



Present	Jessica Berge , Cody Busch , Nina Denis , Ciera Edwards , Patricia Fragola , Michael Gorman , Christine Hoover , Brenda Johansen , Huckleberry Rahr , David Reinhart , Terry Tumbarello , JP Villavicencio , Abbie Windsor
Excused	Sue Chandler, Becky Jones, Rick Pues, Jessica Walz (JP Villavicencio partially absent and excused)
Priority Business	<ul style="list-style-type: none"> Meeting called to order at 12:31 p.m. Review/Approval of 4/13/22 Minutes: Motion- Patty Fragola, Second- Jessica. Brenda notes correction to attendance. No discussion, approved unanimously.
Chair's Report	<ul style="list-style-type: none"> Welcome Funding of shared governance. Terry explained the current funding structure for shared governance on campus, and the fact that there is not current equity in that structure. Terry has raised this issue with the Interim Chancellor, who appeared to be open to discussing this further. Congratulations to all current ASA members who were successfully re-elected! Personnel Rules: After last meeting, rules were forwarded to the Chancellor's Office for approval, with a note that they have been ratified by ASA. Interim Chancellor Chenoweth has asked the Interim Provost to do a thorough review of the rules as ratified, and a follow-up will be done with Terry and Christine. Terry hopes an update will occur in May. SPBC: Met recently. Terry encourages you to take a look at the PowerPoint and documents submitted (see Vice-Chair's Report). As of now, an \$11.8 million surplus is projected for next year's budget, which is great news! Thank you to all who attended the first joint shared governance meeting last week. Given the extremely short notice, attendance was great, and ASA was very well represented! (Mike agrees and notes that it will be important to follow up on the Human Subjects Research Compliance issue brought up specifically potential conflicts of interest with the current structure) (Terry notes that it's expected to be brought up at the next Shared Governance Chairs meeting) (Mike notes that having more notice will of course be helpful) Next UW System ASA Representative meeting- May 6
Vice-Chair's Report	<p>SPBC - https://www.uww.edu/strategic-plan/spbc</p> <ul style="list-style-type: none"> Last met 4.18.22 Budget Update: https://www.uww.edu/documents/strategic-planning/SPBC%20%202022-0414.pdf Current campus strategic plan update: https://www.uww.edu/documents/strategic-planning/SPBC%2004182022%20-%20strategic%20plan%20review.pdf <p>UPARC - https://www.uww.edu/university-committees/uparc</p> <ul style="list-style-type: none"> Last met 4.22.22



Minutes: April 27, 2022 (12:30-1:45)

	<ul style="list-style-type: none"> • Drafted outline of report for Campus Academic Plan. Will divide into teams to draft the report at 5.6.22 meeting. We will finish draft of Campus Academic Plan by end of spring semester to submit to Provost. <p>Reminder: Committee Reports due by May 11th</p> <p>From ASA By-Laws:</p> <p>ARTICLE IV - COMMITTEE REPORTS</p> <p>All committees under the purview of the Academic Staff Assembly, standing and ad hoc, are required to submit a written summary report to the Assembly Chair upon the conclusion of the committee's charge or by the last meeting of the Academic Staff Assembly in each academic year. The chairperson of each standing committee shall submit the report. The report shall include, but need not be limited to, the following:</p> <ul style="list-style-type: none"> • Committee name • Committee membership, including specific roles • Years of service of all committee members. • Names of participants other than committee members, where applicable. • Committee activity timetable including important dates relative to the committee function or charge (i.e., ballot mailing and collection dates for elections, the steps in the promotion or professional development process, when title appeals were heard, etc.). • Brief summary of committee activities through the report period <p>Committee reports, as public documents, are expected to respect the confidentiality and privacy rights of academic staff members as pertains to promotion, review and other similar issues.</p> <p>A summary of committee reports shall be included in a year-end summary created by the Chair at the conclusion of the Chair's term and be shared with academic staff, UW-Whitewater leadership prior to the first meeting of the next academic year.</p> <p><i>**It would also be great if reports noted any business which will carry over to next year's committee or other transition topics for the next committee!</i></p>
Communications Director's Report	<ul style="list-style-type: none"> • Current and new members, please submit a head shot and short biography to Brenda as you're able/willing to include in web site updates
Faculty Senate Liaison's Report	<ul style="list-style-type: none"> • See Faculty Senate Liaison Report (Appendix A)
Actionable Items:	<ul style="list-style-type: none"> • Fox Resolution (Appendix B)



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	<ul style="list-style-type: none"> ○ Submitted by Cody Busch. Motion- Mike Gorman; Second- Patty Fragola. Friendly amendment by Brenda Johansen accepted by all parties. ○ Motion passed unanimously after friendly amendment. ● Continuing By-Laws Update Proposals tabled from 2/23/22: (Appendix C) Christine Hoover presents the following proposed updates to the current by-laws: <ul style="list-style-type: none"> ○ Chapter I, Article VIII: Meetings (Section 7- Voting by proxy) Brenda Johansen moves and Mike Gorman seconds to accept. No discussion, unanimous vote to accept changes. ○ Chapter I, Article IX: Operational Procedures (Section C): Brenda Johansen moves and David Reinhart seconds to accept. No discussion, unanimous vote to accept changes. ○ Chapter I, Article VI- Officers (Section 2- Terms and Duties of the Chair): Brenda Johansen moves and Mike Gorman seconds to accept. No discussion, unanimous vote to accept changes. ○ Chapter I, Article VI- Officers (Section 3- Terms and Duties of the Vice Chair): Brenda Johansen moves and David Reinhart seconds to accept. No discussion, unanimous vote to accept changes. ○ Chapter I, Article I- Committees (Section 6- Governing Documents Review Committee): Brenda Johansen moves and David Reinhart seconds to accept. Discussion follows on the history of review of governing documents, and clarification that this is a new committee. After discussion, unanimous vote to accept changes. ○ Chapter I, Article VI- Officers (Section 4- Terms and Duties of the Past Chair): Brenda Johansen moves and David Reinhart seconds to accept. No discussion, unanimous vote to accept changes. ○ Chapter I, Article V- Voting (Section 2- Voting Process and Section 3- Filling of Vacancies): Brenda Johansen moves and David Reinhart seconds to accept. No discussion, unanimous vote to accept changes. ○ Chapter II, Article IV- Committee Reports: Brenda Johansen moves and David Reinhart seconds to accept. No discussion, unanimous vote to accept changes. ● Update to ASA Constitution: (Appendix D) Christine Hoover provided a reviewed and updated copy of the current ASA constitution, including updates to accurately reflect state statutes and definitions. ● Resolution on Upward Evaluation: (Appendix E) Motion- Brenda Johansen, Second- Mike Gorman. In discussion, Nathan notes that the Faculty Senate has passed this resolution, and that the College of Letters and Sciences Admin Council has subsequently taken a vote and “rejected” the resolution. Brenda notes that this resolution was brought to each admin council prior to
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	<p>finalizing, and that this stems from a very bottom-up movement to ensure that voices of every campus employee have the opportunity to be heard. Vote was 11 ayes and 1 abstention, so the resolution is passed.</p> <ul style="list-style-type: none">• NetID Proposal- continued to table, more information may come from cabinet meeting today.
Academic Staff Committee Reports	<ul style="list-style-type: none">• Awards- no report• Elections- See Elections Committee Report (Appendix F)• Promotions- no report• Outreach (including Onboarding)- no report• Titling- no report• Title appeals- no report• Ad Hoc: By-Laws- no report• Ad Hoc: Personnel Rules- no report
Other Business	<ul style="list-style-type: none">• Open Floor• Meeting Adjourned at 1:39 p.m.



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[Appendix A: Faculty Senate Liaison's Report](#)

ASA Faculty Senate Liaison Report - 4/26/2022

Susan Chandler

Date of Meeting	Tuesday, April 26
Discussion with Action Item	Recommendation for Tenure Line: discussion revolved around how to move forward with establishing new and regaining lost tenure lines due to the VSIP's from last year. During that time, some tenure lines were lost with the communication that they were gone forever. That is incorrect. This resolution offers a path for Department Chairs to put forward staffing proposals to meet the real needs of the department/program. Here is the resolution: Tenure Line Resolution Interim Provost Fox, spoke positively regarding the process presented as a good step forward.
Action Items Passed	<ol style="list-style-type: none"> 1. UCC Transmittal - Course changes and new course offerings were listed Curricular Handbook has been completed and will go into implementation next year. Here is a link to the document: Curriculum Handbook UG 2022 2. College of Integrated Studies Promotion & Tenure Standards 3. Emeritus Resolution for Steve Anderson 4. Emeritus Resolution for Melanie Schneider 5. Emeritus Resolution for Nomsa Gwalla-Ogisi 6. Emeritus Resolution for Myunghee Chung
Additional Notes of Interest to ASA	<ol style="list-style-type: none"> 1. The current Executive Board was re-elected! This is great news as it offers a continued line of communication already operating to the shared governance organizations. 2. Next year's meetings were set as 2nd & 4th Tuesdays each month 3. Next Fall semester will have a "Happiness & Gratitude" theme revolving around issues of mental health and wellness. This committee has developed a semester of interactive events (with pet therapy!) to support both students and employees fostering a wholistic approach to personal self-compassion, happiness, gratitude, wellness. Watch for these notices and try to attend. The September kick-off is a documentary film, "Happy"

Resolution of Congratulations on the Appointment of Interim Provost Robin Fox

Approved by ASA on 4/27/22

WHEREAS, the Academic Staff Assembly serves all academic staff and instructional academic staff of the University of Wisconsin-Whitewater; and,

WHEREAS, on April 14th, 2022, Dr. Robin Fox was announced as the Interim Provost; and,

WHEREAS, the Academic Staff Assembly recognizes that, prior to her appointment as Provost, Dr. Fox served in the role of Interim Dean of the College of Education and Professional Studies for four years before officially being appointed as Dean in 2021; and,

WHEREAS, the Academic Staff Assembly recognizes that Dr. Fox has served the University of Wisconsin-Whitewater and its students with distinction for 32 years, including as an Assistant Professor, and Associate Dean; and,

WHEREAS, the Academic Staff Assembly acknowledges Dr. Fox as an active scholar in her field of study and as an experienced administrator; and,

WHEREAS, the Academic Staff Assembly recognizes that Dr. Fox has exemplified dedication, advocacy, and thoughtful leadership;

THEREFORE, BE IT RESOLVED, the Academic Staff Assembly hereby congratulates Dr. Robin Fox on her appointment as the Interim Provost and commends her on her many years of dedicated service to the University of Wisconsin-Whitewater.

Submitted by: Cody Marie Busch, ASA COEPS Representative
Sponsored by: Michael Gorman, ASA COIS Representative
Patricia Fragola, ASA At-Large Representative

Action Date	4/27/22			
Action	Approved			
Vote Detail	Ayes -12	Nays -0	Abstentions-0	Other- 4 absent

UW-WHITEWATER ACADEMIC STAFF BY-LAWS



University of Wisconsin
Whitewater

Academic Staff Assembly

UW-WHITewater ACADEMIC STAFF BY-LAWS

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CHAPTER I: ACADEMIC STAFF ASSEMBLY

ARTICLE I - NAME

This organization of academic staff shall be known as the Academic Staff Assembly of the University of Wisconsin-Whitewater.

ARTICLE II- PURPOSE

The Academic Staff Assembly shall represent and be responsible to the general academic staff in governance matters and serve as the campus forum for the articulation of academic staff views concerning university, administrative, fiscal, and academic staff matters. The Academic Staff Assembly, shall represent the academic staff of the University of Wisconsin-Whitewater to the Board of Regents, the University of Wisconsin System administration, the University of Wisconsin-Whitewater administration, the Faculty Senate, the University Staff Council, and the Whitewater Student Government.

ARTICLE III - MEMBERSHIP



Section 1 - Academic Staff Assembly Members

The Academic Staff Assembly shall have a total of sixteen (16) elected members serving two-year terms, with eight (8) of those seats up for election each spring. Assembly membership should broadly represent the campus community. The Elections Committee is charged with striving to maintain that balance, including equal representation between Academic Staff and Instructional Academic Staff, specific representation of each College, and general representative distribution within the university.

The ASA Elections Committee shall use the process below to fill seats available through the expiration of a two-year term.

A. Review of Available Seats

- i. Establish distribution and constituencies of filled seats, defined as representatives completing the first year of their two-year term.
- ii. Work with appropriate administrators to determine the numbers and reporting distribution of Academic Staff and Instructional Academic Staff eligible to vote in ASA elections as of October of the current academic year.
- iii. Make recommendations to designate any available seats as open to specific constituencies, making every effort to ensure a balance between Academic Staff and Instructional Academic Staff that doesn't fall below a ratio of 7:9, and to maintain the balance referenced above.
- iv. Present recommendations to the Academic Staff Assembly for ratification prior to beginning to solicit nominations.

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B. Solicitation of Nominations

- i. Seek nominations for available seats from among all Academic Staff and Instructional Academic Staff eligible to vote.
- ii. Eligible individuals may nominate themselves or, if nominated by another individual, accept the nomination in order to be included on the ballot.
- iii. Self-nominations or nomination acceptances will include instructional status and a description of reporting areas and appointment percentages, along with any other information deemed necessary by the Elections Committee.
- iv. In the event that specific outreach needs were identified during the Review process, the Elections Committee will use a specific list of qualified staff from the identified area to solicit nominations using outreach method(s) deemed appropriate by the Elections Committee and the Executive Board.

C. Elections

- i. Eligible voters will be presented with a slate of all nominees, including their names, instructional status, reporting areas, and constituency area(s) if applicable.
- ii. Anonymous voting will be completed using a ranked choice system including an individual voter option to opt out of voting for any number of specific candidates.
- iii. The Elections Committee will first review the results of each available seat designated to specific constituencies, awarding the available seat to the nominee designated as the winner using an instant runoff vote system.
- iv. Once seats designated for specific constituencies have been awarded, the Elections Committee will designate any remaining available seats as "At-Large," and will award them as above.
- v. Elections results will be presented to the ASA for ratification in accordance with Chapter I, Article IV of the by-laws.
- vi. Once the electoral process is complete, the Elections Committee will update a constituency list, ensuring that all academic staff are assigned at least one specific point of contact within the Assembly.

Section 2 - Limit Upon Number of Academic Staff Assembly Members

There shall be no more than two (2) representatives to the Academic Staff Assembly from any one (1) operational unit.

Section 3 - Term of Office

Each member of the Academic Staff Assembly shall be elected to a two-year (2) term of office.

Section 4 - Consecutive Terms

An academic staff member may serve an unlimited number of consecutive terms. A term is defined as twenty-four (24) months beginning with the first Academic Staff Assembly meeting in May following elections. A person/appointed to fill a vacant term may be a candidate in the next scheduled election.

Section 5 - Academic Staff with Split Appointments

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An academic staff member holding an appointment in two or more designated areas may only be a candidate for election in the area of the higher percentage. If the academic staff member holds a fifty (50) percent appointment in two areas, the Elections and Balloting Committee, in consultation with the candidate, shall authorize the specific area for elected representation. Once an individual academic staff member with a split appointment has been designated to a specific area by the Elections Committee, that designation may not be changed unless the appointment of the individual is revised.

ARTICLE IV - ELECTIONS

To be a candidate for election to the Academic Staff Assembly, an eligible academic staff member must indicate candidacy to the Elections and Balloting Committee.

Section 1 - Eligibility for Election to the Academic Staff Assembly

To be eligible for election to the Academic Staff Assembly an academic staff member must hold at least a half-time academic staff appointment for the entire academic year. An individual academic staff member may be a candidate for election to one seat only in any given election.

Section 2 - Time of Elections

Elections for all open seats of the Academic Staff Assembly shall be held according to the procedures and guidelines set forth by the Election and Balloting Committee.

- A. The nomination period for all open seats on the Academic Staff Assembly must be at least seven (7) days.
- B. The voting period for all open seats on the Academic Staff Assembly must be at least ten (10) days.
- C. Election results must be presented to the assembly at least three (3) weeks prior to the organizational meeting.
- D. Days will be defined as "calendar" days.

Section 3 - Election Questions or Disputes

The Academic Staff Assembly is empowered to determine the methods by which election questions or disputes shall be resolved, in accordance with other provisions in the Constitution and By-laws.

ARTICLE V - VOTING

Section 1 - Eligibility to Vote in Elections and/or Referendums

In order to vote in an Academic Staff Assembly election or referendum during the academic year, an individual must hold an academic staff appointment of at least .1 FTE at the time of the election or referendum.

Section 2 - Voting Process

All academic staff members eligible to vote may vote for all candidates appearing on the ballot.

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Section 3 - Filling of Vacancies

If a portion of an elected term of an elected member remains to be served prior to the next regular election for the Academic Staff Assembly, the seat will be filled by the candidate receiving the next highest number of votes at the time of the most recent election, given that candidate's continued willingness to serve. In the event that more than one person received the next highest number of votes based on the ranked choice process, or that no more candidates from the most recent election remain willing to serve, the Chair of the Academic Staff Assembly shall nominate and the Academic Staff Assembly shall ratify a replacement to serve the unexpired term. The appointee will serve until the next regularly scheduled election, subject to other provisions of the Constitution and By-laws.

When filling a vacancy, after first using the criteria above, and in accordance with other provisions in the Constitution and By-laws, the Assembly will give primary consideration to candidates who have had broad representation and service on academic staff committees, specifically within any constituency represented by the vacating member.



ARTICLE VI - OFFICERS

The executive officers of the Academic Staff Assembly shall consist of a Chair, Vice-Chair, Past Chair, Communications Director, and Faculty Senate Liaison. In consideration for serving as an officer, the individual will be eligible for a stipend as outlined in Section 9, pending budget availability.

Section 1 - Election of Officers

The office of Vice Chair of the Assembly will be elected in the spring by the members of the Assembly as constituted and elected for the upcoming year. The Vice Chair shall be elected following general elections for a one-year (1) term which will begin July 1 of the same year. At that time, the Vice Chair of the previous year shall assume the office of Chair at that time, and the Chair of the previous year shall assume the office of Past Chair.



Section 2 - Terms and Duties of the Chair

The Chair may serve an unlimited number of separate terms. At the conclusion of each term, the current Chair will automatically transition to the office of Past Chair for a one-year (1) term. The current Vice Chair will automatically transition to the office of Chair for a one-year (1) term. If the incoming Chair has one (1) year of their two-year (2) term remaining, the vacancy created shall be filled by the individual who received the next highest number of votes within the constituency previously represented by the Chair. If there is no such individual, the Chair shall appoint an eligible individual to serve the remainder of the term, subject to the approval of a majority vote by the Academic Staff Assembly. The Chair shall preside at meetings of the Academic Staff Assembly and Academic Staff Executive Committee, shall serve as a member of the Chancellor's Cabinet, shall serve as the UW-Whitewater representative at the University of Wisconsin System Academic Staff Representatives meetings, and shall serve on other committees as appointed. The Chair shall secure academic staff members to serve on

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University- and System-Level committees and perform other duties as prescribed within the by-laws. The Chair votes only in the case of a tied vote. The Chair is not considered to hold one of the 16 elected seats of the Academic Staff Assembly, and as such, any units or groups of academic staff previously represented by the Chair during a term as Assembly Member or Vice Chair will be considered open.

Section 3 - Terms and Duties of the Vice Chair

The Vice Chair may serve an unlimited number of separate terms, but at the conclusion of each term, will automatically transition to the office of Chair for a one year (1) term. The Vice Chair shall be elected following general elections for a one-year (1) term which will begin July 1 of the same year. The Vice Chair shall solicit and organize the staffing of all academic staff assembly standing and ad hoc committees. The Vice Chair shall serve in the absence of the Chair, serve as the Chair of the Outreach Committee, and shall serve as the chair of the Elections and Balloting Committee. The Vice Chair is a voting member of the Academic Staff Assembly.

Section 4 - Terms and Duties of the Past Chair

The Past Chair may serve an unlimited number of separate terms. The Chair of the previous year will automatically transition to the office of Past Chair for a one-year (1) term, barring resignation, disqualification, or a removal action of the sitting Academic Staff Assembly. The Past Chair shall serve in an advisory role to all of the Academic Staff Assembly, including the Chair and Vice Chair, and shall perform other duties as prescribed within the by-laws. The Past Chair is a non-voting member of the Academic Staff Assembly and does not hold one of the elected Academic Staff Assembly seats. The Past Chair shall serve as the chair of the Governing Documents Review Committee.

Section 5 - Terms and Duties of the Communications Director

The Communications Director may serve an unlimited number of separate terms. The Communications Director shall be elected in the spring by the members of the Assembly as constituted and elected for the upcoming year. The Communications Director shall be elected following general elections for a one-year (1) term which will begin July 1 of the same year. The Communications Director shall oversee the publishing of meeting announcements, meeting minutes, and any other public or internal Academic Staff Assembly communications channels. Any elected, voting member of the Academic Staff Assembly shall be eligible for election as Communications Director, and shall remain a voting member of the assembly.

Section 6 - Terms and Duties of the Faculty Senate Liaison

The Faculty Senate Liaison may serve an unlimited number of separate terms. The Faculty Senate Liaison shall be elected in the spring by the members of the Assembly as constituted and elected for the upcoming year. The Faculty Senate Liaison shall be elected following general elections for a one-year (1) term which will begin July 1 of the same year. The Faculty Senate Liaison's responsibilities shall include attending Faculty Senate meetings and providing feedback and updates between the Faculty Senate and the Academic Staff Assembly. The Faculty Senate Liaison shall serve as chair of the Promotions Committee. Any elected, voting member of the Academic Staff Assembly who holds an instructional staff appointment at UW-

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Whitewater of at least fifty (50) percent shall be eligible for election as Faculty Senate Liaison, and shall remain a voting member of the assembly.

Section 7 - Removal from Office

The Chair, Vice Chair, and Past Chair may be removed from office upon a two-thirds (2/3) vote of the Academic Staff Assembly. This removal action must be placed on the agenda at least five (5) business days prior to the next regularly scheduled Academic Staff Assembly meeting. In the event that the Vice Chair is removed, a new Vice Chair may be elected by the sitting Academic Staff Assembly. In the event that the Chair is removed, the sitting Vice Chair will transition to the office of the Chair for the remainder of the year, which will not be counted as a part of the one-year term of Chair office tenure. In the event that the Past Chair is removed, the office will remain vacant for the remainder of the year.

Section 8 – Liaisons to other Shared Governance Groups

Prior to each semester, executive officers shall determine the academic staff to serve as liaison to the other university shared governance groups, including the University Staff Council and Whitewater Student Government.

Section 9 – Stipends for Officers

When funding is made available by the Office of the Chancellor, stipends will be provided to eligible officers, with the Chair receiving 50% of the stipend budget, the Vice Chair receiving 20%, and the Communications Director and Faculty Senate Liaison each receiving 15%.

Section 10 – Meeting of Officers

Executive officers will meet regularly, and the time, frequency and method of meeting shall be determined by the officers.

ARTICLE VII - ASSEMBLY MEMBER DUTIES

Section 1 - General Duties

Members of the Academic Staff Assembly have the following duties:

- A. Represent their constituency and serve as a liaison between the Assembly and their constituency.
- B. Attend meetings of the Academic Staff Assembly.
- C. Serve on appropriate standing or ad hoc committees of the Academic Staff Assembly.
- D. Serve as a liaison between the committees they represent and the Academic Staff Assembly.
- E. Serve as representatives on University-wide committees including, but not limited to the following: Strategic Planning and Budget Committee, University Center Board, Sexual Assault Response Team, Memorial Committee, Planning Committee for 2008, and other special committees appointed by the Office of the Chancellor.

Section 2 - Absences

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An Assembly member is expected to attend all meetings unless excused by advance notification to the Chair. Failure to provide advance notification to the Chair from two (2) consecutive Assembly meetings or four absences (excused or unexcused) within an academic year will constitute cause for removal from the Academic Staff Assembly by action of a majority vote of the Assembly.



Section 3 - Recall of an Assembly Member

An Assembly member may be recalled from office by a petition to the Academic Staff Assembly signed by two-thirds (2/3) of the academic staff members holding voting privileges.

ARTICLE VIII - MEETINGS

Section 1 - Regular Meetings

The Academic Staff Assembly meets on designated Wednesdays of each month, September through May, at a designated meeting time to be published at the beginning of each semester, when school is in session. Additional meetings may be called by any of the methods described in Article VIII, Section 2.

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Section 2 - Special Meetings

A special meeting of the Academic Staff Assembly may be called at any time by one of three methods:

- A. By the Chair of the Assembly; or,
- B. By a petition of two-thirds (2/3) of the Academic Staff Assembly; or,
- C. By a petition containing signatures of twenty (20) percent of the total membership of the academic staff eligible for voting privileges. This petition shall be submitted to the Academic Staff Assembly Chair. The date of the meeting shall be set within five (5) business days of the Chair's receipt of a valid petition as described in Article VIII, Section 2C. The special meeting shall be held within ten (10) business days of receipt of the petition.

Section 3 - Open Meetings

All meetings of the Assembly shall be open. All meetings will be announced in advance.

Section 4 - Agenda/Minutes

The agenda for Academic Staff Assembly meetings shall be established by the Executive Committee under the guidance of the Chair and shall be distributed at least two (2) business days prior to the meeting. Any member of the academic staff may submit an item to the Chair for inclusion on the agenda. Minutes of each meeting of the Assembly shall be recorded and distributed two (2) days prior to the next meeting.

Section 5 – Meetings Held Electronically

Except as otherwise provided in these bylaws, meetings of the Academic Staff Assembly may be conducted through use of internet meeting services designated by the Chair. These electronic meetings of the Academic Staff Assembly shall be subject to all rules adopted by the Academic Staff Assembly to govern them, which may include any reasonable limitations on, and requirements for, members' participation. The information to access the electronic meeting shall be published.

Section 6 – Conducting Business Over Email

If a matter cannot wait until the next scheduled meeting of the Academic Staff Assembly, business may be conducted over email.

Rules for conducting an e-mail vote:

1. The Chair, or designee, shall send out an email notice with the subject line "ASA: Motion #" and include any supporting documentation. This notice must include a specific timeframe (day, month, date, year, at time am/pm) to respond to the email with any discussion. The timeframe shall not be less than one business day. A second is not necessary for the motion to be considered.
2. Assembly members shall use "reply all" to the email motion to discuss the motion. After the noted timeframe for the motion has elapsed, the chair, or designee, shall reply all and change the "Motion" in the subject line to "ASA: Vote on Motion #". This notice must include

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a specific timeframe to “respond all” to the email with a vote of “I vote yes” or “I vote no” or “I abstain” as the only response.

3. After the noted timeframe for the motion has elapsed, the chair, or designee, shall tally the results. In the event of a tie, the chair shall reply all with their vote to break the tie.
4. The chair, or designee, shall reply all with the results of the vote, including whether a quorum was reached.
5. The Communications Director shall compile and maintain the complete thread of the motion and its disposition and draft the minutes.
6. The minutes shall be included on the agenda and approved at the next scheduled Academic Staff Assembly meeting.

Section 7 – Voting by Proxy

Any elected member of the Academic Staff Assembly may choose to authorize another elected member to serve as proxy by notifying the Communications Director of the Academic Staff Assembly and including the name of the authorized proxy, the applicable dates, and the scope of the proxy. No member may hold more than one (1) proxy at any given time. No proxy may be given for more than two (2) consecutive scheduled meetings of the Academic Staff Assembly.

ARTICLE IX - OPERATIONAL PROCEDURES

The following operational procedures are adopted for the Assembly:

- A.** A quorum of the Assembly is defined as at least fifty-one (51) percent of the voting Academic Staff Assembly.
- B.** The Assembly shall utilize Roberts' Rules of Order - Revised as its definitive source regarding parliamentary procedure.
- C.** All members of the Assembly may vote, aside from the Chair, who votes in the event of a tie among members of the Assembly. The Past Chair is considered an advisor to the Academic Staff Assembly rather than a member, and as such does not vote.

CHAPTER II: GOVERNANCE STRUCTURE

ARTICLE I - STANDING COMMITTEES

During the first meeting of the Academic Staff Assembly each fall, a list of standing committees shall be presented by the Chair and reviewed for approval by the membership for continuation or a pause in duties for that year. Standing committee lists shall include the committee function, terms of office, membership makeup, and any required timeline of work. Upon completion of review by the assembly, standing committees shall be designated as active or on hold for the year. A request to update this committee status may be entertained as a motion and voted upon by the assembly at any time.

The list of standing committees for annual review shall include:

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1. Elections and Balloting
2. Outreach
3. Professional Development
4. Promotions
5. Rewards and Recognition
6. Governing Documents Review

ARTICLE II - FUNCTION, MEMBERSHIP & TERMS OF STANDING COMMITTEES

Function and membership of standing committees of the Academic Staff Assembly shall be as described below.

Committee chairs shall be named by the Vice Chair of the Academic Staff Assembly or appointee each year following elections. Committee members are ineligible to take part in any selection/election process for an award or position for which they are nominated.

The Academic Staff Assembly shall be empowered to appoint all standing committee members and to confirm, on an annual basis, all appointments to other University-wide committees on which academic staff have representation. Standing committee terms follow the term definitions and timelines established in Chapter I, Article III, Section 3 - Term of Office, regardless of committee member's election to assembly membership.

All binding and final changes and decisions of academic staff committees, standing and ad hoc, and recommendations forwarded to the Assembly, must be approved by a quorum of the committee's membership.

Section 1 - Elections and Balloting Committee

Function

- Solicit candidates for election for general membership of the Academic Staff Assembly
- Conduct elections
- Tabulate election results
- Report election results to Academic Staff Assembly
- Provide Executive Board with additional results if assembly seats must be filled

Membership

- 3 or more academic staff, chaired by the Vice Chair of the Academic Staff Assembly

Section 2 - Outreach Committee

Function

- Structure and administer orientation for academic staff
- Facilitate academic staff participation and engagement in shared governance
- Create and host outreach events

Membership

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- 3 or more members, including at least one with instructional status and the Communications Director of the Academic Staff Assembly



Section 3 - Professional Development Committee

Function

- Designated as “Active” when funding is available
- Solicit proposals by academic staff members for funding of professional development activities
- Establish proposal evaluation criteria
- Evaluate proposals
- Make recommendations to the Academic Staff Assembly for approval

Membership

- 5 members, at least 2 of whom have instructional status
- Members elect an Evaluation Chair at first meeting

Section 4 - Promotions Committee

Function

- Structure and administer the academic staff promotions process
- Receive and review applications for promotion
- Report recommendations to the Academic Staff Assembly

Membership

- 6 academic staff with instructional status
- Chairperson serves as Tabulator during review process and does not review or vote on promotion recommendations
- 5 committee members serve as voting Promotion Reviewers

Section 5 - Rewards and Recognition Committee

Function

- Designated as “Active” when funding is available
- Determine and administer overall rewards and recognition timeline
- Determine criteria for meritorious rewards
- Determine allocation and administration of funds
- Determine and track accountability of funds

Membership

- 5 academic staff

Section 6 – Governing Documents Review Committee

Function

- Regularly review by-laws, personnel rules, constitution, and any other governing documents of the Academic Staff Assembly
- Identify, draft, and propose changes or amendments as applicable and as outlined within each document

Membership

UW-WHITewater ACADEMIC STAFF BY-LAWS

- 3 academic staff, Chaired by the Past Chair of the Academic Staff Assembly or designee of the Chair

ARTICLE III - AD HOC COMMITTEES

The Academic Staff Assembly is empowered to appoint ad hoc committees deemed appropriate to the interests of the academic staff. The function, length of term, and membership of the committee will be determined based on the charge of the committee.

ARTICLE IV - COMMITTEE REPORTS

All committees under the purview of the Academic Staff Assembly, standing and ad hoc, are required to submit a written summary report to the Assembly Chair upon the conclusion of the committee's charge or by the last meeting of the Academic Staff Assembly in each academic year. The chairperson of each standing committee shall submit the report.

The report shall include, but need not be limited to, the following:

- Committee name
- Committee membership, including specific roles
- Years of service of all committee members.
- Names of participants other than committee members, where applicable.
- Committee activity timetable including important dates relative to the committee function or charge (i.e., ballot mailing and collection dates for elections, the steps in the promotion or professional development process, when title appeals were heard, etc.).
- Brief summary of committee activities through the report period

Committee reports, as public documents, are expected to respect the confidentiality and privacy rights of academic staff members as pertains to promotion, review and other similar issues.

A summary of committee reports and budgetary expenditures shall be included in a year-end summary created by the Chair at the conclusion of the Chair's term and be shared with academic staff, UW-Whitewater leadership prior to the first meeting of the next academic year.

ARTICLE V – UNIVERSITY- AND SYSTEM-LEVEL COMMITTEES

Appointment of Representatives

The Chair will solicit and/or appoint individuals to represent the Academic Staff Assembly on university- or system-level committees. The Chair will inform the assembly of the committee name, charge, and the individual representative(s) appointed at least once per year.

Reports and Endorsements

Individuals representing the Academic Staff Assembly on a university or system-level committee shall provide periodic written or verbal updates to the Executive Board regarding their representation and activity on these committees. Representatives will make a specific request to be included on the

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agenda as an action item in the event that approval or endorsement by the ASA is needed on behalf of the committee.

CHAPTER III: BY-LAW REVIEW AND AMENDMENT

The by-laws of the Academic Staff Assembly shall be reviewed annually and amended, if necessary, by a majority vote of the Academic Staff Assembly. Amendments may be initiated by one of the following methods:

1. Upon the recommendation of the Academic Staff Assembly;
2. Upon a petition submitted to the Academic Staff Assembly by twenty (20) percent of the total membership of the academic staff eligible for voting privileges or by a two-thirds (2/3) vote of returned ballots from a general mailing. This petition shall be submitted to the Academic Staff Assembly.

UW-WHITewater ACADEMIC STAFF BY-LAWS

BY-LAWS COMMITTEE REVIEW AND REPORT COMPLETED:

February 23, 2022

BY-LAWS COMMITTEE MEMBERS:

Christine Hoover (Committee Chair, ASA Vice-Chair, Instructional academic staff member)

Brenda Johansen (Academic staff member)

Rebecca Jones (Academic staff member)

Richard Pues (Instructional academic staff member)

ADOPTED BY ACADEMIC STAFF ASSEMBLY:

PUBLISHED:



Constitution

(Reviewed & Updated 4/27/2022)

UW-W Academic Staff Constitution

We the academic staff of the University of Wisconsin-Whitewater, to support the mission of this University, adopt this Constitution of the Academic Staff.

Article I - Authority

The academic staff members of the University of Wisconsin-Whitewater, through their elected governance body, organize for the purpose of participation in the governance of this university and to represent the interests of the academic staff of this university.

This authority is derived from Chapter 36.09(4m), Wisconsin Statutes, which states:

“The academic staff members of each institution, subject to the responsibilities and powers of the board, the president, the chancellor, and the faculty of the institution, shall have the primary responsibility for advising the chancellor regarding 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”.

Article II - Name and Membership

The academic staff of the University of Wisconsin-Whitewater organize and associate themselves together under the name Academic Staff of the University of Wisconsin-Whitewater.

As defined in Chapter 36.05(1), Wisconsin Statutes; “Academic staff” means professional and administrative personnel with duties, and subject to types of appointments, that are primarily associated with higher education institutions or their administration”.

As defined in Chapter 36.05(9m), Wisconsin Statutes; “Instructional academic staff” means academic staff members with teaching responsibilities.



Constitution

(Reviewed & Updated 4/27/2022)

Article III - Meetings

General meetings of the academic staff may be called by the Chancellor, the Chair of the Academic Staff Assembly, or by a petition of twenty percent of the academic staff. The meeting notice shall be communicated in writing to all members of the academic staff at their campus address at least one week in advance of the scheduled meeting date.

A meeting may be held without a quorum of all academic staff. If a quorum exists, voting may be conducted. If a quorum of all academic staff does not exist, a majority of those present may request a mail vote. The voting process will be conducted by the Election/Ballot Committee.

Article IV - Academic Staff Assembly

The Academic Staff Assembly is representative of and responsible to the academic staff. The Academic Staff Assembly will be the governance body for the academic staff.

Article V - Amendments

This constitution may be amended by a two-thirds vote of the eligible voting members of the academic staff at a special general open meeting called in conformity with the Wisconsin Open Meeting Laws, or by a 2/3 (two-thirds) vote of returned ballots from a general mailing. Amendments may be initiated by one of two methods:

1. Upon the recommendation of the Academic Staff Assembly; or,
2. Upon a petition containing signatures of twenty percent of the academic staff. This petition shall be submitted to the Academic Staff Assembly and acted upon within 20 (twenty) days of receipt of the petition.

Original Versions:

January 1, 1992

Current Version:

April 27, 2022

Resolution on Collecting Feedback Regarding Supervisors and Leaders

(Approved by ASA 4/27/22)

WHEREAS governance groups approved resolutions in the spring of 2021 requesting upward evaluations, but those resolutions were rejected based on concerns expressed by the Chancellor;

WHEREAS the governance groups created the “Supervisor Feedback Working Group,” which included appointees from each governance group and a representative from Human Resources and Diversity (HR&D), to address these concerns and craft a process that would provide ongoing benefits to the institution;

WHEREAS supervisors and leaders at UW-W already conduct regular reviews of their direct reports, though these reviews take different forms and occur at different intervals;

WHEREAS the working group reviewed various evaluation, review, and feedback processes that already take place at UW-W and similar processes at other institutions;

WHEREAS that working group transmitted a summary of their request to the Chancellor and Provost in October 2021, but conversations remained ongoing;

WHEREAS UW-W already conducts wide-spread evaluations for instructors (via student evaluations each semester) and academic programs (via Audit & Review every 5 years), we believe that other elements of UW-W should be similarly evaluated as a way to ensure ongoing improvement in our service to our students and the region;

WHEREAS the working group attended each college’s Administrative Council meeting to discuss ideas, questions, and concerns with Department Chairs and Deans;

WHEREAS the Faculty Senate passed a Resolution recommending the following policy on April 12, 2022;

BE IT RESOLVED that the Academic Staff Assembly recommends that the following policy, which resulted from that work, be adopted by the institution.



Collecting Feedback Regarding Employees in Supervisory or Leadership Positions With the Aim of Continuous Improvement and Development

Rationale:

In response to a desire from all campus constituencies to be able to safely and confidentially provide ongoing feedback about employment experiences, UW-W will establish a trustworthy feedback collection process, in partnership with governance groups. Because UW-Whitewater supports a “Performance Management” approach, meaning ongoing feedback with coaching and training to improve campus community processes, employees in supervisory or leadership positions need to regularly receive feedback from individuals with whom they work closely as a way to continually develop their skills as well as improve campus practices.

Goal:

To provide a process to celebrate successes and identify opportunities for ongoing improvement and professional development. This is to be formative, not summative. Additionally, this process includes filtering out feedback that is discriminatory or offensive in nature, such that employees are protected from unnecessary/personal harm.

Key features:

- Timing (minimum frequency)
- Identifying relevant individuals from whom feedback is needed (at minimum all direct reports and others with significant interactions, for more information see below)
- Identification of Training Opportunities (supporting professional development needs related to leadership and communication skills)
- Feedback is moderated by the supervisor’s supervisor or the Dean so that results are formative, provide an opportunity for continuous improvement, and exclude harmful comments.

Definitions:

1. Supervisor - This term refers to anyone who is hired to supervise direct reports within the organizational chart. This includes:
 - a. Those with titles that include Chancellor, Vice Chancellor, Dean, or Director.
 - b. Those who assign daily/weekly work tasks to two or more employees, excluding student employees in academic departments and limited term/seasonal employees whose work lasts for less than 2 months.¹
2. Supervisor’s supervisor - This term refers to the person who is directly above, in the organizational chart, anyone who meets the definition of supervisor (above). This is the person to whom the supervisor reports for tasks and responsibilities.
3. Department Chairs- UW-Whitewater acknowledges that Department Chairs are not hired to supervise direct reports, and for this reason, Department Chairs are not supervisors in the same way as those described above. Department Chairs are primarily members of the Faculty and are only temporarily serving their department in the role of Chair.

¹ The supervisory experiences for student employees, graduate assistants, and limited-term employees may need additional investigation before launch of this policy. It is the recommendation of the working group that this investigation include representatives from the affected groups.



4. Dean - This term refers to people who are in roles with the title of Dean. Deans are hired to supervise direct reports, namely Department Chairs.

Process for Supervisor Feedback:

As a part of the launch of this policy, UW-W should provide a training opportunity for all employees about how to provide feedback that is appropriate and useful; and going forward, new employees should be provided this opportunity as well. Furthermore, UW-W should provide ongoing training opportunities for supervisors of supervisors regarding methods for effectively filtering anonymous feedback.

The Internal Audit and Quality Assurance Improvement Office will ensure that a survey is conducted within a supervisor's first 9-15 months in a new role and every 3 years thereafter (unless additional surveys are requested by either the supervisor or the supervisor's supervisor). This survey should collect anonymous feedback from relevant individuals and campus partners.

Prior to the launch of a survey, the supervisor and the supervisor's supervisor should agree on the list of people to receive an invitation to respond. This list should include the full array of individuals receiving supervision under that position (not merely direct reports) and others with significant interaction.

This review would be folded into any reviews that are already occurring; it is not a duplicate review. Units that already conduct rigorous reviews are encouraged to continue using those instruments as a part of this process.

The Internal Audit and Quality Assurance Improvement Office would manage survey instruments and the distribution of the surveys. The survey instrument would utilize a digital survey tool (i.e. Qualtrics or similar). The survey should cover some consistent topic areas for all supervisors institution-wide (to be determined as the policy is developed), but it could also allow individual departments and units to add questions to focus on their own priority areas.

These reviews are not to be used as part of any grievance process.

The Internal Audit and Quality Assurance Improvement Office would be the sole manager of the survey results, and the results would be shared only with the supervisor's supervisor and no other entities. After a survey is conducted, the report will be sent only to the supervisor's supervisor.

The supervisor's supervisor would review the results for themes and important elements, which the supervisor's supervisor could use as a mechanism to guide quality and process improvement for the workplace. The supervisor's supervisor may request additional surveys to address trends and gauge improvement. Information from these surveys may also be used for training purposes.

Direct results of the survey will not appear in the personnel records of the employees; however, the supervisor's supervisor may use the themes that emerge from the survey to develop recommendations regarding professional goals, and those recommendations can be included in personnel evaluations.



Process for Department Chair Feedback:

As a part of the launch of this policy, UW-W should provide a training opportunity for all employees about how to provide feedback that is appropriate and useful, and going forward, new employees should be provided this opportunity as well. Furthermore, UW-W should provide ongoing training opportunities for Deans regarding methods for effectively filtering anonymous feedback.

The Dean's Office within each college will ensure that a survey is conducted within a Department Chair's third academic semester and at the end of each term as Department Chair thereafter (unless additional surveys are requested by either the Department Chair or the Dean). This survey should collect anonymous feedback from relevant individuals and campus partners.

Prior to the launch of a survey, the Chair and the Dean should agree on the list of people to receive an invitation to respond. This list should include the full array of individuals employed in that Department and others with significant interaction.

This review would be folded into any reviews that are already occurring; it is not a duplicate review. Units that already conduct rigorous reviews are encouraged to continue using those instruments as a part of this process.

The Dean's Office would manage survey instruments and the distribution of the surveys. The survey instrument would utilize a digital survey tool (i.e. Qualtrics or similar). The survey should cover some topic areas related to leadership/communication skills, but it could also allow individual Deans to add questions to focus on their own priority areas. These reviews are not to be used as part of any grievance process.

The Dean's Office within each college would be the sole manager of the survey results, and the results would be available only to the Dean and no other entities.

The Dean would review the results for themes and important elements, which the Dean could use as a mechanism to guide quality and process improvement for the workplace. The Dean may request additional surveys to address trends and gauge improvement. Information from these surveys may also be used for training purposes. [A Dean or all of the Deans may elect to provide training to the whole group of Department Chairs based on these results or at the request of Department Chairs themselves.]

Direct results of the survey will not appear in the personnel records of the Department Chairs and will not be used in reviews for promotion or tenure; however, the Dean may use the themes that emerge from the survey to develop recommendations regarding professional goals, and those recommendations can be included in personnel evaluations.

Implementation:

Once this process is approved by all governance groups and the Chancellor, we recommend that a working group, inclusive of governance groups, HR&D, the Internal Audit and Quality Assurance Improvement Office, Deans, and Department Chairs, be pulled together to explore survey instruments and address other logistics.



We request that this process begin within one academic year of final approval.

FAQ:

- The personnel records of employees (except the Chancellor and Provost) are exempt from open records requests.
- Reviews of supervisors of 9-month employees must be conducted within the 9-month contract period.
- The direct results of these surveys are not included in personnel records and are not subject to open records requests. The intention is that the direct results of these surveys are confidential.
- Note: If we can make an institutional commitment to combat discriminatory comments in feedback, we could also bring this to the conversation about revising student evaluations of courses.

Action Date	4/27/2022			
Action	Approved: Yes	Rejected	Tabled	Other
Vote Detail	Ayes 11	Nays 0	Abstentions 1	Other 0

Elections committee report

Submitted by JP Villavicencio, Elections Committee Chair (4/27/22)

ASA elections

ASA elections concluded on 4/18 and we had a 22% response rate.

The following individuals were elected:

- Audra Lange
- Rebecca (Becky) Mueller
- Ciera Edwards
- Jessica Berge
- Jessica Walz
- Michael Gorman
- Nicholas French
- Susan Chandler

We were able to elect everyone who submitted a nomination this year but this also means that we will have 9 academic staff and 7 instructional staff for the 2022-2023 term. The elections committee will work to balance out the assembly during the 2023 election cycle.

We also had some questions about the write-in candidates and how they were factored in. We followed the rank choice voting process and these votes were considered based on their ranking within ballot.

Election of Officers

We will be holding elections for vice-chair, communications director, and faculty senate liaison for the 2022-2023 term this semester. According to the by-laws, these individuals will “be elected in the spring by the members of the Assembly as constituted and elected for the upcoming year.” These will be done via email and we are going to shoot for a quick turnaround for each of these elections. More information will be sent to the assembly shortly.