

## Academic Staff Governance

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Academic staff governance takes the form of decision making bodies organized by and for academic staff, shared governance committees, membership on search and screen committees, ad hoc committees, and other forms of participation in institutional decision and policy making. The governance of public institutions in a democratic society, like the society itself, is best served by the broadest participation of their respective constituencies. By action of the Legislature of the State of Wisconsin [Wisconsin State Statutes Chapter 36.09 (4m)] and directive of the Board of Regents of the University of Wisconsin System, the University of Wisconsin-Madison Academic Staff is responsible for active participation in the governance of and policy development for the University of Wisconsin-Madison. Other participants in the shared governance process include administration, faculty, classified staff and students.

### Assembly Representative Responsibilities

#### Getting Started:

- 1) **Attend the Academic Staff Assembly meetings** from 3:30-5:00 pm on Mondays, September 13, October 11, November 8, December 13, February 14, March 14, April 11, and May 9. The Secretary of the Academic Staff Office will send you the agenda and background materials one week prior to these meetings. Please read and review these materials and share them with your district to get feedback on academic staff governance issues. Your district has one vote in these meetings so your attendance and participation is important.
- 2) **Communicate with the members of your district, with ASEC, and with the Office of the Secretary of the Academic Staff.**
  - With your district: Our office will provide you with access to a Google Group [asa\_dist\_XXX@g-groups.wisc.edu (insert your district # in place of the XXX)] for communicating with your district. Forward the Assembly and ASEC agendas and minutes to your district and invite comments on the issues presented, as well as their concerns and issues regarding academic staff governance. If you are unsure of the people in your district, you can find that information at <https://sharedgovdistricts.wisc.edu/>
  - With ASEC: Help develop the agenda for academic staff governance by sharing with ASEC ([asec-chair@soas.wisc.edu](mailto:asec-chair@soas.wisc.edu)) your districts' perspectives on the issues identified in ASEC agendas.
  - With the Office of the Secretary of the Academic Staff: Let Jake Smith ([soas@soas.wisc.edu](mailto:soas@soas.wisc.edu)) and Lesley Fisher ([lesley.fisher@wisc.edu](mailto:lesley.fisher@wisc.edu)) know how they can support you in your governance work.
- 3) **Learn about your district and about academic staff governance issues.**

Get to know your district membership and learn about their concerns and issues. Descriptions of the membership of each district and a list of district members is available on the academic staff website at <https://sharedgovdistricts.wisc.edu/>. Governance takes a village. If your district does not have an alternate, recruit one of your district members to serve as your

alternate if you cannot attend an Assembly meeting. Once you find an alternate, contact the Secretary of the Academic Staff ([soas@soas.wisc.edu](mailto:soas@soas.wisc.edu)) with the name of your alternate.

### **Additional Responsibilities:**

- 1) **Participate in Assembly meetings:** Don't hesitate to speak in favor or against a motion or resolution, or ask questions. When you wish to speak, go to a floor microphone stand or request a handheld microphone. Please state your name and district for the record. If you know in advance that you want to speak on an issue, sit on the aisle for easy access to the microphones.
- 2) **Poll your district on agenda items:** If there are issues of concern to your district members on the assembly agenda, poll your district to solicit their opinions prior to the meeting. If there is to be a vote at a meeting you cannot attend, please discuss with your alternate how your district members feel about the issue. Assembly meetings are open to everyone.
- 3) **Bring questions or issues to the Assembly floor:** If there are questions you or members of your district would like to have answered by the presiding member of the meeting (typically the Provost), written questions can be submitted up to three working days prior to the meeting. Questions will also be taken from the floor. If you'd like to add an agenda item (typically a resolution), you can do so by submitting a request to the Secretary of the Academic Staff office ten working days prior to the Assembly meeting.
- 4) **Familiarize yourself with the Assembly Handbook**  
The Assembly Handbook (<https://acstaff.wisc.edu/resources/assembly-representatives-resources>) has lots of important information and is updated monthly. Look it over and keep it handy as a reference. The academic staff website is also a useful tool (<http://acstaff.wisc.edu>).