



Vice President for Administration
1756 Van Hise Hall
1220 Linden Drive
Madison, WI 53706-1559
(608) 262-4048
(608) 262-3985 Fax
email: rcramer@uwsa.edu
website: <http://www.wisconsin.edu>

July 5, 2017

To: Chancellors
Provosts
Chief Business Officers
Senior Student Affairs Officers

From: James. P. Henderson
Vice President for Academic and Student Affairs

Robert G. Cramer
Vice President for Administration

Sean Nelson
Vice President for Finance

Re: Fiscal Year 2018 UW System Administrative Policy Priorities

The purpose of this memorandum is to provide advance notice to institutions of UW System Administrative policies and procedures that are scheduled for revision or development during fiscal year 2018. These policies have been identified as being of high priority, either through the subject matter of the policy, the policy's last revision date, or whether a policy needs be updated due to other internal or external factors (e.g. the recommendations of a systemwide work group). This list is not all-inclusive as other issues may arise as the fiscal year progresses, leading to other policy matters taking precedence. For example, there is crossover between this plan and the fiscal year 2017 policy plan. FY17 policy plans carried over to FY18 are indicated below. Consultation with stakeholder groups will occur as part of the policy development process.

To be kept informed about the policy process, including notifications of when draft administrative policies are available for comment or when an administrative policy or procedure has been approved please go to <https://www.wisconsin.edu/uw-policies/subscribing-to-the-rss-feed/> to learn how to subscribe to the RSS newsfeed for policy updates.

Fiscal Year 2018 Policy Priorities (by area)

Academic and Student Affairs

- UW System Administrative Policy (SYS) 155, *Faculty Development and Renewal – The 1970's and Beyond* (**Revise***)
 - o Routine review. Policy last revised in May 1975.
- SYS 156, *Guidelines for Faculty Retraining, Renewal, and Development* (**Revise***)
 - o Routine review. Policy last revised in June 1991.
- SYS 157, *Faculty Development and Renewal: A system policy for Faculty Transfer and Exchange* (**Revise***)
 - o Routine review. Policy last revised in July 1976.
- SYS 136, *Required disclosures for participation in certain UW System services and programs* (**New**)

Human Resources

- SYS 205, *Employment of Student Help* (**Revise***)
 - o Routine review. Policy last revised in August 2007.
- SYS 206, (Formerly G18.A), *Student FICA Exemptions* (**Revise***)
 - o Routine review. Policy last revised in April 2012.
- SYS 210, *Educational Assistance for Faculty & Staff* (**Revise**)
 - o Routine review. Policy last revised in January 2013.
- SYS 230 (Formerly F29), *Salary and Fringe Benefit Calculations for Unclassified Staff* (**Revise***)
 - o Routine review. Policy last revised in December 2004.
- SYS 235, *Personal Service Payments* (**Revise***)
 - o Routine review. Policy last revised in September 2015.
- SYS 240, *Relocation (Household Moves) & Temporary or Indefinite Work Assignments* (**Revise**)
 - o Technical changes to align with IRS stipend requirements and adjust the stipend cap.

Financial Administration

- SYS 306, *Accounting and Budget Control* (**Revise***)
 - o Routine review. Policy last revised in June 1973.
- SYS 310, *Banking* (**Revise**)
 - o Routine review. Policy last revised in December 1997.
- SYS 314, 316, & 318 – policies related to Auxiliary Enterprises (**Revise***)
 - o Administrative policies in need of updating in conjunction with review of Regent Policy Documents related to auxiliary enterprises (RPDs 21-1, 21-2, & 21-3).

- UW System Administrative Policy on stale-dated checks (**New**)
 - o Completion of work on a systemwide policy.
- Policy analysis in response to UW System Internal Audit recommendations of Facilities Management Inventory (**New**)

Procurement

- SYS 505, *Purchasing Responsibility and Authority* (**Revise/Rescind***)
 - o Routine review. Policy last updated in June 1998.
- Policy Procurement Framework (**New***)
 - o Adoption of a set of policies to govern procurement of goods and services under the Board of Regents statutory authority.

Risk Management

- SYS 620, *Return to Work* (**New***)
 - o Conversion of current Return to Work Guidelines.
- SYS 640, *Pre-Placement Physicals* (**New***)
 - o Policy on Pre Placement Physicals: A Pre Placement Physical evaluates an applicant's physical ability to meet job requirements (e.g. pick up 50lbs in the mail room.)

Tuition and Fees

- SYS 805, *Tuition and Fee Policies for Credit Instruction* (**Revise***)
 - o Incorporate recommendations from Tuition-setting policy taskforce.
- SYS 820, *Segregated University Fees* (**Revise***)
 - o Implement recommendations from segregated fee review group. Additionally, Consider revisions that may be needed to address current biennial budget language related to consistent classification of segregated fees
- SYS 822, *Student Services Funding* (**Revise***)
 - o Implement recommendations from segregated fee review group.

Capital Planning and Budget

- UW System Administrative Policy on UW System solely managed projects (**New***)
- UW System Administrative Policy for changing fund source of facilities in lieu of a capital project (**New**)

Information Technology

- SYS 1010, *Computing Acquisitions Responsibility and Authority* (**Revise/Rescind**)
 - o Routine review. Policy last revised in October 1997.

** - FY17 carryover. FY17 plan was adopted in October 2017 after integration of administrative policies went into effect.*

Please distribute this message to other individuals at your institution who work with these policies. Any thoughts or suggestions should be directed to Stefan Fletcher, Special Assistant to the Vice President for Administration, at sfletcher@uwsa.edu.

cc: Ray Cross, President
Cabinet
Academic Staff Representatives
Faculty Representatives
University Staff Representatives
Student Representatives