To: Dean Van Galen, Chancellor
    116 North Hall
    University of Wisconsin – River Falls

From: Kelly Browning, Chair

    Academic Staff Council
    University of Wisconsin – River Falls

January 27, 2015

RE: UWRF Academic Staff Council Motion 2015-16/2

At the January 26, 2016 meeting of the University of Wisconsin – River Falls Academic Staff Council, motion 2015-16/2 was passed. This motion is forwarded to you for your action.

Motion on Faculty and Staff Handbook Changes to Chapter 6.15.2.5 and 6.15.1.5, Academic Staff Promotion/Title Change

Summary of changes are below, attached is the current version and the proposed version

- Removal of Chancellor from Title change committee
- Addition of appeal process (which is when the Chancellor would be utilized)
- Clerical edits for eligibility updates and title correction

Approved

Disapproved

Dean Van Galen, Chancellor

2/3/14

Date
Current Version – Ch. 6.15.1.5 Committee Composition, Charge and Protocol

A. Composition: Human Resources Manager or designee, Academic Staff Council Chair (or the chair’s designee), Vice Chancellor of Administration and Finance, Provost and Vice Chancellor for Academic Affairs, and Chancellor.

B. Charge: Academic Staff Promotion>Title Change Committee shall review all requests and policies for promotion, title changes (job reclassification), and/or career progression in accordance with the University of Wisconsin System Unclassified Personnel Guidelines (UPG’s).

1. Review academic Staff compensation issues and policies
2. Inform academic staff in regards to current academic staff personnel/compensation issues

C. Committee Protocol: Committee members may not participate in the review, discussion or vote of their own application, an application in which they have participated as supervisor or signature authority, or a family member’s (spouse/partner, child, parent, sibling) application. A committee member who has a conflict of interest may choose to excuse him or herself from any application review and relinquish his/her voting participation specific to that application.

Proposed Version – Ch. 6.15.1.5 Committee Composition, Charge and Protocol

A. Composition: Human Resources Manager or designee, Academic Staff Council Chair (or the chair’s designee), Assistant Chancellor Business and Finance, Provost and Vice Chancellor for Academic Affairs.

B. Charge: Academic Staff Promotion>Title Change Committee shall review all requests and policies for promotion, title changes (job reclassification), and/or career progression in accordance with the University of Wisconsin System Unclassified Personnel Guidelines (UPG’s).

1. Review Academic Staff compensation issues and policies
2. Inform academic staff in regards to current academic staff personnel/compensation issues

C. Committee Protocol: Committee members may not participate in the review, discussion or vote of their own application, an application in which they have participated as supervisor or signature authority, or a family member’s (spouse/partner, child, parent, sibling) application. A committee member who has a conflict of interest may choose to excuse him or herself from any application review and relinquish his/her voting participation specific to that application.
Addition of Appeal Process – Proposed Version – Ch. 6.15.2.5 Appeal

An Academic Staff member may appeal the decision of the Academic Staff Promotion/Title Change Committee (ASPTCC). An appeal can be successful if one or more of the following factors are evident; the decision is (a) arbitrary or capricious; (b) in violation of a university policy; or (c) based on an unlawful act (e.g. discrimination, retaliation).

The appeal must be in writing and explain in detail why the member believes one or more of the above factors exists. The written statement must be submitted to the Chancellor’s Office no later than (15) business days from the date of receipt of the promotion or title change decision with a copy of said statement to the member’s supervisor and division head.

Upon receipt of an appeal, if the appeal is untimely or fails to include one or more of the factors above, then the Chancellor may dismiss the appeal. Otherwise, the Chancellor shall forward the appeal to the ASPTCC for consideration. The ASPTCC may conduct a review on the record with the academic staff member or request additional written information from the member in order to determine whether the decision was proper. The standard of review shall be by a preponderance of the evidence. The ASPTCC may use any reasonable procedures to conduct their review that will provide a fair and neutral process. At the conclusion of its review, the ASPTCC shall notify the Chancellor of their recommendation and findings in writing. The Chancellor may either accept, reject or modify the ASPTCC’s recommendation. The Chancellor’s decision will be considered final. Granted appeals will become effective July 1 consistent with 6.15.1.2.E.