April 24, 2018

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

From: Mialisa Moline, Chair
Faculty Senate
University of Wisconsin – River Falls

Re: UWRF Faculty Senate Motion 2017-18/123

The following motion was approved with 19 in favor, 0 opposed, and 0 abstentions by the Faculty Senate on April 18, 2018:

Motion from the Executive Committee (Mialisa Moline, Chair) to approve the attached revisions to Chapter 10 of the Faculty and Staff Handbook.

☑ Approved

☐ Disapproved

Dean Van Galen, Chancellor

4/25/18
Date
ALL CHAPTER CHANGES

1. Every page has title in header on first page only
2. All headings have a tab in table of contents
3. All body text: Arial in black size 9.5
4. Spacing between lines: 1.15
5. Margins: 0.5
6. Heading 1: Arial in red size 13
7. Heading 2: Arial in red size 12
8. Heading 3: Calibri Light in black, bolded size 12
9. Heading 4: Calibri Light in black, italicized size 11
10. Heading 5: Calibri Light in red size 11
11. All paragraphs lined up with the tab that the information is contained in.
12. All Tables: Calibri Light size 10 font
13. Changed all [FS 00/01-0] to [FS 00/01 #0] for better clarity
14. All chapter 0 is listed as Table of Contents

CHAPTER 10 SERVICES AND GENERAL INFORMATION

10.0 Contents

1. Changed name of 10.0 to Table of Contents
2. Changed all headings to match the names of chapters listed in folder
3. Added to match chapter information:

10.12.3.1 Official Transcript
10.12.3.2 Unofficial Transcript

10.1 Communications

1. Check all section listings/FSH motions to ensure correct
2. Check websites

10.2 Media

1. Check websites

10.3 Publications

1. Check websites

10.4 Facilities

1. Check websites

10.5 The Calendar

1. Check websites

10.6 Scheduling Events

1. Check websites
10.7 University Property
   1. Check websites

10.8 Emergency Preparedness
   1. Check websites

10.9 Other Information of Interest to Faculty and Academic Staff
   1. Check websites

10.10 Children in the Work Place
   1. Check websites

10.11 Child Care
   1. Check websites

10.12 Information Related to Students
   1. Check websites