

# 2015-2016 SHARED GOVERNANCE



**University of Wisconsin**  

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**Stevens Point**

**2015-2016**

**UNIVERSITY OF WISCONSIN-STEVENS POINT**  
*EXECUTIVE COMMITTEE OF THE COMMON COUNCIL*  
*AND PERMANENT SUBCOMMITTEE CHAIRS LISTING*

**Ken Menningen, Common Council Chair (2015-2016)**

**Annie Wetter, Chair, Academic Affairs Committee**

Assessment Subcommittee

Department Review Subcommittee

Grade Review Subcommittee

**Jenny Resch, Chair, Academic Staff Council**

Academic Staff Awards Subcommittee

Academic Staff Mediation Subcommittee

Academic Staff Salary Subcommittee

**UW-Stevens Point Academic Staff representative: Jenny Resch**

**David Ozsvath, Chair, Curriculum Committee**

Teacher Education Subcommittee

**Qiang Sun, Chair, Diversity Council**

*To be appointed, Chair, Faculty Council*

Faculty Mediation Subcommittee

Faculty Salary Subcommittee

Sabbatical Review Subcommittee: Keith Rice, Chair

University Awards Subcommittee

**UW-Stevens Point Faculty representative: Ken Menningen**

**Alice Keefe, Chair, General Education Committee**

**Nathan Wetzal, Chair, Graduate Council**

**Kym Buchanan, Chair, Information Technology Council**

**Tobias Barske, Chair, University Affairs Committee**

Historic Preservation Subcommittee

Nominations and Elections Subcommittee

**Tim Wright, Chair, University Personnel Development Committee**

**Kathy Stedl, Co-chair, University Staff Council**

University Staff Awards & Programming Subcommittee

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## **COMMON COUNCIL**

The **Common Council of the University of Wisconsin-Stevens Point** is the representative body of the university personnel. Chapter 36 of the Wisconsin Statutes directs the faculty and academic staff to determine its own organization to participate in institutional governance. Board of Regents Policy Document, "Classified Staff Governance" (September 6, 2013) provides university staff members the opportunity to be active participants in the immediate governance of and policy development for the institution. It also allows for university staff to determine its own organization to participate in institutional governance. The *Constitution of the Common Council* specifies the Common Council as the primary governance representative body. All members of the university may attend and speak at meetings of the Common Council, but only members of the Common Council may offer motions, second motions, or vote. The Common Council meets the first and third Wednesdays of the month, during the academic year, beginning at 3 p.m. in Room 116 CPS.

Every council business item has a specific nature. The nature of business affects quorum and participation privileges (see below). By default, the nature of business depends on the committee or committees from which it originates, as follows:

1. Information Technology Council, University Affairs Committee, or University Personnel Development Committee: **General Council** business.
2. Academic Affairs Committee, Curriculum Committee, General Education Committee, Graduate Council, or 2 or more of those committees: **Faculty Senate** business.

3. Two or more committees from both previous lists:  
**General Council** business.
4. Academic Staff Council: **Academic Staff** business.
5. Faculty Council: **Faculty** business.
6. Academic Staff Council and Faculty Council: **Faculty Senate** business.
7. University Staff Council: **University Staff** business.
8. University Staff Council and another personnel council:  
**General Council** business.

In consultation with the Executive Committee of Common Council, the Common Council chair i classifies an item's nature of business. Any councilor can make a special motion to "re-classify an item's nature of business." This motion is General Council business, it takes precedence over any other motion on the item, it requires a second, is debatable, and requires a majority vote of all councilors present. Quorum and participation privileges change depending on the nature of the business, as described in the table below.

<b>Nature of Business</b>	<b>Quorum</b>	<b>Right to Speak</b>	<b>Right to Vote</b>
General Council	All councilors	All councilors	All councilors
Faculty Senate	Academic staff, faculty, the dean, & the chancellor appointee	All councilors	Academic staff, faculty, the dean, & the chancellor appointee
Academic Staff	Academic staff	All councilors	Academic staff
Faculty	Faculty	All councilors	Faculty
University Staff	University staff	All councilors	University staff

When the Common Council meets, the agenda has three distinct segments:

1. **Reports** by the Student Government Association, the chancellor, and the provost.
2. **General Council business**, including reports from the appropriate standing committees, and reports from personnel representatives.
3. **Faculty Senate business**, including reports from the appropriate standing committees.

### **myCommonCouncil**

Shared governance information (e.g., meeting agendas, minutes, meeting materials) for the current academic year and past academic years is available on myCommonCouncil:

<https://committees.uwsp.edu/commoncouncil>

myCommonCouncil is a SharePoint based site; the level of an individual's allowed activity is dictated by permission levels.

A UW-Stevens Point log-on provides access to myCommonCouncil. myCommonCouncil is also accessible through the Common Council website via the "log-in to secure site" option.

myCommonCouncil has specific sites within it for all shared governance committees and subcommittees, including ad hoc committees.

- Committee **memberships** and **meeting schedules** are posted in the "**Announcements**" areas of each site. Scheduled meetings are also noted on the site calendar.
- **Agendas and other meeting materials** are posted under "**Next Meeting**" a minimum of 24 hours in advance of meetings. The agenda provides the date, time, and location of the meeting, as well as items anticipated to be addressed at the meeting.

- **Current academic year information** is located under “**Current Academic Year;**” organized by meeting date or topic.
- Information from **past academic years** is located under “**Archives;**” organized by academic year.

The “**Reference Materials**” area of each site provides the *University Handbook* and *Constitution of the Common Council* in Microsoft Word format. Also provided in the Reference Materials is an “**Information Guide**” document that contains a variety of reference materials related to shared governance.

The **Common Council website** is located at  
[www.uwsp.edu/commoncouncil](http://www.uwsp.edu/commoncouncil)

**myCommonCouncil** is located at  
<https://committees.uwsp.edu/commoncouncil>

### **EXECUTIVE COMMITTEE**

The Executive Committee members include the chair and vice chair of the Common Council, the chair-elect (the incoming chair of the Common Council), the past chair for one year after the term of chair, and the chairs of the standing committees. The main function of the Executive Committee is for the chairs of the standing committees to **discuss with each other the items that are coming before their committees**. The Executive Committee also **acts as a liaison group** between the Common Council and administration. While the Executive Committee is not a decision making body (i.e., not charged with bringing action items to the Common Council floor), it can bring items to the Common Council floor for discussion.

The **Constitution and Handbook Revision Subcommittee** is a permanent subcommittee of the Executive Committee and may be constituted according to the authority granted to the Executive Committee (Article 10.2.A., *Constitution of the Common Council*).

## **STANDING COMMITTEES**

**Standing Committees** of the Common Council include:

**Chairs elected and members appointed:**

- Academic Affairs Committee
- Curriculum Committee
- Diversity Council
- Graduate Council
- Information Technology Council
- University Affairs Committee

**Members elected and chairs elected by the members:**

- Academic Staff Council
- General Education Committee

**Chair and members elected:**

- Faculty Council
- University Staff Council

Common Council committees seek input and give detailed consideration to a variety of issues. Membership on committees is not restricted to members of the Common Council.

All standing committees report to the Common Council. Some issues are reported “for information;” these committee actions are considered final (accepted by Common Council) unless the Common Council decides to move the information item for action. In this circumstance, the item would be considered for action. Only issues designated “for action” are voted upon by the Common Council.



## **BRINGING AN ISSUE OR RESOLUTION TO SHARED GOVERNANCE FOR CONSIDERATION**

### **Basic Procedure**

If an individual personnel member (i.e., academic staff, faculty, or university staff), administrator, student, or any department or equivalent unit at UW-Stevens Point wishes to bring an issue or resolution for consideration to shared governance, the following provides guidance.

1. Typically, an issue is brought to the attention of shared governance by contacting the chair of the Common Council. The chair, in consultation with the vice chair, will determine if the issue is an appropriate one for shared governance consideration.
2. If appropriate, the issue is then forwarded to one (or more) Common Council standing committees. At the discretion of the Common Council chair, prior to this, the issue may initially be brought to the Executive Committee for discussion before being assigned to a standing committee(s). This is typically done when the issue is of very great importance to the university, when it is unclear which standing committee should take up the issue, or when the presentation of the issue is not clear.

### **Issues taken directly to a standing committee include:**

- academic standard issues (Academic Affairs Committee)
- articulation/inter-institutional collaborations (Academic Affairs Committee)
- changes to majors or minors (Curriculum Committee)
- changes to graduate programs (Graduate Council)
- curricular revisions  
(*undergraduate* level: Curriculum Committee; *graduate* level: Graduate Council)
- departmental assessment (Assessment Subcommittee)
- general education issues (General Education Committee)

- mediation issues (Faculty or Academic Staff Mediation subcommittees)
- program review issues (Department Review Subcommittee)
- related specifically to academic staff (Academic Staff Council)
- related specifically to faculty (Faculty Council)
- related specifically to university staff (University Staff Council).

Once the Executive Committee or a standing committee has voted affirmatively (by majority vote) to report an item, it is placed on the agenda of the Common Council for action or for information.

1. If the Common Council approves (for action) or accepts (for information) an item, the approval/acceptance goes to the chancellor in the form of a resolution for the chancellor's consideration.
2. If the chancellor approves (for action) or notes (for information) the resolution, it becomes UW-Stevens Point policy. If the chancellor disapproves an item, the chair of the Common Council and the appropriate committee chair discuss and determine whether shared governance should reconsider the item.

*Please note*, an action item that does not receive a majority affirmative vote in committee will *not* be taken before the entire Common Council; the matter stops at the level of that committee. An exception to this occurs when any councilor makes a motion on the floor of the Common Council to consider the item. If the Common Council votes in favor of the motion to consider the item, the item will be considered for action by the Common Council.

The *Constitution of the Common Council* also provides for personnel review and override of any action of the Common Council:

**Review of a Common Council Action**

1. The personnel may review and overrule any action of the Common Council on general council business.
2. Review of a council action may be initiated upon the written request of 50 members of all personnel, or upon written request of three-fourths of the members of the Student Government Association.
3. Review procedures must be initiated within 90 days of the council action in question.
4. Review of a council action shall be at a called meeting of all personnel.
5. Quorum for a meeting of all personnel consists of one-fourth of the members of all personnel who are in residence.
6. A majority vote of the personnel present and voting at a called meeting shall be necessary to overrule the council action.

**Review of a Faculty Senate Action**

1. The academic staff and faculty may review and overrule any action of the Common Council on Faculty Senate business.
2. Review of a council action may be initiated upon the written request of 50 members of the academic staff and faculty, or upon written request of three-fourths of the members of the Student Government Association.
3. Review procedures must be initiated within 90 days of the council action in question.
4. Review of a council action shall be at a called meeting of the academic staff and faculty.

5. Quorum for a meeting of the personnel consists of one-fourth of the members of the academic staff and faculty who are in residence.
6. A majority vote of the academic staff and faculty present and voting at a called meeting shall be necessary to overrule the council action.

### **Review of an Action on a Specific Personnel Category**

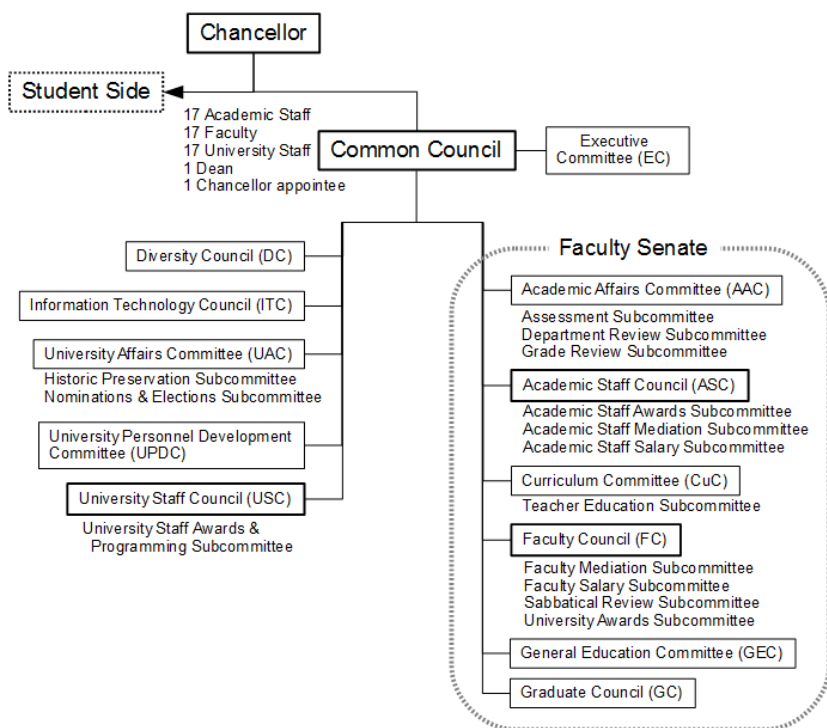
1. The personnel of a specific personnel category may review and overrule any action of the Common Council on business specific to their respective personnel category.
2. Review of a council action may be initiated upon the written request of 50 members of the specific personnel, or upon written request of three-fourths of the members of the Student Government Association.
3. Review procedures must be initiated within 90 days of the council action in question.
4. Review of a council action shall be at a called meeting of the specific personnel.
5. Quorum for a meeting of the specific personnel consists of one-fourth of the members of the specific personnel who are in residence.
6. A majority vote of the specific personnel present and voting at a called meeting shall be necessary to overrule the council action.

#### *(Constitution of the Common Council, Article 2.5.)*

- A. In addition to the regular meetings of the Common Council and its committees and subcommittees, other personnel meetings can be called. See Article 4.6. Review by the Personnel for more details.
- B. The chair of Common Council can call a meeting of all personnel under one or more of 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 Common Council.
  3. When requested to do so by a majority vote of the Common Council.
  4. When requested to do so by a petition signed by fifty members of the personnel.
- C. The chair of one or more personnel councils can call a meeting of one or more respective personnel categories under one or more of the following conditions:
1. When requested to do so by the chancellor.
  2. When requested to do so by a majority of members in the respective personnel council(s).
  3. When requested to do so by a petition signed by fifty members of the respective personnel category(s).

## UW-STEVENS POINT SHARED GOVERNANCE ORGANIZATIONAL STRUCTURE



### COMMON COUNCIL STANDING COMMITTEES

The following standing committees operate under the aegis of the Common Council. Descriptions below give a basic idea of the purview of each committee and provide guidance in selecting a standing committee that is best suited for a particular issue. If there are questions about the functions of a specific committee or the appropriateness of an issue for that committee, please consult the chair of the Common Council or the secretary to the Common Council.

## **Academic Affairs Committee**

The Academic Affairs Committee has the authority to make recommendations on matters and policies including:

1. The mission of the university.
2. Outreach programs: The committee shall recommend policies pertaining to the organization, curriculum, and staffing of such programs as continuing education, online programs, summer and interim sessions, and international programs.
3. Learning resources.
4. 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.
5. Interorganizational collaborations: The committee shall review, prior to formal signing, all academic agreements with other universities or organizations which will lead to interinstitutional affiliation.
6. Other matters of academic affairs, including policies related to any of the above.

Academic Affairs Committee subcommittees include:

### **Assessment Subcommittee**

The Assessment Subcommittee shall have the following authority:

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 university resource regarding assessment issues 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 assessment processes as needed.

**Department Review Subcommittee:**

The Department Review Subcommittee's duties shall include

1. Local review of academic programs (both graduate and undergraduate programs), according to the reporting cycle set by the provost and approved by the Academic Affairs Committee.
2. The subcommittee shall work under procedures contained in the *University Handbook*.

**Grade Review Subcommittee:**

The Grade Review Subcommittee reviews grade appeals and assures continuity and consistency in the screening of grade appeals.

**Academic Staff Council**

The Academic Staff Council has the authority to make recommendations on matters and policies pertaining to the academic staff. Pursuant to UWS 9, the council 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 other faculty, university staff, or administrative committee or agency that is concerned with academic staff welfare.

Academic Staff Council subcommittees include:

**Academic Staff Awards Subcommittee**

The Academic Staff Awards Subcommittee has 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 UW-Stevens Point nominees for the Academic Staff Regents Award for Excellence.

### **Academic Staff Mediation Subcommittee**

The Academic Staff Mediation Subcommittee has 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).

### **Academic Staff Salary Subcommittee**

The Academic Staff Salary Subcommittee has the authority to review all policies for the distribution of salary to the academic staff including for those who hold administrative appointments, make recommendations on such to the Academic Staff Council, and to propose revisions or new plans for distribution of salary to the Academic Staff Council.

An academic staff representative represents UW-Stevens Point academic staff at all meetings of the **UW System Academic Staff Representatives**. The UW-Stevens Point academic staff representative reports back to UW-Stevens Point academic staff via the Academic Staff Council and Common Council.

### **Curriculum Committee**

The Curriculum Committee has the authority to make recommendations on matters and policies related to the undergraduate curriculum, including:

1. Majors, minors, new and unique course sequences, and certification programs; and changes in title of academic disciplines and of curriculum programs.
2. 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.

On all matters, the committee shall, before taking any action, solicit the opinions of the respective dean(s) and consider budget implications.

On all matters which pertain to teacher preparation or certification, the committee shall, before taking any action, solicit the advice and recommendation of the Teacher Education Subcommittee.

On all matters which require UW System approval, the committee shall, before taking any action, solicit the questions, comments and opinions of the provost.

### **Teacher Education Subcommittee**

The Teacher Education Subcommittee is a subcommittee of Curriculum Committee and has the authority to:

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 Curriculum 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.

### **Diversity Council**

The Diversity Council shall have the authority to make recommendations on matters and policies including:

1. Developing and maintaining a supportive atmosphere for the inclusion and appreciation of diversity among all members of the university community.
2. Strategic efforts regarding diversity within educational and work settings.
3. Integrating faculty, staff, and students into the larger university community.
4. Fostering a university environment that is inclusive and supportive of differences.
5. Advising the Chief Diversity Officer on the implementation of the Diversity Plan and Inclusive Excellence.
6. Serving as an advisory Council for the Office of Diversity and College Access.
7. Advising university leaders and shared governance groups regarding diversity and inclusive excellence.

### **Faculty Council**

The Faculty Council shall have the authority to make recommendations on matters and policies pertaining to the affairs of unclassified personnel with a faculty appointment, including:

1. Recruitment, appointment, retention, promotion, tenure, and salary.
2. The governance of departments, schools, colleges, the university, and the University of Wisconsin System.
3. Work with and make recommendations to any other academic staff, university staff, or administrative committee or agency that is concerned with faculty welfare.

A faculty representative represents UW-Stevens Point faculty at all meetings of the **UW System Faculty Representatives**. The UW-Stevens Point faculty representative reports back to UW-Stevens Point faculty via the Faculty Council and Common Council.

Faculty Council subcommittees include:

#### **Faculty Mediation Subcommittee**

The Faculty Mediation Subcommittee has 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).

### **Faculty Salary Subcommittee**

The Faculty Salary Subcommittee has the authority to review all plans and policies for the distribution of salary to the faculty including for those who hold administrative appointments, and make recommendations on such.

### **Sabbatical Review Subcommittee**

The Sabbatical Review Subcommittee has the authority to rank sabbatical proposals on a competitive basis and submit the ranked list to the provost.

### **University Awards Subcommittee**

The University Awards Subcommittee has the authority, according to the rules prescribed by the *University Handbook* and such additional rules as may be established by the subcommittee, to select recipients of university awards and the UW-Stevens Point nominees for the Regents Teaching Excellence Awards.

### **General Education Committee**

The General Education Committee has the authority to make recommendations on matters and policies including:

1. The General Education Program, in accordance with the educational aims of the university and the criteria to meet these aims.
2. 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.
3. Policies pertaining to test-out procedures for the General Education Program curriculum.

4. 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 Institutional Research and Effectiveness.
5. Evaluating assessment data and making recommendations to improve the General Education Program to the Common Council and appropriate administrative units.

### **Graduate Council**

The Graduate Council is the representative body of the graduate faculty; it exists as an executive committee, and shall exercise all powers legally and/or traditionally exercised by the graduate faculty of the UW-Stevens Point. These powers shall include:

1. Responsibility for approving all policies relating to graduate programs and specifying the manner in which they are administered.
2. 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.
3. Establishment of admission, retention, and matriculation criteria of the graduate programs.
4. Approval of candidates for graduate degrees.
5. Review of the mission statement of the university and determination of the priorities to be assigned to graduate proposals.
6. The council shall report their actions to the Common Council for review and for action at the request of any faculty member of the Common Council.

### **Information Technology Council**

The Information Technology Council has the authority to make recommendations on matters and policies including:

1. The development, implementation, and use of technology across the university.
2. Technology development, acquisition, and access.
3. Personnel development in uses of technology.
4. Student training in technology.

### **University Affairs Committee**

The University Affairs Committee has the authority to make recommendations on matters and policies including:

1. University facilities, including physical planning for and operations of buildings, grounds and parking.
2. Institutional planning.
3. The community relations of the university, including community services, arts and lectures, public information, alumni, and Foundation.
4. The student affairs of the university, including student recruitment, retention, welfare, financial aids, activities, and athletics.
5. The wellness of the university community, including the wellness of the personnel and the students.

University Affairs Committee subcommittees include:

#### **Historic Preservation Subcommittee**

The Historic Preservation Subcommittee's authority and duties shall include:

1. The subcommittee identifies state and local historic preservation ordinances pertinent to the university, and recommends policies to the University Affairs Committee that brings the university into legal compliance.
2. The subcommittee identifies university property, both artifacts and facilities, of historic significance as defined by state and national guidelines, and recommends policies to the University Affairs Committee for the preservation of such property.
3. The subcommittee assists the University Affairs Committee in promoting the university's historic legacy

and identity as integral to any recommendations to Common Council pertaining to university facilities, community relations, student affairs, and human relations.

### **Nominations and Elections Subcommittee**

The Nominations and Elections Subcommittee has the authority, pursuant to the constitution, to establish rules for Common Council elections, to supervise such elections, and to have such other authority as this constitution delegates to it.

### **University Personnel Development Committee**

The University Personnel Development Committee's authority and duties include:

1. Policies and criteria necessary to maintain a viable program for the development of all personnel.
2. UW System and UW-Stevens Point grants, including research, personnel development grants, and undergraduate teaching improvement grants.
3. Personnel retraining and renewal policies as funded through grants.
4. Coordination of all system and local development programs.
5. Be authorized, whenever appropriate, to shift applications among the appropriate funding components in order to ensure the maximum benefits from available sources.
6. Make recommendations to the chancellor and provost on matters including:
  - a. Funding to be made available for support of the development of university personnel.
  - b. Proposals which are to be funded by state or non-state funds.
  - c. The transfer of unallocated funds budgeted from one component to another, as the need arises.



### **University Staff Council**

The University Staff Council has the authority to make recommendations on matters and policies pertaining to the university staff. This includes:

1. Working with university leadership to promote effective partnerships among all personnel categories in support of the university's mission and strategic plan.
2. Advocating for university staff, including their ongoing professional development opportunities.
3. Working with and making recommendations to any other academic staff, faculty, or administrative committee or agency that is concerned with university staff welfare.

### **University Staff Awards & Programing Subcommittee**

The University Staff Awards & Programming Subcommittee is a subcommittee of University Staff Council and has the authority, according to the rules prescribed by the *University Handbook* and such additional rules as may be established by the subcommittee, to select university staff recipients of university awards.

## **UNIVERSITY HANDBOOK**

The *University Handbook* contains the essential policies, procedures, and general information affecting personnel employed at the UW-Stevens Point. The contents include a wide range of topics dealing with UW-Stevens Point and the University of Wisconsin System operations.

## **INTEREST IN SERVING IN SHARED GOVERNANCE**

Personnel are encouraged to serve in shared governance. Some committees include members appointed by the chair of the committee, while other committees are constituted through election. Please send an email message to [Common.Council.Office@uwsp.edu](mailto:Common.Council.Office@uwsp.edu) if you are interested in serving.

## **MEETING SCHEDULES FOR 2015-2016**

### **COMMON COUNCIL**

Meetings of the Common Council are scheduled for the first and third Wednesdays, 3-5 p.m., Room 116 CPS

#### **2015**

September 2 and 16  
October 7 and 21  
November 4 and 18  
December 2

#### **2016**

February 3 and 17  
March 2 and 16  
April 6 and 20  
May 4

June/July/August: No meetings are scheduled; meetings are held only if necessary.

### **EXECUTIVE COMMITTEE**

Meetings of the Executive Committee are scheduled for the second and fourth Wednesdays, 3-5 p.m., Room 223 DUC

#### **2015**

September 9 and 23  
October 14 and 28  
November 11 and 25  
December 9

#### **2016**

January 27  
February 10 and 24  
March 9  
April 13 and 27  
May 11

June/July/August: No meetings are scheduled; meetings are held only if necessary.

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**University of Wisconsin-Stevens Point  
Common Council  
715-346-2124  
Email: [Common.Council.Office@uwsp.edu](mailto:Common.Council.Office@uwsp.edu)  
[www.uwsp.edu/commoncouncil](http://www.uwsp.edu/commoncouncil)**