built into these resources is not only a major step towards satisfying UWSP's obligations under the American with Disabilities Act (ADA), but it also helps avoid tedious and costly "fixes" when the institution faces legitimate requests for access to online content.

## **POLICY**

This policy is concerned with the accessibility of all online resources supporting UWSP's mission, including Web pages, Web-based information resources (such as journal databases), Web-based instructional applications (such as courseware and simulations) and online services (such as public folders, e-mail, Web-based administrative functions and forms). For Web pages, compliance criteria are particularly stringent.

## UWSP WEB PAGES

At a minimum, and subject to the limitations stated in the following two paragraphs, Web pages hosted on UWSP servers and tied, either directly or indirectly, to the campus' mission must comply with the relevant subsection of the Rehabilitation Act of 1973, as amended (Section 508--especially Subsection 1194.22, a. through p.). In addition, Web designers are strongly encouraged to apply the latest Web Content Accessibility Guidelines (WCAG) developed by the Web Accessibility Initiative (WAI) of the World Wide Web Consortium (W3C). Users should be able to access the content of Web pages with text-only browsers. Although accessibility evaluation tools, such as Bobby and AccVerify/AccMonitor, are helpful in identifying some of the major barriers, designers are also encouraged to verify functionality with an audio browser or screen reader.

Essentially, all Web pages hosted on UWSP servers fall under the purview of this policy—except for those personal student and faculty Web pages that do not support instructional or research-related activities.

All new Web pages, as well as those undergoing a major revision, will be made compliant with this policy. The following implementation schedule, which goes into effect on July 1, 2005, identifies some priorities and the sequence of events to take place:

- Year 1: All sites specifically designed to provide disability related services; sites that provide essential academic and administrative functions, such as the library, records and registration, etc.; top-level pages to the campus, administrative offices, academic colleges and departments. It is strongly recommended that all Web authors examine and bring into compliance the top level pages for all sites for which they have responsibility.
- Year 2: The introductory page for all faculty sites and existing course sites taught by the faculty member that academic year. As course assignments change, existing course sites will be updated in that academic year. Documentation of accessibility efforts is required in exceptional cases involving materials that are very specialized and/or too expensive to make accessible (see Exceptions and Responsibilities Section).
- Year 3: Top-level pages of those sites related to UWSP research and educational activities will be made compliant by this time.
- Year 5: All linked pages related to UWSP's mission.

## UWSP ONLINE RESOURCES OTHER THAN WEB PAGES

All parties involved in the creation, modification, replacement or procurement of online resources must strive for compliance with relevant Section 508 standards (especially, but not exclusively, Subsections 1194.2, 1194.21 and 1194.22). Where applicable, measures in the pursuit of accessible solutions must include, but are not limited to:

- gaining familiarity with, and implementing, state-of-the art accessible design practices for the product in question.

- considering alternatives to applications that do not lend themselves to barrier-free design.
- taking into account the accessibility of products considered for purchase.
- requiring vendors to provide documentation pertaining to the accessibility of their products.
- including accessibility in RFPs (Request for Proposals).

## EXCEPTIONS AND RESPONSIBILITIES

This policy acknowledges that full accessibility of online resources may not always be feasible—because of the essence of the program, because of the nature of the application, because of the lack of viable accessible alternatives, because of a limited market situation or because of the imposition of an undue burden in terms of time or cost. When a not fully accessible product is developed or procured, efforts in pursuit of a barrier-free solution must be well documented. Units failing to consider accessibility and to document their efforts must be prepared to promptly render inaccessible products, services or programs in an accessible format whenever there is a legitimate request—by either re-designing, or “fixing,” the online resources in question or by providing their content in a suitable alternative format. The Disability Services Office or the ADA Coordinator may be called upon to determine the legitimacy of a person’s request, and to assist in determining appropriate means to deliver the inaccessible information.

## **IMPLEMENTATION**

Implementation, training, education, technical support and the monitoring of compliance according to the standards and recommendations set forth in this policy will be handled by the UWSP Internet/Intranet Information Resources Unit (I<sup>3</sup>RU) and the Assistive Technology Program. Funding for additional staff will be provided for at least the first two years of the implementation to be able to assist the campus in the implementation process. Each UWSP unit with a presence on the UWSP Web, such as a department, division, organization, or program must be in compliance with accessibility standards according to the timelines established in this policy. Each unit is also responsible for insuring that adequate staff and financial resources are allocated to enable such compliance. Site authors are ultimately responsible for insuring that their Web content is current, correct, functional, and standards-compliant.

## TRAINING AND SUPPORT

Ongoing training and support will be provided to ensure Web accessibility. I<sup>3</sup>RU, Assistive Technology, and the Teaching & Learning Resources Network (TLRN) will partner to offer or

sponsor training classes and public awareness campaigns, provide support documentation and resources, and consultation to Web developers. The following resources will be provided:

- “Accessibility-friendly” authoring tools will be made available and supported.
- A comprehensive guide with links to accessible design resources and major accessibility policies, laws, and guidelines (including resources related to Section 508 of the Federal Rehabilitation Act and the W3C Web Content Accessibility Guidelines) will be provided by Assistive Technology.
- Templates for accessible Web pages, including Cascading Style Sheets (CSS), based on campus design standards will be offered to units for use in their Web pages.
- Technical resources for monitoring, checking, and repairing Web pages will be provided. The primary tool, *AccVerify/AccMonitor*, will be implemented through UW-System funding and licensing. This software will be made available to Web authors. Maintenance of the license and software will be provided by I<sup>3</sup>RU technical staff. Awareness sessions and training in the use of verification software will be provided both by UW-System staff and UWSP.

## MONITORING ACCESSIBILITY COMPLIANCE

Each UWSP unit has the responsibility to monitor the accessibility compliance of its Web sites, and to designate an individual to serve as a contact person for non-conforming pages. Monitoring resources will be provided and supported for this purpose (see above under Training and Support). I<sup>3</sup>RU and Assistive Technology will conduct periodic reviews of Web sites based on the implementation timeline. Units having non-conforming pages will be notified of the policy and the resources available to assist them with meeting its requirements.

UWSP unit Web pages must contain a link to the following accessibility information. It is recommended that other UWSP Web pages also include a link to the following text:

"If you have trouble accessing a Web site, require information in an alternative format or wish to request a reasonable accommodation because of a disability, please contact the Assistive Technology Coordinator at 715-346-4980 or [assisttech@uwsp.edu](mailto:assisttech@uwsp.edu)."

## PROCUREMENT PROCEDURES FOR ONLINE RESOURCES

UWSP units that create, modify, replace or procure online resources (other than Web pages) must act in accordance with the section of this policy entitled, “UWSP Online Resources Other Than Web Pages.” In the case of the procurement of commercial resources, units must require vendors to provide information pertaining to the accessibility of their products. Accessibility considerations must also be included in the development of Requests for Proposals (RFPs). Where applicable, units and UWSP Purchasing will work together in the pursuit of accessible products.

## **POLICY REVIEW**

This policy and its implementation will be reviewed every year—or earlier if deemed necessary by either the University Technology Committee (UTC), the Disability Services Office, or the TLRN. At a minimum, the review committee shall include one representative each of the UTC, the faculty, the Disability Services Office, the Library, the UWSP Extension, and the TLRN, as well as a student and, if available, a person with a disability who is affected by this policy. The UTC shall be responsible for forming the review committee. The review shall be a public process, open to comments and suggestions from other persons or units on campus.

## DEFINITIONS OF POLICY TERMS

**Accessibility** In the context of the Web, accessibility refers to the ability of a Web page to be viewed by everyone, including people with disabilities who use various assistive technologies. Accessible Web pages take into account the special needs of visitors with auditory, visual, mobility and cognitive impairments and give those users an equivalent browsing experience to that of non-disabled visitors.

**Accessibility compliance** Compliance with widely accepted methods of creating Web resources according to principles of accessible (or barrier-free) design, i.e. a design that seeks to accommodate the needs of a wide spectrum of people, including those with sensory, mobility and cognitive disabilities.

**AccVerify/AccMonitor** A suite of tools developed by HiSoftware that assists with the creation and maintenance of accessible web pages. AccVerify, which can be downloaded on individual workstations, allows web authors to check their pages for compliance with section 508 and, if necessary, helps them make repairs. AccMonitor, which is run on a server, provides for the periodic accessibility checking of specified sets of web pages. The reports it generates can be disseminated through email or postings to a web site.

**Americans with Disabilities Act (ADA)** Bill passed in 1990 to provide equal protection and access to public accommodations to people with a variety of disabilities including visual, auditory, mobility, and other mental and physical health-related conditions. Title II of the ADA, which applies to state and local government agencies (including public universities), requires that “each service, program, or activity must be operated so that, when viewed in its entirety, it is readily accessible to and usable by individuals with disabilities, unless it would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens.” (An Overview of the ADA at <http://www.access-board.gov/about/ADA%20Overview.htm>.)

**Audio browser** An audio browser, or a “talking browser,” is software that interprets the html code of Web pages and provides speech output for text-based components, along with information provided by the html mark-up tags. Typically, it also enables users to navigate the Web page through alternative keystrokes.

**Barrier-free design** Here used in the same sense as accessible design or universal design: design that seeks to accommodate the needs of a wide spectrum of people, including those with sensory, mobility and cognitive disabilities. Barrier-free Web design seeks to avoid design

components that make it impossible for a person with a certain disability to navigate a Web site and to access its information.

**Bobby** A Software package available for use online or through download that evaluates Web pages for accessibility mainly to visually impaired users. Sites that pass are entitled to display the "Bobby Approved" icon. However, that icon does not mean that those sites also comply with all of Section 508's accessibility requirements. Download Bobby at the Bobby Web site. (see <http://bobby.watchfire.com/bobby/html/en/index.jsp>)

**Contact person** An individual identified by each UWSP unit with a Web presence who is charged with the responsibility of serving as a principle point of contact for the unit's Web pages.

**Home page** The first page or front page of a Web site, which serves as the starting point for navigation. On the UWSP Web, the home page is the main campus Web site or the "start" pages for each department, service, organization, or office. See also Top-Level Pages.

**Online resources** Electronic resources belonging to any of the following three categories: (1) Web pages. (2) Complex and often highly dynamic resources which can be accessed via the Web. Sometimes, these resources originated as Web-independent applications, such as CD-ROMs or software databases. Examples include D2L, Online registration, games, simulations, calculators, and Web-based chat rooms. (3) Larger units of information resources, such as books, journals, magazines, theses, film, photo and audio collections, archival materials, etc., that are digitized and made available through the Web. (4) Other Internet resources that are not, or not exclusively, web-based, such as Email and public folders.

**Procured** Purchased, leased, licensed from, or contracted from a company or vendor.

**Screen Reader** Software that reads the content of a computer screen aloud. Screen readers can only interpret text content, so all graphic and multimedia must have alternative text descriptions using ALT text, captions, transcripts, or other methods.

**Section 508** Section 508 is a part of the federal Rehabilitation Act originally enacted in 1973. As amended in 1998, Section 508 requires that electronic and information technology developed, procured, maintained, or used by the federal government be accessible to people with disabilities. Charged with developing corresponding standards, the federal Architectural and Transportation Barriers Compliance Board ("Access Board") authored the Electronic and Information Technology Accessibility Standards (often referred to as "Section 508 standards"), which went into effect in February 2001 (see <http://www.access-board.gov/sec508/508standards.htm>). While Section 508 applies primarily to federal agencies, it has been argued that states receiving funding under the Assistive Technology Act of 1998 (which includes Wisconsin) must also comply with Section 508 standards (see, for example, Legal Opinion M 01-17 expressed by the Ralph Black, General Counsel of California Community Colleges, at <http://www.icdri.org/legal/Ccommunity.htm>). Regardless of whether this argument is valid, most state and university web accessibility policies have recognized Section 508 as the *de facto* standard (see, e.g., the State of Wisconsin's Enterprise Standards for Information Technology: 605 - Deployment of Accessible Pages on the World Wide Web at <http://enterprise.state.wi.us/home/standards/std605r.htm>). For additional information on

Section 508, see the [Department of Justice Section 508 Home Page at http://www.usdoj.gov/crt/508/508home.html](http://www.usdoj.gov/crt/508/508home.html).

**Top-level pages** Web sites are typically hierarchically organized. The pages at the top of this hierarchy are referred to here as “top-level pages.” For a given site, they include the home page of a campus unit as well as the next layer of Web pages directly linked to it (excluding external links). See also Home Page.

**Unit, UWSP unit** Here used as an abbreviation for a UWSP department, division, organization, or program with a Web presence.

**Vendor** Person or company that offers to sell, lease, license or contract out certain products and services, or access to such products and services, such as course-management systems (courseware) or journal literature databases.

**Web pages** Usually a single HTML file that contains text, visual and sometimes audio components, is part of a Web site, and has an individual file name assigned to it. Individual Web pages are typically part of a larger, hierarchically organized unit, referred to as a Web site.

**Web Content Accessibility Guidelines** Guidelines developed by the Web Accessibility Initiative (WAI) of the World Wide Web Consortium (W3C), an international standard setting body founded to develop common protocols for the evolution of the Web.

## ENDNOTES

<sup>1</sup>*Report of the Committee on Access to Technology for Individuals with Disabilities; Ed Meachen's Directive to UW institutions on behalf of President Lyall; Standards for Academic and Student Support Services in Distance Education Credit Courses, Degree and Certificate Programs; UW System Policy on Library Support for Distance Education, Extended Education, Students and Faculty; 2001- 2003 University of Wisconsin System Information Technology Plan; University of Wisconsin Libraries Strategic Directions for 2003-2005.*

## APPROVAL OF CHANGES TO CHAPTER 9

- Changes to Chapter 9, Section 1 require the approval of the Faculty Senate and the Chancellor
- With the exception of the Open Records Law, which is statutory, and the Facilities Planning Committee and Transportation Services policies, changes to which require only administrative approval, changes to Chapter 9, Section 2, require the approval of Faculty Senate and the Chancellor.
- Changes to Chapter 9, Section 3, require approval of the respective governance organizations, according to their procedures.
- Chapter 9, Section 4, is not subject to change by the University.
- Changes to Chapter 9, Section 5 require approval of the Faculty Senate.