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

From: Marshall Toman, Acting Chair  
Faculty Senate  
University of Wisconsin-River Falls

February 16, 2012

RE: UWRF Faculty Senate Motion 2011-2012/86

At the February 1, 2012 meeting of University of Wisconsin-River Falls Faculty Senate, motion 2011-2012/86 was passed; it was amended at the February 15, 2012 meeting of the Faculty Senate. The amended motion passed and it is effective immediately. This motion is forwarded to you for your action.

Motion from the Advising Committee (Kiril Petkov, Magdalena Pala, Chairs) and Faculty Welfare and Personnel Policies Committee (David Rainville, Chair) to amend the UWRF Faculty and Academic Staff Handbook as indicated below.

The Faculty Welfare and Personnel Policies Committee proposes the following changes to Chapters 4 and 8 as they pertain to the definition of advising and the responsibilities of advisors and advisees. The proposed changes were approved unanimously at the December 16, 2011 meeting of FWPP. Please, note there are changes from what was sent to FWPP from the Advising Committee.

The changes from the current language in the Handbook appears in **bold print**, and is also accompanies with the current language that it is to replace.

*To FH 8.7*  
Adding a one-sentence, new opening paragraph:

Advising is a process by which faculty and designated persons assist students in successfully navigating the course options and requirements that lead to the attainment of their academic and career goals.

*To FH 8.7, first line:*  
Delete “or counseling”

Faculty responsibility: A major part of the teaching responsibility is in the advising or **counseling** of students the faculty has in class or those assigned as advisees. For that
purpose, each faculty member should be available at specific times. Early in the semester, faculty members should post near their offices and send to the Dean of the College a schedule of those hours during which they are available for consultation with students. The hours listed should be in sufficient number and varied during the days so that any student has an opportunity for consultation.

To FH 8.7.3:
Delete old text, immediately below:

8.7.3 Advisor/Advisee Agreement [FS 97/98 #27]
Advisors should hand the following document to their advisees when this relationship is established. The document informs students what is expected of them and what they can expect from their advisor.

Replace with:
At the initial meeting of an advisor and an advisee, the advisor should make the advisee aware of an advisor's responsibilities and those of the advisee as stated in 8.7.3.1 and 8.7.3.2 (below).

To FH 8.7.3.1 & 8.7.3.2
Delete old text, immediately below

8.7.3.1 Responsibilities of Advisors in the Advising Process
The advisor's responsibility is to:
1. Meet with new advisees in order to become familiar with their educational and career objectives.
2. Meet with advisees at least once each semester to develop a plan of studies, help interpret catalog statements regarding requirements, schedule courses, and evaluate progress toward meeting academic and career goals.
3. Read advisees' grade reports and keep files with all pertinent information sent by the Registrar (uniform standards of confidentiality and security regarding files must be maintained).
4. Direct advisees experiencing academic difficulties to appropriate sources of assistance.
5. Encourage advisees to obtain information about extracurricular on-campus activities, organizations, internships, scholarships, as well as career opportunities and graduate programs.

8.7.3.2 Responsibilities of Students in the Advising Process
The student's responsibility is to:
1. Become familiar with General Education, graduation and program requirements and monitor progress toward fulfillment of these requirements.
2. Schedule an appointment with his or her advisor in advance of the registration date and come prepared for this meeting with a course schedule and a draft of the next semester's class schedule.
3. Schedule an additional appointment with his or her advisor when in academic difficulty, before declaring a major or before withdrawing from the University.
4. Seek his or her advisor's assistance with academic decisions rather than expecting advisors to make these decisions. The student must accept responsibility for the decisions that he or she (the student) makes.

5. Seek information about on-campus activities related to his or her major (clubs, teams, organizations), as well as internships, scholarships, career opportunities, and graduate programs.

Replace with:

8.7.3.1 Responsibility of Advisors in the Advising Process

The advisor's responsibility is to:

1. Meet with advisees at least once each semester, review their Degree Progress Reports with them, discuss the advisee's academic and career goals, make them aware of their progress at that point in their academic career, acquaint them with any new information and options, and help them interpret requirements and schedule courses.

2. Keep files with all pertinent information (uniform standards of confidentiality and security regarding files must be maintained).

3. If necessary, direct advisees experiencing academic difficulties and having specific issues to appropriate sources of assistance.

4. Encourage advisees to obtain information about extracurricular on- and off-campus activities, organizations, internships, scholarships, as well as about career opportunities and graduate programs.

8.7.3.2 Responsibility of Students in the Advising Process

The student's responsibility is to:

1. Become familiar with General Education, graduation, and program requirements and monitor their progress toward fulfillment of these requirements.

2. Meet with advisor in advance of each semester’s registration date and come prepared for the meeting with a tentative course schedule.

3. In special cases, such as academic difficulty, declaring a (new) major or minor, withdrawing from the university, etc., schedule an additional appointment with the advisor.

4. Seek advisor assistance with academic decisions rather than expecting the advisor to make the decisions. Students must accept responsibility for the decisions made by them.

5. Seek information about on-campus activities related to their major (clubs, teams, organizations) as well as internships, scholarships, graduate programs, and other career opportunities.

FH 4.3.2.1 (c1):

(c1) Effectiveness in teaching. This section is to apply to any academic unit (department) faculty member whose appointment normally involves a teaching component. Each academic unit (department) will draw up in writing a set of teaching expectations to be used as a guideline for all of its teaching staff in carrying out their teaching duties.
Teaching expectations shall include, but not be limited to, classroom teaching and its ancillary activities such as advising, testing, professional consultations with students on class progress and with colleagues on curriculum revision and development, class preparation and syllabus writing, and maintaining familiarity with technology. These activities and their relative importance are to be clearly defined in departmental guidelines. The teaching effectiveness criteria for faculty also shall be used to evaluate academic staff with teaching appointments.

To FH 4.3.2.1. (c3):
Add to “Contributions...include, but are not limited to,” “if assigned as advisor, perform duties as outlined in 8.7.3.1).

(c3) Contributions. Significant contributions at the departmental, College, University, community, state, national, or international level in categories other than those identified above. Such activities include, but are not limited to, if assigned as advisor, perform duties as outlined in 8.7.3.1, advising campus organizations; participating in faculty governance; sharing professional expertise with government, business or private non-profit entities; participation in non-academic local, regional, national, and international organizations whose aims parallel the professional interests of the faculty.

Approved

Disapproved

Dean Van Galen, Chancellor

Date