



Faculty Senate • http://www.uwrf.edu/faculty_senate/welcome.html

Senators: Chair – Wes Chapin , Vice Chair – Ogden Rogers, Secretary – John Heppen, Executive Committee – Glenn Potts, Brenda Boetel

Date: February 14, 2007
To: Faculty Senate and University Community
From: Wes Chapin, Faculty Senate Chair
Subject: Tentative Agenda for Faculty Senate Meeting February 14, 2007

The 2006-2007 Faculty Senate will meet on February 14, 2007 at 3:40pm in Room 334 of the University Center. Faculty Senators who cannot attend should arrange for a substitute and notify John Heppen at john.heppen@uwrf.edu
http://www.uwrf.edu/faculty_senate/

Agenda February 14, 2007

Call to Order:

- Seating of Substitutes
- Recognition of Invited Guests
- Approval of Minutes from January 31, 2007

Reports:

Unfinished Business:

New Business:

Proposal 1: Motion from the Faculty Senate Salary Committee to recommend that 2007-09 pay plan be submitted with 2/3 of any increase going to solid performance and 1/3 for merit/market.

Proposal 2: Motion from the Faculty Senate Salary Committee to recommend that the Chancellor follow the example of the majority of other UW-System chancellors and abstain from taking the 10% discretionary fund.

Proposal 3: Motion from the Faculty Senate Executive Committee to appoint McKenna Schumacher to the Assessment Committee to replace Sean Blackburn for the remainder of his term.

Proposal 4: Motion from Faculty Welfare and Personnel Policies to adopt the attached Criminal Background Check/Investigation Policy (see attached for full policy p.4).

Proposal 5: First reading of a motion from the Diversity Committee to recommend an additional item to the list of duties for the committee. The wording of the motion is to amend the list of duties to include: "1. Receive reports on the library collections and make recommendations regarding the acquisition of materials regarding diversity."

**New Business Miscellaneous:
Adjournment:**



Minutes of the UWRF Faculty Senate for January 31, 2007

Vol. 31 No. 16.

Representation	Term Expires 2007	Term Expires 2008	Term Expires 2009
<i>CAFES</i>	Bob Baker (Valerie Malzacher)	Laine Vignona	
<i>CAS</i>	Wes Chapin	Patricia Berg (David Furniss)	Peter Johansson
	Larry Harred**	John Heppen	
	Barbara Werner		
<i>COEPS</i>		Ogden Rogers	Michael Miller
<i>CBE</i>			Glenn Potts
<i>4th Division</i>	Cara Rubis (Kristie Feist)**	Gregg Heinselman**	Sarah Egerstrom
<i>At Large</i>		Brenda Boetel (Jr)	Melissa Wilson (Jr)
		Karl Peterson (Jr)	David Rainville (Sr)
		Nan Jordahl (Sr)**	Terry Ferriss (Sr)
		Charlie Hurt* **	

- * Chancellor's Designee
- ** Absent
- () Substitute

Call to Order: W. Chapin called the meeting to order at 3:40 p.m in the Room 334 of the University Center.

Seating of Substitutes: David Furniss for Patricia Berg, Valerie Malzacher for Bob Baker

Guests: none

Approval of Minutes: The minutes of January 16, 2007 were approved as corrected by general consent.

Chair's Report:

- Wes Chapin announced the issues concerning the workplace violence policy and Criminal Background Investigations have been sent to the FWPP committee.

- Wes Chapin announced that he has asked the registrar's office to provide data concerning late grades being turned in by faculty for the Fall semester 2006 in order to determine if this is a problem. Additionally, the issue may be turned over to Academic Standards.
- The Chancellor has signed all recently passed motions except for Motion 38 regarding new transmittal forms. The form regarding graduate courses needs to be updated to reflect an administrative change. This will be handled under New Business Miscellaneous.
- The University has received a formal request for the Reserve Officer Training Corp program to be established on campus. The issue will be referred to APP.
- Wes Chapin reported that Executive Committee as part of the Strategic Planning Prioritization Committee has not met with the administration yet. The Faculty Senate may be voting on the prioritization process in February.
- The Executive Committee has referred a motion for the Recruitment and Retention Committee regarding letters of financial aid suspension in order to clarify what that means for students.
- Wes Chapin reported on the upcoming faculty senate elections. He reported that teaching academic staff who teach in the graduate program and are not in any college are currently counted as members of the Fourth Division. After discussion it was suggested that in New Business Miscellaneous an ad hoc committee be created from members of Faculty Senate to address this issue.
- Wes Chapin reported that there is some confusion on campus about the +/- grading system. After discussion, Wes Chapin stated that the Executive Committee will refer the issue to Academic Standards for clarification and perhaps a recommendation to change the system or issue a clarification through a Faculty Senate motion.

Vice Chair's Report: Ogden Rogers reported that the election process for next year's Faculty Senate will begin soon.

Unfinished Business: none

New Business: none

New Business Miscellaneous:

Proposal 1: A motion from the Faculty Senate Executive Committee to amend something previously amended was first and seconded by Ogden Rogers and David Furniss respectively. The Faculty Senate Executive Committee moves to amend Motion 38. The amendment will replace the term Director of Graduate Studies and Graduate Studies with term Assistant Vice-Chancellor for Academic Affairs on the TRANSMITTAL OF GRADUATE COURSE PROPOSAL. The motion passed unanimously.

Proposal 2: A motion to create an ad hoc committee to examine the issue of Faculty Senate representation and to place Ogden Rogers, Melissa Wilson (Chair), and Terry Ferriss on the committee was first and seconded by Michael Miller and David Furniss. The charge of the committee is to examine the placement of teaching academic staff in the graduate program in the category of Fourth Division instead of the four colleges for representative purposes in the Faculty Senate as is currently practiced. The ad hoc committee is to determine if those teaching academic staff actually should belong in one of the colleges for representative purposes since they do teach courses that are housed in one of the four colleges. The ad hoc committee is requested to report back to the Faculty Senate with a recommendation as soon as possible. The motion passed by general consent.

Adjournment: The chair moved to adjourn at 4:30pm. John Heppen seconded and it passed by general consent.

Respectfully Submitted by
John Heppen Secretary of UWRF Faculty Senate.

BACKGROUND CHECK IMPLEMENTATION POLICY

Purpose

The University of Wisconsin – River Falls is committed to providing a safe and effective environment for employees, for students, and for all who may visit the campus. Therefore, effective x/x/07, it is the business practice of the University of Wisconsin – River Falls to conduct background checks on all final candidates for positions. This applies to faculty, academic staff, classified and limited term positions, but not students. Applicants will be notified that background checks are conducted, and the checks will take place prior to an offer of employment being made. In certain circumstances, with the approval of the Human Resource Director, a background check may be done after a contingent offer has been made.

Scope

The background check policy applies to individuals who have applied for, but not yet achieved, employment at UWRF. Background checks will not be done on current employees transferring positions except in those instances where such a check is required by law (for example, caregiver, law enforcement/security, fiduciary, hazardous materials) or by prudence (for example, residence life/housing, master key holder).

Notification/Authorization

Applicants will be notified during the application process on-line, that background checks are done. The home page of the University’s employment site states: “The University of

Wisconsin – River Falls does background checks on all final candidates for all positions.” Applicants will complete and submit an electronic version of the “Disclosure and Release of Information Authorization” form while applying on-line. A hard copy of this form signed by the applicant, needed for audit purposes, will be collected when the candidate comes to campus for an interview. When necessary, the special form authorizing international checks will also be collected at the time of the interview.

Screenings Applied

Checks will be done using the current State databases in Wisconsin and Minnesota, and the services of Verifications, Inc., an outside vendor for more extensive searches. Costs will be handled centrally within Human Resources, but program revenue departments will be charged back. The following checks will be done:

- 1) SSN trace (instant check).
- 2) Criminal felony/misdemeanor by counties of residence.
- 3) Sexual Offender Registry.
- 4) National Criminal Record Locator.
- 5) Any check stipulated by law for specific positions. For example, childcare providers will be checked through the State of Wisconsin Department of Health and Family Services.
- 6) A credit check for budget, accounting, or financial specialist positions.
- 7) International Criminal database for international candidates
- 8) On all final applicants, information revealed may lead to additional checks.

Procedure

Information on the application asking for pending arrests/convictions, and the authorization form for doing a background check with the information it contains (ie, date of birth), will be masked from those engaged in the hiring process. (This is possible through the electronic software, PeopleAdmin). Only selected members of the Human Resource Department will have access to this information. Human Resources, engaging the services of Verifications, Inc, when necessary, will perform the background check. Should the potential for adverse action arise, the HR Director and Unclassified and Classified HR Managers will first have a group discussion. The applicant will then be made aware of the findings and the potential for adverse action. The applicant will also be given a copy of the report, a summary of their rights, and an opportunity to explain within a reasonable timeframe (ie, three days) any information believed to be inaccurate or incomplete. When necessary, Human Resources will consult with legal counsel, and any other offices, inside and outside the University, as appropriate to make a determination whether a substantial relationship exists while maintaining strictest confidentiality. The appropriate executive administrator will be consulted, and briefed as needed. The decision will then be shared with the Chair of the Search and Screen Committee (unclassified) or the hiring supervisor/director (classified). If a determination is made not to hire the individual, the candidate will be notified in writing. In such an instance, both UWRF and Verifications will comply completely with the stipulations of

the Fair Credit Reporting Act and communicate to the candidate everything specified by law.

When it is determined that an applicant has falsified their application, they will no longer be considered for a position.

When making a determination of a substantial relationship between the finding of pending arrests/convictions and the job being applied for, the following question will be asked: “Do the essential functions of the job in question present the applicant with an opportunity to engage in criminal behavior similar to the crime(s) which led to the previous conviction or current arrest?” Additional factors to consider include:

- the nature and gravity of the criminal offense
- the time since conviction and/or completion of sentence
- the nature of the duties and responsibilities of the job (required bondability, level of supervision, potential access to buildings, minors, money, other valuables, etc)
- candidate’s record of performance and behavior on other recent jobs.
- recurrence of similar offenses

In the event of falsification and/or adverse action for a classified job opening, the Classified HR Manager will handle removal of that applicant’s name from Certification, following OSER guidelines for an administrative removal (Wis Admin. Code ER-MRS 6.10)

Adverse Action Criteria

- 1) Omission or falsification of any information contained in the Employment Application.
- 2) Criminal history where the circumstances of the incident(s) substantially relate to the circumstances of the job.

Retention of Reports

Printed reports will be confidentially kept in Human Resources, in large three-ringed binders with alphabetic dividers. Different binders will be used for each calendar year. Those reports giving rise to possible adverse action will be kept in a separate binder for that year. Kept with the printed report from the background check will be the authorization form, and any documentation developed from a determination of adverse action and subsequent correspondence.

These records will be securely maintained for a period of six years after the position is filled. They may be accessed only on a need-to-know basis or as required by applicable law.