

## ARTICLES OF ORGANIZATION OF THE UW-MADISON ACADEMIC STAFF

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## ARTICLES OF ORGANIZATION OF THE UW-MADISON ACADEMIC STAFF

### PREAMBLE

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 and directive of the Board of Regents of the University of Wisconsin-System, the University of Wisconsin-Madison Academic Staff is now responsible for active participation in the governance of and policy development for the University of Wisconsin-Madison. This new provision under Chapter 36.09 is consistent with UW-Madison's traditional concern for faculty, staff and student participation in decision making. Through such engagement of the entire University community, the University is strengthened in its governance responsibility.

These *Articles of Organization* establish representative governance for the academic staff and a mechanism, the Academic Staff Assembly, for working out participation to the fullest extent possible. While these *Articles* are essential to defining academic staff participation in representative governance, they represent only the first step in a dynamic process whose ultimate goal is the enhancement of higher education at the University of Wisconsin-Madison.

The Assembly will establish bylaws for its operation, conduct representative elections, develop policies and procedures for academic staff, nominate academic staff for university committees and provide a forum for discussion of concerns of the academic staff. The Assembly, its executive committee and its subcommittees will take whatever steps are necessary to achieve the full integration of the academic staff into the mainstream of University governance. A truly representative Assembly will symbolize the strength of the academic staff and its commitment to the University of Wisconsin-Madison.

Participation in the UW-Madison Academic Staff Assembly, Academic Staff Executive Committee and subcommittees is recognized by the University as a fundamental right and responsibility of academic staff members. Employing units and supervisors shall encourage these activities as fundamental to the success of shared governance. This includes providing flexibility for academic staff to attend meetings of these bodies. Participation in academic staff governance should be considered among other job functions and responsibilities in performance evaluations for promotion, indefinite appointment, merit increase and other job related matters.

## CHAPTER 1. BASIS FOR ACADEMIC STAFF ORGANIZATION

### 1.01 The Legislation

Wis. Stats. 36.05 (1) defines the academic staff of the University of Wisconsin. Wis. Stats. 36.09 (4m) provides:

ACADEMIC STAFF. The academic staff members of each institution, subject to the responsibilities and powers of the board, the president and the chancellor and faculty of the institution, shall be active participants in the immediate governance of and policy development for the institution. The academic staff members have the primary responsibility for the formulation and review and shall be represented in the development of all policies and procedures concerning academic staff members, including academic staff personnel matters. The academic staff members of each institution shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.

### 1.02 Regent Resolution

Regent Resolution 3359 recognizes that the fundamental intent of Wis. Stats. 36.09 (4m) is to mandate that academic staff shall be viable participants in university affairs and particularly in academic staff personnel matters. The resolution states in part:

That, upon recommendation of the Acting President of the UW System, the Board of Regents, recognizing that the fundamental intent of section 36.09 (4m) of the Wisconsin Statutes is to mandate that academic staff shall be viable participants in university affairs and particularly in academic staff personnel matters, directs each institution to implement the letter and spirit of 36.09 (4m) and delegates continuing responsibility for the implementation of this section to the Chancellors in consultation with the academic staff, faculty and students of their institutions.

Rules of the Board of Regents of the University of Wisconsin System Wisconsin Administrative Code, Chapters 9 to 13, constitute current UW System policy on administration of academic staff rules, coverage and delegation; govern academic staff appointments; and establish other policy matters concerning academic staff.

### 1.03 The Academic Staff Committee

The University of Wisconsin Academic Staff Committee established pursuant to UWS Chapter 9 and of the University of Wisconsin-Madison Policies and Procedures Governing Academic Staff Appointments (UW-Madison ASA), Chapter 2, constitutes the representative body of academic staff which is approved by the Chancellor and Board of Regents to formulate and recommend policy on academic staff organization to the University administration. This body accordingly will continue to represent the academic staff in University governance until it is superseded.

### 1.04 Articles of Organization

Acting under its existing authority, and with approval of the Chancellor, the Academic Staff Committee has developed, in this document, a revised organizational structure for the academic staff to supersede pars. 2.01 and 2.02 of Chapter 2, UW-Madison ASA. These articles will constitute the academic staff governance structure at the University of Wisconsin-Madison after ratification by a majority of UW-Madison academic staff submitting legal ballots in accordance with rules established and implemented by the Academic Staff Committee.

## CHAPTER 2 ORGANIZATION OF THE ACADEMIC STAFF

### 2.01 Academic Staff Organization

This document shall be considered to be the *Articles of Organization of the UW-Madison Academic Staff*, and when these have been accepted by the Academic Staff Committee, the Committee shall submit them to all UW-Madison academic staff for ratification as provided below.

The academic staff, under provisions of Wis. Stats. 36.09 (4m) shall be active participants in the immediate governance of the University of Wisconsin-Madison subject to the responsibilities and powers of the Chancellor and the faculty and other provisions of Wis. Stats. 36.09. In accordance with 36.09 (4m), an Academic Staff Assembly is hereby created to represent the academic staff in the governance of and policy development for the institution.

### 2.02 Academic Staff Defined

*Academic staff* means professional and administrative personnel other than faculty, classified staff, limited term employe (LTE), student employes or employes-in-training having duties and types of appointments that are primarily associated with higher education institutions or their administration (UW-Madison ASA, 5/1/78, par. 1.03).

### 2.03 Limited Appointment

*Limited appointment* is a category of appointments made at the pleasure of the Board of Regents or the specified appointing authority (UWS 15.01). A member of the academic staff accepting a limited appointment shall not lose existing rights to an academic staff appointment. Limited appointees who are granted concurrent academic staff appointments are members of the academic staff with all rights and privileges thereto (UW-Madison ASA, 5/1/78, Chapter 1, p. 4).

### 2.04 Collateral Faculty

*Collateral faculty* is a sub-group of the academic staff having instructional responsibilities, including lecturers and persons with a ranked faculty title qualified by modifiers such as: *Visiting; Adjunct; Clinical; of Military Science; or (CHS)*. Collateral faculty appointments are made only upon the recommendation of a department or its functional equivalent. A collateral faculty appointment does not affect existing rights of a person as a member of the academic staff (Faculty Policies and Procedures, Chapters 1, 5 & 7).

### 2.05 Faculty Status

*Faculty status* is conferred on some members of the academic staff pursuant to Faculty Policies and Procedures. This status does not affect the holder's rights and privileges as an academic staff member (UW-Madison ASA, 5/1/78, Chapter 1, p. 3).

### 2.06 Transition Between Governance Structures

The Academic Staff Committee (ASC), as established by Par. 2.01 of the University of Wisconsin-Madison Policies and Procedures Governing Academic Staff Appointments (5/1/78), constitutes the existing legal body established and empowered to receive and review academic staff policy concerns and serve as an avenue of communication for academic staff concerns to the Administration and the faculty governance structure. It shall continue to serve those functions until the academic staff shall elect an Academic Staff Assembly (Assembly) as provided herein. Thereafter, the ASC shall serve as the Executive Committee of the Assembly until superseded by an Academic Staff Executive Committee (ASEC), elected by the academic staff pursuant to these policies.

## 2.07 Relationship of UW-Madison ASA to These Organizational Policies and Procedures

UW-Madison ASA constitutes Policies and Procedures Governing Academic Staff Appointments at UW-Madison. Changes in ASA will be initiated in the Assembly subject to ratification as provided in Sec. 2.08 below.

## 2.08 Ratification Procedures

Upon acceptance by the ASC, these *Articles of Organization* shall be submitted to all UW-Madison academic staff and shall be in effect when adopted and ratified by a majority of academic staff submitting written ballots under such procedures as the ASEC shall provide.

## 2.09 Meetings of the Academic Staff

Meetings of the academic staff shall be held at the call of the ASEC or the Chancellor or upon written petition to the ASEC or the Chancellor by at least 100 members of the academic staff holding a 50 percent time or more appointment at UW-Madison. Robert's Rules of Order Revised will govern meetings of the academic staff and its deliberative and executive bodies. A majority of academic staff in attendance at meetings of the academic staff shall be sufficient to propose amendments to and/or accept for ratification the *Articles of Organization of the UW-Madison Academic Staff*.

## CHAPTER 3. RESPONSIBILITIES OF THE ACADEMIC STAFF ASSEMBLY

The authority of the academic staff is delegated to the Academic Staff Assembly with its executive committee as the representative body of the University of Wisconsin-Madison academic staff. Action adopted at meetings of the Assembly may be modified or rescinded only at meetings of the academic staff as outlined in Chapter 2 of this document.

### THE ACADEMIC STAFF ASSEMBLY WILL:

Establish bylaws for its operation;

Maintain and revise election procedures and representative election districts which ensure that elections are carried out in an equitable manner;

Develop, after consultation with the Chancellor and such other individuals or groups as the Chancellor may designate, policies and procedures for academic staff under the provisions of UWS Chapter 9-14 wherever the institution is charged with implementing these provisions;

Participate in the development of all policies and procedures concerning appointment and performance review of members of the academic staff, including all matters currently encompassed under the provisions of UWS Chapters 9-14 and UW-Madison ASA;

Develop procedures for the nomination of academic staff to serve as members of appropriate elected and appointed University committees which are charged with formulating, adopting, or recommending University policies. Develop procedures for the nomination of academic staff to serve as members of formal Search and Screen Committees (see Faculty Policies and Procedures 6.48);

Ensure participation by academic staff in establishing or revising university-wide policies in areas in which academic staff have primary responsibility for implementing such policies, including but not limited to student affairs, academic support services, auxiliary activities, and similar program areas;

Develop other procedures for academic staff participation in institutional governance and policy development and for the conduct of related proceedings;

Provide the forum for discussion and resolution of any other concerns of the academic staff.

## CHAPTER 4. PROVISIONAL BYLAWS

### 4.01 Academic Staff Assembly

An Assembly shall be elected, as provided below, and will prescribe its rules and procedures in Bylaws of the Academic Staff Assembly and such other policy and procedural documents as the Assembly may adopt. Until such time as the Assembly shall approve bylaws, a provisional set as follows will dictate procedure. In all matters before the Assembly, except as noted in these provisional bylaws, Robert's Rules of Order Revised will prevail.

Except as restricted in paragraph 4.02 below, the authority of the academic staff, as set forth in these *Articles*, is delegated to the Assembly.

### 4.02 Academic Staff Executive Committee

An Academic Staff Executive Committee (ASEC) shall be elected by the academic staff, from the academic staff at large, as prescribed by these *Articles*.

The ASEC, in conjunction with the Chancellor, shall prepare the agenda for meetings of the Assembly. The ASEC is further empowered to carry on all the day-to-day activities necessary to implement Wis. Stats. 36.09 (4m). The ASEC shall report its activities to the academic staff Assembly and may communicate directly with the academic staff.

In all matters before the ASEC, except as noted in these provisional bylaws, Robert's Rules of Order Revised shall prevail.

### 4.03 Eligibility for Election to the Assembly and ASEC

Any member of the academic staff holding a salaried appointment as specified in the Assembly bylaws (see note below) which is expected to extend for at least one year following her or his election shall be eligible to serve in the Assembly and/or ASEC.

### 4.04 Districts and Representatives Per District

Every member of the academic staff shall be a member of one, and only one, district, as provided below, for the purpose of electing representatives to the Assembly. Representatives will be apportioned on the basis of approximately one assemblyperson per 55 members of the academic staff. Detailed instructions for conducting elections will be specified and monitored by the ASEC.

Districts will be so designated as to recognize the diversity of professional interests within the academic staff. As a result, districts may range in size from 35 to 75 members but will conform to the desired basis of 55 members per district to the maximum extent consistent with the professional interests and organizational assignments of the members. Geographical relationships may also be considered in districting decisions but will be secondary to professional interests and organizational assignments.

In a few cases, where no other reasonable community of interests appears, the ASEC may authorize districts of no fewer than 35 members and no more than 75 members, while adhering as closely as possible to the remaining considerations for districting.

NOTE: A salaried appointment is defined as an appointment on an annual or academic year basis. Exceptions to these eligibility criteria shall be handled on an individual basis by the ASEC.

The ASEC will organize districts and make initial assignments of persons to each district (see note \* ). Thereafter, the ASEC will monitor districts and assignments to insure that newly hired or transferred members of the academic staff are appropriately assigned to districts. Districting will be monitored by the ASEC prior to beginning the election processes for each election to insure that the representational needs of the academic staff continue to be met.

Individuals or groups presenting a reasonable basis for assignment to a different district, or to a new district organized as indicated above, may appeal to the ASEC for reassignment. The ASEC, while generally adhering to the districting criteria listed, will consider changes of assignment to the district of their choice.

A list of districts with assigned organizational/professional units and/or position titles is available from ASEC.

#### 4.05 Elections

The first elections shall be held as soon as possible following ratification of these *Articles*. Elections shall be conducted and supervised by the ASEC and the Vice Chancellor for Academic Affairs or designee and shall generally follow the election procedures established below.

#### 4.06 Nominating and Election Procedures

All members of the academic staff may nominate persons for election to the Assembly and Academic Staff Executive Committee under provisions set forth below and may vote in academic staff elections on the basis of one vote per individual.

##### FOR THE ACADEMIC STAFF ASSEMBLY:

Any member of the academic staff may nominate any eligible member from his or her district for election to the Assembly. Nominations will be received under such additional regulations as the ASEC prescribes.

If the nominating procedure results in more than 2 nominees per district, district primary elections shall be held, under such rules as the ASEC prescribes.

Voting shall be by secret written ballot and shall be by district with only those persons belonging to the district permitted to vote for the district nominees. A simple majority of those voting in each district shall be sufficient to elect the assemblyperson for that district.

Assemblypersons will serve two-year terms, with one-half of the Assembly elected annually (see note \*\*). There shall be no limitation on the number of consecutive terms any member may serve.

NOTE: \* In making assignments to districts for persons with multiple appointments, the first priority is given to the percentage of appointment and the second to the lowest UQDS (Unit, Division, Department, Sub-Department) code of the appointment. In the event of equal percentages of work, the lowest UQDS code governs the assignment.

NOTE: \*\* In the first term, all assemblypersons, as designated by the ASC, shall serve for two years. During this term, the Assembly takes such action as is necessary to effect election districts based on the new titling system. In the second term, one-half the assemblypersons, as designated by the ASEC, shall serve for three years.

The ASEC, in conjunction with the Vice Chancellor of Academic Affairs or designee, shall insure fair and impartial elections, shall certify the validity of all ballots, and shall tabulate and announce election results.

Election results shall be announced by the ASEC as soon as possible but in no case later than 96 hours following closing of the polls.

All members of the ASEC are ex-officio members of the Assembly.

An alternate shall be designated for each assemblyperson in such manner as the district prescribes. In the absence of other arrangements by the district, the assemblyperson shall choose the alternate. Alternates shall be designated and reported to the ASEC as soon as practicable following each election.

Alternates shall attend Assembly meetings in the absence of the elected assemblypersons and, when in attendance as alternates, may take any action which the elected assemblyperson could take if present in person. It shall be the duty of the assemblyperson to coordinate with the alternate to insure that, whenever possible, the alternate will be present at any Assembly meetings from which the elected assemblyperson must be absent and to notify the ASEC when the alternate will be attending as official representative.

Replacement to fill the unexpired term of an assemblyperson who is no longer available or who has become ineligible to serve shall be by election at the next academic staff election without regard to the election year of the person being replaced.

#### **FOR THE ACADEMIC STAFF EXECUTIVE COMMITTEE:**

The nominating committee shall prepare a slate of nominees for the ASEC. The ASEC shall be made up of nine members. ASEC members will serve three-year terms, with one-third of the ASEC elected annually (see note). Members of the ASEC are limited to two consecutive terms. Eligibility for election to the ASEC is reinstated one year after a member vacates his/her seat on the committee.

Election shall be by secret written ballot. A simple majority of those submitting legal ballots shall be sufficient for election.

The ASEC, along with representatives from the Office of the Vice Chancellor for Academic Affairs, shall determine dates of all academic staff elections and shall receive, verify, and tabulate the ballots, and announce the election results.

#### **FOR THE ACADEMIC STAFF NOMINATING COMMITTEE:**

An Academic Staff Nominating Committee shall be elected annually by the Academic Staff Assembly upon written nomination by members of the academic staff and acceptance by the Assembly. The slate of nominees shall be prepared by the ASEC from names submitted by members of the academic staff. The slate may be amended by the addition of names proposed and seconded from the Assembly floor. The Nominating Committee shall be elected by the Assembly prior to January 1 of each year. The size and general procedures for this committee shall be set forth in the Bylaws of the Assembly. Its charge shall include, but not be limited to, nominating members of the academic staff for election to the ASEC and for election and/or appointment to appropriate UW-Madison committees.

NOTE: In the first term, one-third of the ASEC shall serve for one year, one-third shall serve for two years and one-third shall serve for three years, as designated by the ASC.



#### **4.07 Presiding Officer**

The Chancellor, when present, is the presiding officer at meetings of the academic staff. If the Chancellor is not present, the Vice Chancellor for Academic Affairs presides. If neither is present, the Chair of the ASEC presides over meetings of the academic staff.

#### **4.08 Quorum**

The quorum, as dictated by Robert's Rules of Order Revised, is a simple majority of elected representatives.

#### **4.09 Speaking and Voting Privileges**

Any member of the academic staff or faculty may speak at meetings of the academic staff, but only members of the academic staff may offer motions, second motions or vote in these meetings or submit written ballots for the ratification of these *Articles*.

Any member of the academic staff or faculty may speak at meetings of the Assembly as provided in the Assembly bylaws, but only elected members of the Assembly may offer motions, second motions or vote in Assembly meetings.

The ASEC shall be responsible for verifying votes for motions in the Assembly when voting is by a show-of-hands.

#### **4.10 Procedures for Reconsideration**

Upon majority vote in the Assembly, or upon petition by at least 50 members of the academic staff, the Assembly shall reconsider any action which it has taken.

#### **4.11 Procedures for Altering the Structure of the Assembly or of the ASEC**

Proposals for restructuring the Assembly or the ASEC, as established in pars. 4.01 and 4.02 of these policies and procedures, must be by petition to ASEC by 100 members of the academic staff holding at least a 50 percent time or more appointment at UW-Madison.

At least two weeks in advance of consideration by the academic staff of any proposed restructuring of the Assembly or of the ASEC, the ASEC Chair shall publish the proposal in the officially designated University channel of communication. The date, time, and place of meeting of the academic staff to consider and act on the proposed changes shall be published in the same manner.

Upon accepting proposals for restructuring the Assembly or the ASEC, these proposals shall be submitted to the academic staff. The restructuring shall be in effect when adopted and ratified by a majority of academic staff submitting written ballots under such procedures that the ASEC shall provide.

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