

SCHOOL, COLLEGE, AND DIVISION COMMITTEES ON ACADEMIC STAFF ISSUES

The academic staff of each school, college, or division shall establish a Committee on Academic Staff Issues, which shall advise the dean or director on the formulation and review, and shall be represented in the development, of all policies and procedures concerning academic staff members of the school, college or division, including personnel matters. School, college or division policies and procedures shall comply with *UW-Madison Academic Staff Policies and Procedures* and other campus policies and procedures governing academic staff.

1. **Responsibilities.** Responsibilities of the Committee on Academic Staff Issues include but are not limited to:
 - a) formulating and reviewing school, college or division policies and procedures concerning academic staff members;
 - b) representing academic staff members in the development of all school, college or division policies and procedures concerning academic staff members;
 - c) providing advice to the dean or director on school, college or division program decisions likely to affect promotional opportunities, or lead to nonrenewal or layoff of academic staff members;
 - d) developing opportunities for participation of academic staff members in department and unit governance; and
 - e) developing opportunities for recognition of academic staff member contributions to the excellence of the school, college or division's mission and programs.

2. **Membership.** Because considerable variance exists in the size and method of administration of each school, college or division, the size of each Committee, the term of membership, and the selection process may vary. Each school, college or division shall, however, adhere to the following provisions:
 - a) The dean, director or designee shall be a member ex-officio.
 - b) All elected and appointed members of each Committee on Academic Staff Issues shall be academic staff holding an appointment within the school, college, or division.
 - c) At least two-thirds of the membership shall be elected by the school, college, or division academic staff.
 - d) The process of selection shall foster representation of all academic staff within the school, college or division.

Procedures for nomination or election of academic staff members or changes thereto shall be approved by the school, college or division academic staff, and be transmitted to the Academic Staff Executive Committee.

3. Procedures.

- a) Each Committee shall be chaired by the dean, director or designee. At least once per semester, the Committee shall meet and the dean or director shall consult with it on the formulation and review of policies and procedures concerning academic staff members. The dean, director or designee shall schedule a meeting of the Committee on Academic Staff Issues within a reasonable time if requested to do so by at least one-third of Committee members.
- b) Each school, college or division Committee shall adopt rules governing advance circulation of Committee agendas, how items may be added to agendas by a Committee member, how appropriate summaries of Committee meetings shall be made available to the academic staff of the school, college or division, and how the academic staff of the school, college or division shall be notified of the Committee membership. These rules and any subsequent modifications shall be filed with the Secretary of the Academic Staff.
- c) At intervals which shall not exceed five years, the elected academic staff members of each Committee shall review its structure and functions to assess its effectiveness as a voice for academic staff and its compliance with *Academic Staff Policies and Procedures*. The self-study report shall be submitted to the dean or director, to the academic staff of the school, college or division, and to the Academic Staff Executive Committee.

The legislation requires the following Schools, Colleges, and Divisions to establish Committees on Academic Staff Issues

Academic Units:	Administrative Units:
Agricultural and Life Sciences	General Services and Educational Administration (includes the following Bascom Hall Offices: Chancellor's Office, News and Public Affairs, Provost's Office, Office of Quality Improvement, Secretary of the Faculty, Secretary of the Academic Staff, Outreach, Legal and Executive Affairs, Equity and Diversity Resource Center, Vice Chancellor for Administration, Human Resources, Office of Budget and Planning and Analysis, and Auxiliary Services)
Business	
Continuing Studies	
Education	
Engineering	
Graduate School	
Human Ecology	
Institute for Environmental Studies	
International Studies and Programs	
Law	
Letters and Science	
Medical School	
Nursing	
Officer Education	
Pharmacy	Academic Services
Veterinary Medicine	Athletics
	Business Services
	Dean of Students
	Division of Information Technology
	Facilities Planning and Analysis
	Housing
	Hygiene Laboratory
	Library
	Recreational Sports
	Security
	Wisconsin Union