September 25, 2014

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

From: David P. Rainville, Chair  
Faculty Senate  
University of Wisconsin-River Falls

Re: UWRF Faculty Senate Motion 2014-15/24

At the September 24, 2014 meeting of the University of Wisconsin-River Falls Faculty Senate, motion 2014-15/24 was passed and is effective immediately. The motion is forwarded to you for your action.

A motion from the Executive Committee to approve the attached revision to Chapter II of the Faculty and Academic Staff Handbook. The revision was prepared by Blake Fry, Special Assistant to the Chancellor and submitted to the Executive Committee.

Approved ✓

Disapproved

Dean Van Galen, Chancellor

Date 9/25/14
Chapter II: Administrative Organization

Organizational Chart

2.1 Introduction

The primary goal of the administration of the University of Wisconsin-River Falls is to assure the harmonious functioning of the institution in order to enable students and faculty to achieve sound educational objectives.

This section is an overview of the major administrative colleges, divisions, and units of UW-River Falls.

2.2 Chancellor

Wisconsin Statutes §36.09 (3)g

The Chancellor is the executive officer of the faculty and institution and is vested with the responsibility of administering Board of Regents policies under the coordinating direction of the President of the University of Wisconsin System. The Chancellor is accountable to the President and the Board of Regents for the operation and administration of the institution.

In consultation with the faculty and administrative officers, and operating within policies established by the Board, the Chancellor is responsible for the administration of all academic, personnel, fiscal, and student service functions of the University.

2.2.1 Athletics

The Athletic Department provides oversight for all intercollegiate athletics staff and responsible for ensuring compliance with the rules and regulations of NCAA Division III

2.2.2 Internal Audit

The internal audit function is responsible for providing objective assurance and advice based on reviews of operations and controls, providing relevant analyses, recommending improvements, and promoting ethical behavior and compliance with policies and regulations.

2.2.3 University Advancement

Under direction of the Assistant Chancellor of University Advancement and President of the UW-River Falls Foundation, University Advancement is made up of two units, the UW-River Falls Foundation, and Alumni Relations. University Advancement serves the University and its community by building loyalty and support amongst alumni and friends by inspiring financial support through charitable gifts.
2.2.4 University Communications

University Communications creates and provides guidance on effective visual materials, following the university brand guidelines when appropriate, and builds positive relationships with and provides information to external constituencies including elected officials, civic organizations, and state and local news outlets.

2.3 Provost and Vice Chancellor for Academic Affairs

The Provost and Vice Chancellor for Academic Affairs is the chief academic officer of the University.

2.3.1 Associate Vice Chancellor for Academic Affairs

The Associate Vice Chancellor for Academic Affairs supervises the graduate studies and institutional research offices, oversees program prioritization and academic program review processes, provides overall leadership for the honors and Falcon Scholars programs, and serves as the director of faculty development.

2.3.2 Academic Colleges

2.3.2.1 Agriculture, Food, and Environmental Sciences

Under direction of the Dean of the College of Agriculture, Food, and Environmental Sciences, the college includes departments of Agricultural Economics, Agricultural Education, Agricultural Engineering Technology, Animal and Food Science, and Plant and Earth Science. The college also operates the university greenhouses, laboratory farms, and pilot plants.

2.3.2.2 Arts and Sciences

Under the direction of the Dean of the College of Arts and Sciences, the college includes the departments of Art, Biology, Chemistry, Communication Studies and Theatre Arts, English, Geography and Mapping Sciences, History and Philosophy, Journalism, Mathematics, Modern Languages, Music, Physics, Political Science, Psychology, Sociology, Anthropology and Criminal Justice. The college also operates the university observatory, planetarium, and art gallery.

2.3.2.3 Business and Economics

Under direction of the Dean of Business and Economics, the college includes the departments of Accounting and Finance, Computer Science and Information Systems, Economics, Management and Marketing, and Military Science (ROTC).

2.3.2.4 Education and Professional Studies
Under the direction of the Dean of the College of Education and Professional Studies, the college includes the departments of Communicative Disorders, Counseling and School Psychology, Health and Human Performance, Social Work, and Teacher Education.

2.3.2.5 Department Chairs

The Department Chair reports to the Dean of the College and shall:

a. be responsible for the organization and supervision of the courses and instruction offered by the department
b. be responsible, under the direction of the Dean of the College, for the distribution of the teaching load, the recruitment and induction of new staff members, and the recommendation for the appointment, professional advancement, or release of department staff
c. supervise the allocation, protection, and maintenance of departmental equipment
d. in cooperation with the Academic Deans, designate and supervise staff members who will advise students majoring and minoring in the department. If the student is in teacher education, the major and minor advisors will work with the appropriate person in the College of Education and Professional Studies in planning the student's total program
e. make budget recommendations for the department and forward to the Dean

Within these categories, major duties of the Chair involve personnel issues. They include:

- maintaining a personnel file for all faculty and academic staff
- coordinating the promotion, retention, and tenure processes
- coordinating the merit and post-tenure review processes
- coordinating the evaluation of faculty for promotion, retention, and tenure
- supervising all departmental search and screen procedures
- being responsible for emergency hiring
- supervising departmental classified staff
- mediating conflicts between faculty and staff
- conflicts between students and teaching staff
- distributing the administrative and advising workload equitably within the department

Other major duties may be performed by the Department Chair or transferred to another's oversight. These include:

- scheduling of departmental undergraduate and graduate courses
• performing credit evaluations for transferred courses within the major or minor
• approving course substitutions and waivers within the major and minor
• supervising the advising of prospective students
• managing and recommending the departmental budget
• attending general meetings called by the Dean, Provost, or Chancellor
• supervising the writing of reports for program audits and accreditation

Existing Chair's compensation includes certain summer responsibilities. These responsibilities may vary by department, and details will be clarified with the Dean of the College at the time of appointment. Typical summer responsibilities include -- but may not be limited to:

• assuring an appropriate departmental presence for new student registration
• maintaining an office presence
• being the primary departmental contact in the event of an emergency

2.3.3 Global Connections

Under the direction of the Assistant Vice Chancellor of International Education, Global Connections supports the university's short and long term education abroad programs, the university's participation in the National Student Exchange, international student services, and supports the development and maintenance of inter-institutional partnerships between UW-River Falls and international universities and governmental agencies.

2.3.4 Grants and Research

The Office of Grants and Research helps faculty and staff obtain external funding from a variety of sources including agencies of the federal government, UW System, foundations, corporations, and others.

2.3.5 Library

The Chalmer Davee Library provides oversight of Library Services, Archives, and Textbook Services.

2.3.6 McNair Scholars

The Ronald E. McNair Post-Baccalaureate Achievement assists eligible low-income, first-generation students to prepare for and enter graduate programs leading to a doctoral degree.

2.3.7 Outreach and Continuing Education
Outreach provides programs, including the Upward Bound program, that respond to the changing professional, cultural, and social needs of lifelong learners. The Director of Outreach is also responsible for operation of the Hudson Center.

2.3.8 Registrar

The Registrar’s Office is responsible for the management and day-to-day operations of student academic records, registration, awarding undergraduate degrees, maintenance of degree audit system, and maintenance of the electronic undergraduate catalog.

2.3.9 Technology Services

Under direction of the Chief Information Officer, Technology Services provides services to help students, faculty, and staff use technologies in learning, teaching, research and administrative settings.

2.3.10 Undergraduate Research, Creative, and Scholarly Activity (URSCA)

The URSCA Office provides opportunities and resources that foster student-faculty collaborative projects, enhance student development and promote a culture of Undergraduate Research, Scholarly and Creative Activity across campus.

2.4 Assistant Chancellor for Business and Finance

The Assistant Chancellor for Business and Finance serves as the Chief Business Officer and the Public Record Custodian of the university. Budget planning and project management professionals directly support the Assistant Chancellor.

2.4.1 Accounting Services

Under direction of the Controller, Accounting Services defines, implements and communicates campus fiscal policy and procedure, interprets UW-System, state and federal policy as it relates to fiscal operations, maintains an accounting and budget control system for the campus, and provides guidance to the campus community in the use of internal reporting systems.

2.4.2 Financial Aid

Financial Aid is responsible for ensuring compliance with all federal and state regulations regarding the calculation, distribution and reporting of all financial assistance, ensuring that all institutional, federal, and state funding sources are utilized within budget parameters, and providing counsel and advice to parents, students, and educators regarding higher education financing.

2.4.3 Human Resources
Human Resources is responsible for the administration and communication of all benefits plans to new and existing employees, and execution of payroll.

2.4.4 Equal Employment Opportunity/Affirmative Action

In consultation with the Chancellor, the Director of Human Resources provides leadership in the area of equal employment opportunity, American with Disabilities Act, affirmative action, and compliance.

2.4.5 Risk Management

The Risk Management department facilitates university compliance with environmental and occupational safety programs that meet standards established by federal, state and local agencies. Risk Management also coordinates the university's property and liability programs along with promoting risk minimization activities.

2.5 Associate Vice Chancellor for Enrollment and Student Success

The Associate Vice Chancellor is responsible for leading institutional efforts in the critical areas of student recruitment and retention.

2.5.1 Academic Success Center

The Academic Success Center is home to several programs dedicated to student retention and achievement including pre-major advising, multicultural student services, tutoring services, and the TRIO program Student Support Services.

2.5.2 Admissions and New Student Programs

The Office of Admissions and New Student Programs directs student recruitment, orientation, and learning communities.

2.5.3 Marketing

Integrated marketing provides direction for university advertising, social media channels, and market analysis.

Section 2.6 Associate Vice Chancellor for Student Affairs

The Associate Vice Chancellor for Student Affairs is the Senior Student Affairs Officer of the university and provides oversight to student related facilities, programs and services in support of student success.

2.6.1 Career Services

Career Services provides career planning and support services to students and alumni.
2.6.2 CHILD Center

The CHILD Center (Creative Hours in Learning Development) provides quality care to children of students, faculty/staff and to the community. The center also serves as a fieldwork site for programs including but not limited to Early Childhood, Elementary Education, Communicative Disorders, Social Work, Counseling and School Psychology. The Center is licensed by the State of Wisconsin and NCA accredited. It also serves as a River Falls 4 Children (RF4C) school district run 4K program.

2.6.3 Counseling and Student Health

Student Health and Counseling Services offers on-campus professional mental health counseling services, clinical services contracted through River Falls Medical Clinic and Pierce County Reproductive Health, and holistic educational and preventative initiatives and programming.

2.6.4 Recreation and Sports Facilities

Recreation and Sports Facilities provides recreation, sport and wellness opportunities that engage the campus community including intramurals, club sports and outdoor adventure programming and equipment rental. It also manages Hunt Arena, the Knowles Center and the Intramural Complex.

2.6.5 Residence Life

Residence Life provides on campus living and learning opportunities that support students by helping them understand the value of living civilly and engaging in healthy behaviors that support the academic mission of the university.

2.6.6 Student Life

Student Life offers a variety of opportunities for student engagement and development outside the classroom including leadership, diversity and social education, service, student organizations, fraternities and sororities, and campus-wide events.

2.6.7 University Center

The University Center is the gathering place for students, faculty, staff, alumni and guests of the university offering a variety of services and programs designed to meet your daily needs on campus.

2.6.8 Dining Services

University Dining Services located in the University Center is committed to creating the best possible dining experience for students, faculty, staff and guests of the
university. Services and programs are designed to provide a community experience centered on fresh ingredients, healthy options, and a shared sense of environmental and social responsibility.

2.6.9 Falcon Shop

The University Bookstore (Falcon Shop) provides UWRF collegiate insignia items and supplemental academic supplies and text material in support of student success and university identity.

2.6.10 Ability Services

Ability Services arranges individualized accommodations for students to facilitate equitable access and opportunity promoting academic success.

2.6.11 Student Conduct and Community Standards

SCCS is responsible for supporting Title IX, Students of Concern (SOC), Behavior Intervention Team (BIT), Sexual Assault reporting and investigation, Bias Incident reporting and investigation, student advocacy, UW System student conduct reporting, investigation, and adjudication.

2.6.12 Conference and Event Services

Conference and Event Services is responsible for providing support for the successful development of educational camps and conferences serving the needs of the university community.

2.7 Executive Director of Facilities Planning and Management

The Executive Director of Facilities Planning and Management is responsible for the coordinated development of the physical plant, campus security, parking, and sustainability efforts with respect to campus operations, planning, and reporting.

2.7.1 Campus Planning

Campus planning facilitates the development of campus master plans and space management procedures.

2.7.2 Custodial Services

Custodial Services provides cleaning, moving, and general services for approximately 1.3 million square feet of academic building space on the UWRF campus.

2.7.3 University Police
University Police oversees parking operations, develops and maintains crime prevention programs that stops or reduces crimes, investigates crimes to recover and obtain compensation for damages to the campus and victims, and communication information pertaining to safety and security.

2.8 Chancellor’s Committees

2.8.1 Chancellor’s Advisory Council

The Chancellor’s Advisory Council is composed of key external constituent leaders serving three year terms. The Council holds no official power, but is a critical advisory body, particularly in regards to strategic planning.

2.8.2 Chancellor’s Cabinet

For purposes of coordinating, planning, and administration, the Chancellor uses the Chancellor’s Cabinet. The Chancellor’s Cabinet is composed of the Assistant Chancellor of Business and Finance, Assistant Chancellor of University Advancement and President of the UW-River Falls Foundation, Assistant Vice Chancellor for Enrollment and Student Success, Associate Vice Chancellor for Student Affairs, Provost and Vice Chancellor for Academic Affairs, and Executive Assistant to the Chancellor.

2.8.3 Leadership Assembly

Composed of faculty and staff in supervisory positions and shared governance leadership, Leadership Assembly is a monthly opportunity to provide campus updates and discuss issues and initiatives pertinent to the UWRF’s mission and strategic plan.

2.9 Administrative Committees

2.9.1 Audit and Review Committee

The Audit and Review Committee, chaired by the Associate Vice Chancellor for Academic Affairs [FS 08/09-66 ], is comprised of the Provost and Vice Chancellor for Academic Affairs; Deans of the Colleges of Agriculture, Food and Environmental Sciences, Arts and Sciences, Business and Economics, and Education and Professional Studies; and six faculty members appointed for three-year terms by the Faculty Senate: the chair of the Faculty Senate Assessment Committee (or designee), one from the College of Agriculture, Food and Environmental Sciences, two from the College of Arts and Sciences, one from the College of Business and Economics, one from the College of Education and Professional Studies, and one at-large tenure-track faculty member. Two students serve as appointed by the Student Senate for two-year terms.[FS 12/13-105 ]

The Audit and Review Committee is the evaluative body for six-year program audit and reviews (see http://www.uwlsa.edu/acss/acis/). A review consists of an external reviewer's report, the review of the data collected for the program through the program
prioritization process, and a departmental visitation by the Audit and Review Committee. During the Spring Semester, the department with the program being reviewed submits its materials to the Provost and Vice Chancellor for Academic Affairs. The information is sent to the Audit and Review Committee by February 14. The Audit and Review Committee then schedules and carries out a departmental visitation. Finally, the Audit and Review Committee prepares a report and submits it, with recommendations, to the Provost by June 1.

2.9.2 Chancellor’s Award Committee for Academic Staff

This committee is charged with reviewing nomination materials and selecting an annual recipient of the Chancellor’s Award for Excellence for Academic Staff. Membership of the committee includes the Chancellor’s designee (chair), the previous year’s recipients, and one member appointed by the Faculty Senate, the Academic Staff Council, and the Student Senate.

2.9.3 Chancellor’s Award Committee for Classified Staff

This committee is charged with reviewing nomination materials and selecting two annual recipients of the Chancellor’s Recognition Award for Classified Staff. One recipient is selected among personnel from crafts/technical and law enforcement/security and one recipient among personnel from administrative support, fiscal staff, and supervisory/human resources. Membership of the committee includes the Chancellor’s designee (chair), the Provost, the Assistant Chancellor for Business and Finance, and one member appointed by the Classified Staff Advisory Council.

2.9.4 Chancellor’s Award Committee for Students

This committee is charged with reviewing nomination materials and selecting annual recipients of the Chancellor’s Award for Students. Membership of the committee includes the Chancellor’s designee (chair), two appointees from the Student Senate, one appointee from Student Affairs, and one faculty member from each of the four academic colleges.

2.9.5 Experience China Advisory Committee

The Experience China Advisory Committee is charged with will selecting the Experience China program staff for the upcoming year. This selection process will be based primarily upon concerns for the development of a well-rounded study abroad curriculum. The selection committee will decide which faculty members from the campuses will receive the Scottish teaching assignment, and it will also decide which courses that person will teach.

After the foundation curriculum has been selected, the Experience China Advisory Committee may recommend that the on-site staff recruit additional adjunct Chinese faculty to supplement existing course offerings.
2.9.6 Faculty/Academic Staff Development Board

2.9.6.1 Mission Statement

It is the mission of the Faculty/Academic Staff Development Board (FASDB) at UWRF to directly promote the effectiveness of faculty and academic staff with respect to teaching, professional development, and research. This involves the provision of adequate funding and time to faculty and academic staff to pursue activities related to instructional and organizational development, community, and societal service as well as basic and applied research endeavors. Such activities are intended to have a direct impact on the career satisfaction of faculty/academic staff and, in turn, positively affect student learning.

Key issues regarding funding, identifying new resources and maintaining existing ones, selecting and evaluating faculty/academic staff-initiated projects and providing ongoing support and mentoring will be within the scope of the FASDB. In this manner the FASDB seeks to identify and coordinate previously separate programs and resources for faculty and academic staff development into a single comprehensive effort. At the same time the FASDB seeks to maintain the variety of opportunities for faculty/academic staff development.

Issues for faculty/academic staff development include the following:

- developing innovations in curriculum and instruction
- responding to community and societal needs through increased service activities
- engaging in research activities that contribute to academic disciplines and student learning
- understanding the increased role of technology and its potential impact on instruction and learning
- adapting instructional methods to changing student populations and needs
- conducting research with respect to new paradigms for teaching and learning
- responding to needs for continued efforts to improve retention of new faculty/academic staff in addition to retention and graduation of students
- understanding the needs for continued development of diversity in our faculty/academic staff and student population.
- responding to the need to expand the traditional organization of higher education to include support for school-to-work efforts including cooperative education, internships, and team training
- supporting the pursuit of opportunities for external funding
- supporting travel for faculty and academic staff development

2.9.6.2 Administration of the Program
The UWRF Faculty/Academic Staff Development Program is administered by the Faculty/Academic Staff Development Board (FASDB), which consists of the following:

- seven tenured faculty members appointed by the UWRF Faculty Senate for a term of six years
- the faculty representative to the Office of Professional and Instructional Development, who shall serve as an ex-officio, non-voting member*
- two academic staff members appointed by the Academic Staff Council, each for a six-year term
- the academic staff representative to the Office of Professional and Instructional Development, who shall serve as an ex-officio, non-voting member*

* If an OPID representative is also an appointed voting member, she/he shall not lose his/her voting privileges. [FS 12/13-145/]

The Associate Vice Chancellor for Academic Affairs and the Director of Grants and Research (both non-voting).

The full Board will elect its chair at the first scheduled meeting. Chair terms will be two years. Chairs may be re-elected for no more than two additional terms of office.

Day-to-day operations of the Board will be conducted by the Operations Committee, consisting of the Associate Vice Chancellor for Academic Affairs, the chair of the FASDB, and two other Board members. At least two of the four members of the Operations Committee must be faculty members.

The Board will subdivide itself into five committees: a Teaching Committee, a Research Committee, a Faculty Professional Development Committee (each with at least three faculty members), an Academic Staff Professional Development Committee (with two academic staff members), and a University-wide Initiatives Committee.

2.9.6.3 Responsibilities of the Board

- promotes, fosters, and supports faculty and academic staff development on the UWRF campus
- makes decisions regarding the allocation of the Faculty/Academic Staff Professional Development Awards and informs Faculty Senate, Academic Staff Council and Provost and Vice Chancellor of those decisions
- monitors Faculty/Academic Staff Development Program budgets and administration procedures
• submits requests for changes in Faculty/Academic Staff Development Program policy to the Faculty Senate Executive Committee for referral to the appropriate Faculty Senate Committee [FS 06/07-69]
• organizes Faculty/Academic Staff Development Program evaluation efforts
• determines membership and oversees operation of the five standing committees
• solicits additional reviewers from the Faculty Senate Executive Committee and the Academic Staff Council to assist in the evaluation of proposals as appropriate
• serves as liaison with UW-System Office of Professional and Instructional Development (OPID)
• oversees the UWRF mentoring program

2.9.6.4 Committee Responsibilities

Each of the Board's five committees is responsible for a particular facet of faculty/academic staff development at UWRF. Within their realms of responsibility they will:

• support and encourage development efforts
• pursue additional funding from UWRF, UW System, and other sources
• award available funds to faculty and academic staff.

Most funds will be awarded through a competitive grants process. The Board intends that these various awards will be made solely on the basis of the merits of the proposals, not on the departmental or collegiate homes of the proposers.

2.9.6.5 Teaching Committee

The Teaching Committee supports the efforts of faculty and academic staff to improve their teaching. Proposals may focus on methods or delivery of instruction or acquisition of knowledge related to one’s teaching responsibilities. The Teaching Committee is responsible for:

• improvement of classroom instruction grants
• UWRF participation in UW-System Faculty College and Teaching Fellows programs
• Regents Teaching Excellence awards for individuals and departments
• UWRF proposals to the Office of Professional and Instructional Development (OPID) Program
• OPID Conference Grants
• Mini-technology grants.

2.9.6.6 Research Committee
The Research Committee supports research projects of faculty and academic staff in all disciplines. It is responsible for:

- Faculty Research grants
- Incentive grants (funds for travel and/or reassigned time to allow faculty/academic staff to write grant proposals)

2.9.6.7 Faculty Professional Development Committee

The Faculty Professional Development Committee supports activities designed to help faculty advance themselves in their professions. It is responsible for:

- Sabbatical leaves
- Administrative internships for women
- Faculty professional development grants
- End-of-year grants

2.9.6.8 Academic Staff Professional Development Committee

The Academic Staff Professional Development Committee supports activities designed to enable individual professional development, improve program quality, and enhance institutional effectiveness.

This committee is responsible for Academic Staff Professional Development grants.

2.9.6.9 University-wide Initiatives Committee

The University-wide Initiatives Committee supports faculty and academic staff as they engage in activities which will affect large numbers of UWRF faculty and staff. It is responsible for:

- UW-System Institutional Enhancement grants
- On-campus faculty development events, e.g., workshops during fall and spring semester administrative days
- UW-System Race and Ethnicity grants

2.9.7 Institutional Animal Care and Use Committee

The Institutional Animal Care and Use Committee consists of representatives from departments using animals as research subjects, from the Laboratory Farms, the University's consulting veterinarian, and a member of the community who is not employed by UW-River Falls. The Director of Grants and Research serves ex officio as secretary. Faculty, staff, or students who are conducting research involving animals must obtain the approval of this Committee before they begin their research. Contact the Director of Grants and Research for research protocol forms. For forms and for details of
the UWRF animal care and use policy, see:
http://www.uwrf.edu/GrantsAndResearch/IACUC.cfm

2.9.8 Institutional Review Board/Human Subjects Committee

The Institutional Review Board/Human Subjects Committee consists of representatives
from departments that use human subjects in their research, an ethicist, and a member of
the community who is not employed by the University. The Director of Grants and
Research serves ex officio as secretary to the Committee. Any faculty, staff, or students
who are conducting any sort of research using human subjects—including in- or out-of-
class surveys, observations or experiments—must have their research approved by this
Committee. Contact the director of Grants and Research for the appropriate forms and
procedures. Most research at UW-River Falls is exempt from review by the complete
Committee, but must be reviewed by the secretary of the Committee.
http://www.uwrf.edu/GrantsAndResearch/IRB.cfm

2.9.9 Non-Academic Misconduct Hearing Committee

As required by UWS Chapter 17.07, The chief administrative officer of each institution,
in consultation with faculty, academic staff, and student representatives, shall adopt
policies providing for the establishment of a student nonacademic misconduct hearing
committee to fulfill the responsibilities of the nonacademic misconduct hearing
committee detailed in UWS Chapter 17.12.

A student nonacademic misconduct hearing committee shall consist of at least three
persons, including at least one student, except that no such committee shall be constituted
with a majority of members who are students. The presiding officer shall be appointed by
the chief administrative officer. The presiding officer and at least one other member shall
constitute a quorum at any hearing held pursuant to due notice.

2.9.10 Re-classification Committee

The Re-classification Committee's purpose is to review all requests for re-classification
from 'classified' to 'academic staff' or from 'academic staff' to 'classified'. After the
review, the Committee will submit its recommendation regarding the request to the
Provost and Vice Chancellor for Academic Affairs. The Committee is comprised of the
Executive Assistant to the Chancellor, who will act as the Committee's Chair; the Chairs
of the Faculty Senate, the Faculty Welfare and Personnel Policies Committee and the
Academic Staff Council; the Director of Human Resources; and the Assistant to the
Chancellor for Equity, Compliance, and Affirmative Action.

2.9.11 Strategic Plan Progress Committee

The Strategic Plan Progress Committee is charged with monitoring and communication
progress on the strategic plan.
2.9.11.1 Role

- Manage, assess, and communicate progress in implementing the 2012-2017 strategic plan.
Specific Responsibilities and Duties:
The responsibility of the Strategic Plan Assessment and Communication Task Force is to:
- Monitor, assess and report progress on goals and initiatives, including measurable outcomes/key performance indicators
- Identify specific initiatives of the strategic plan that should be prioritized on an annual basis, and to articulate responsibility, timelines, and specific work products for the priority initiatives. These priority initiatives will be submitted to Faculty Senate for vote and to the Chancellor for consideration/approval.
- Manage documents related to the strategic plan goals, initiatives, and accomplishments.
- Facilitate strong and regular communication of strategic plan progress to the campus and broader community by:
  - Developing and ensuring the implementation of a plan for regularly updating the campus on progress, including recognizing and celebrating success, on at least a monthly basis (during the academic year)
  - Producing an annual written assessment report that is submitted to Faculty Senate and the Chancellor, and is communicated to the campus community in an effective and transparent manner
  - Plan and host an annual strategic planning retreat to review and discuss progress and challenges on the strategic plan, and to inspire on-going and broad ownership of the plan

2.9.11.2 Membership

- One member of the Cabinet appointed by the Chancellor (chair):
- Faculty Senate Chair (vice-chair):
- One additional faculty member to be appointed by Faculty Senate
- One tenured academic administrator appointed by the Provost
- One academic staff member appointed by the Chancellor in consultation with the Chair of Academic Staff Council and approved by Faculty Senate
- One student appointed by the Student Senate
- One support staff (ex-officio, non-voting) to manage meetings, materials, follow up (invited by the administrative chair)

Also, from time to time, representatives from areas such as institutional research, university communications, etc. may be invited to meetings to support the Task Force.
2.9.12 University Safety Committee [FS 08/09-27~]

2.9.12.1 Mission Statement

The University Safety Committee will identify safety hazards/problems with input from the campus community and provide realistic solutions. It will also provide continuous awareness of safety behavior through education and training to create a safe work environment for employees, students, and the campus community.

2.9.12.2 Charge to the Committee

The Committee is charged with promoting health and safety for all employees at UW-River Falls; it is also charged with reducing workplace accidents and injuries and minimizing Workers' Compensation costs.

2.9.12.3 Goals and Objectives

- to promote safety communication and training to create a proactive attitude toward safety.
- to review safety audit reports and other similar reports for the purpose of making corrective recommendations to the appropriate departments.
- to provide a forum for the discussion of health and safety problems, preventive measures, and possible solutions.

2.9.12.4 Membership

Committee members will be appointed by the Assistant Chancellor for Business and Finance; nominations will be requested from division administrators.

1. supervisory employee
2. custodians from Facilities Management and Student Affairs (2)
3. maintenance worker
4. farm employee
5. craft worker
6. clerical worker
7. representative from academic department
8. union representative (could be represented by someone from 2,3,4 or 6)
9. representative from Public Safety

2.9.12.5 Advisory Members

- Risk Management Officer
- Human Resources Director or Workers Compensation Coordinator
- Facilities Management Director

2.9.12.6 Officers
The committee chair will be appointed from the membership by the Assistant Chancellor for Business and Finance.

The committee chair shall:

- preside at all meetings
- plan agenda with recording secretary’s support to announce agenda
- appoint chairs for sub-committees as appropriate

The recording secretary shall:

- record the minutes of the meetings
- be the custodian of all documents including bylaws, special rules of order, and standing rules
- conduct correspondence as directed by the committee chair
- announce reminders of next meeting, agenda, and minutes of previous meeting

2.9.12.7 Terms

Terms will be for three years, staggered so that one third of the terms expire each June 30. Terms are renewable once at the discretion of the nominating and appointing bodies. New committee members will begin appointments effective July 1. Replacement of a vacancy in membership must be approved by the Assistant Chancellor for Business and Finance.

2.9.12.8 Meetings

Regular meetings of the committee shall be held the third Wednesday of each month unless otherwise ordered by the committee.

2.9.12.9 Method of Communication

Agendas and minutes are published for each meeting. The chair prepares and distributes agendas in advance of meetings. The recording secretary will take minutes. Agendas and minutes are sent to all committee and advisory members and to the Assistant Chancellor for Business and Finance.

2.9.12.10 Accountability

The committee chair will provide an annual report of the committee’s activities to the Assistant Chancellor for Business and Finance, due annually, July 1.

2.9.12.11 Authority
The University Safety Committee is an advisory group and will make recommendations to department chairs/supervisors for corrective action to safety problems.

2.9.12.12 State of Wisconsin Mandate

The committee is established in compliance with Wisconsin Governor’s Executive Order #194, 1994.

2.9.13 URSCA Council [FS 13/14-17/- ]

2.9.13.1 Charge to the Committee: The URSCA Council is an administrative committee whose charge is to:

- guide decisions for the URSCA Office,
- advise the URSCA Director,
- promote URSCA,
- establish evaluation procedures and criteria for funding undergraduate research and creative proposals,
- approve procedures for applying for URSCA funds,
- review URSCA grants and applications,
- support URSCA celebration events and other means of disseminating results of URSCA projects.

2.9.13.2 Membership: The URSCA Council membership shall consist of the following:

Up to nine faculty members appointed by the UWRF Faculty Senate to serve for up to three years. There shall be at least one faculty member from each college, with no more that four faculty members from any of the following: College of Agriculture, Food, and Environmental Science; College of Arts and Sciences; College of Business and Economics; or the College of Education and Professional Studies. The URSCA Director will serve as the ex-officio, non-voting chair of the committee. As a non-voting committee chair, the URSCA Director's college affiliation will not affect the distribution balances from the colleges described above. The URSCA Coordinator will serve as the non-voting recording secretary.

2.9.13.3 Terms of Office: Faculty member terms of up to three years. The URSCA Director and the URSCA Coordinator's service on the committee will be continuous and ongoing.

2.9.13.4 Officers:

The committee chair shall:

- preside at all meetings
• plan agenda with recording secretary's support to announce agenda
• appoint chairs for subcommittees should they ever be needed

The recording secretary shall:

• record the minutes of the face-to-face meetings
• record results of online grant reviews and evaluations
• be the custodian of all documents
• conduct correspondence as directed by the committee chair
• announce reminders of next meeting, agenda and minutes of previous meeting

2.9.14 "The Year of..." Implementation Committee [FS 12/13-93/]

2.9.14.1 Charge
1. To implement the "Year of..." schedule as determined by the International Programs Committee (i.e. the countries selected).
2. To provide broad vision and master planning to implement the "Year of..."
3. To solicit application for and allocation of resources budgeted for the "Year of..."
4. To address other issues appropriate for the implementation of the "Year of..."

2.9.14.2 Membership
Provost or designee (who will serve as chair), Director of Library or designee, Director of Student Life, Assistant Vice Chancellor for International Education, a representative of Food Services, Chair of the International Programs Committee or designee, Chair of Student Senate or designee, two or more faculty and/or staff (including the proposers of a given year).

2.9.14.3 Terms
Three years except the proposers, Student Senate Chair or designee, and Chair of the International Programs Committee or designee shall serve one year terms.