

**HANDBOOK**

**FOR**

**ACADEMIC STAFF GOVERNANCE**

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**2017-2018**

**ACADEMIC STAFF ASSEMBLY REPRESENTATIVES AND ALTERNATES  
COMMITTEES OF THE ACADEMIC STAFF  
PERSONNEL COMMITTEES  
CAMPUS-WIDE GOVERNANCE COMMITTEES**

UNIVERSITY OF WISCONSIN-MADISON  
MADISON, WISCONSIN  
NOVEMBER 2017

The Academic Staff Executive Committee and the Secretary of the Academic Staff appreciate feedback and suggestions on how this handbook might be improved. Please note that this handbook is available online at <https://acstaff.wisc.edu/resources/assembly-representatives-resources> and is updated as needed on a monthly basis.

Comments may be directed to the Secretary of the Academic Staff Office:

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## ***Academic Staff Defined***

### **Wisconsin State Statute 36.05(1)**

“professional and administrative personnel with duties, and subject to types of appointments, that are primarily associated with higher education institutions or their administration”

### **UW-Madison Human Resources Policy 1.01**

“a professional and administrative employee whose duties are exempt from the overtime provisions of the federal Fair Labor Standards Act (FLSA) and who performs work that is primarily associated with a higher education institution or its administration”

## ***Academic Staff Governance – A Brief History***

***UW System Academic Staff Personnel Policies and Procedures:*** The 1973 merger which created the current University of Wisconsin System led to the development of UW System (UWS) rules, which were approved by the Board of Regents in 1975. [Chapter UWS 9](#) of the Regent Rules directed each chancellor to establish a campus committee to advise the administration on policies and procedures for academic staff.

***The Academic Staff Advisory Committee:*** In May 1975, an interim committee was established to develop procedures for establishing an academic staff committee that would in turn develop UW-Madison policies and procedures for academic staff and advise the administration on academic staff issues. The first committee included seven academic staff elected from six work-related areas and four academic staff appointed by the chancellor. The initial Academic Staff Advisory Committee spent almost three years developing the Policies and Procedures Governing Academic Staff Appointments. When the rules became official, the word “Advisory” was dropped and the Academic Staff Committee (ASC) became the official governance mechanism for academic staff. In faculty shared governance, the University Committee is the parallel to ASC (now called ASEC, or the Academic Staff Executive Committee).

***Wis. Statutes, 36.09 (4m):*** On August 17, 1985, [Chapter 36](#) of the Wisconsin Statutes was revised to include 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 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.

On July 13, 2015, Chapter 36 of the Wisconsin Statutes was revised to clarify the meaning of subject to. 36.09 (3m) was added which reads “Meaning of “subject to” in certain provisions. In subs. (4) to (5), “subject to the responsibilities and powers” means subordinate to the responsibilities and powers.”

On September 6, 1985, the Board of Regents (Resolution 3359) directed each chancellor to implement academic staff governance participation.

***The Articles of Organization:*** In 1986, the Academic Staff Committee hired a consultant to assist them in getting input from the widest possible range of members of the academic staff and in the development of new governance mechanisms. The Articles of Organization were developed and were ratified by the academic staff on February 16, 1987:

***Preamble Excerpt:*** *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.*

***Concurrence by the Faculty Senate:*** On March 2, 1987, the Faculty Senate adopted a resolution of support for academic staff governance.

**The Academic Staff Assembly:** An ad hoc districting committee was set up, Assembly representatives were elected, and the first Assembly met on June 23, 1987. The parallel in faculty governance is the Faculty Senate. The Assembly appointed a Bylaws Subcommittee that met almost weekly to amend and fine-tune the original draft of the Academic Staff Assembly Bylaws. The Bylaws were approved on December 1, 1987, and included the current structure for the selection of the following committees:

- Academic Staff Executive Committee
- Compensation and Economic Benefits Committee
- Personnel Policies and Procedures Committee
- Nominating Committee

The Academic Staff Executive Committee (ASEC) is responsible for day-to-day governance decisions and reports its activities to the Assembly on a regular basis. The Assembly has since established four additional standing committees:

- Communications Committee
- Districting and Representation Committee
- Mentoring Committee
- Professional Development and Recognition Committee

Please see <http://acstaff.wisc.edu/governance> for information on the above committees.

**Increased Academic Staff Committee Participation on Committees that Formulate UW-Madison Policies and Make Campus-level Decisions:** Over the past several years, the Academic Staff Executive Committee has worked closely with the University Committee to increase the number of campus-wide committees that include academic staff as voting members. Academic staff are now included on approximately 50 committees that previously included academic staff only as consultants or ex-officio members. This is an ongoing effort by ASEC.

**The Academic Staff Professionals Representation Organization (ASPRO):** In response to the need for academic staff to be aware of and have influence concerning legislation affecting academic staff, the Academic Staff Assembly established ASPRO on March 28, 1989.

ASPRO's influence could become even more effective with a larger membership. Currently there are about 300 members of the 10,000 academic staff system-wide who contribute to ASPRO's efforts that benefit all academic staff. The ASPRO Board of Directors consists of representatives from each campus.

**Governance Impact:** Some of the areas upon which academic staff governance participation has had influence includes the UW System Gender/Race Equity Project, harassment policies, parental leave policies, retirement legislation, Academic Staff Excellence Awards, an Academic Staff Endowment Fund, the ban on smoking in university buildings, eligibility to serve on Graduate School examination committees, permanent principal investigator status, development of the HR Design Strategic Plan, the Critical Compensation Fund, and the selection of campus leadership.

## ***Academic Staff Assembly***

### ***Governance Overview***

In the belief that the administration of a public institution is best served by the broadest possible participation of its people in policymaking, four organizations on the UW-Madison campus play an active role in institutional policy and procedure development on this campus. They are the Academic Staff Assembly representing academic staff, the Faculty Senate representing faculty, the University Staff Congress representing university staff and the Associated Students of Madison (ASM) representing students. All four focus on campus issues, but also take positions on UW System and state issues that affect this campus. All four organizations engage in informational activities with the state executive branch (governor, Department of Administration, etc.), the state legislature, and the Board of Regents. UW-Madison academic staff representatives meet regularly with academic staff representatives from other UW System campus governance units to discuss System-wide issues.

The powers of these organizations to determine campus policy are subject to the responsibilities and powers of the UW System Board of Regents, the UW System president and the UW-Madison chancellor. The final decision on any recommendation of the four governance organizations is made by the UW-Madison chancellor, the UW System president, or the Board of Regents.

### ***Academic Staff Assembly***

The Academic Staff Assembly is an elected body, currently with 111 districts, that represents the interests of academic staff in governance and policy development at the UW-Madison. The Assembly debates and votes on policy issues affecting academic staff presented by ASEC, members of Assembly standing committees, or the Assembly. Along with the other governance bodies mentioned above, the Assembly advises the chancellor.

Each academic staff member is assigned to a district that is represented in the Assembly by an elected representative. Each district has members numbering between 0.6% and 1.2% of the total number of academic staff, grouped primarily by similar position titles and secondarily by division and department affiliation. Representatives are elected for two-year terms; there is no limit on the number of terms they can serve.

Below is a partial list of areas in which academic staff participation in shared governance has been influential:

- Updating and Revising Academic Staff Policies and Procedures
- Academic staff membership on many policy-formulating university committees
- Information for the legislature and the regents concerning issues of interest to the academic staff, e.g., compensation, sick leave conversion to health insurance, holidays, fringe benefits, domestic partner, and retirement benefits
- Appeals Committee to handle grievances
- Updating and Revising Distinguished Prefix Guidelines
- Job Security

## ***Academic Staff Governance – Recent Successes***

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### **Category A Maximum**

The Compensation and Economic Benefits Committee (CEBC) produced a report on the number of academic staff in Category A with the highest prefix at or near the salary maxima and the associated problems with this issue ([ASA #426](#)). The Assembly passed a resolution in May 2010 resolving to work on this issue ([ASA #427](#)). This led to inclusion of this issue in Steve Stern's Excellence Rewards Initiative. In the second Critical Compensation Fund (CCF) Exercise in Fall 2013-Spring 2014, an exemption was included for academic staff at the Category A maxima. Seventy-one CCF awards were made using this exemption.

### **Delayed Implementation of the Bus Pass Fee**

In May 2010, the Academic Staff Assembly passed a motion asking the Compensation and Economic Benefits Committee to study the impact of the transportation funding deficit ([ASA #429](#)). In December 2010, the Assembly passed a resolution calling for transportation services to limit the impact of price increases on academic staff with lower incomes ([ASA #445](#)). Charges for bus passes were not implemented until Fall 2013.

### **New Human Resources System/HR Design**

The Academic Staff Assembly was an early proponent of a new Human Resources System for UW-Madison. In April 2011, the Assembly called for a new Personnel System ([ASA #453A](#)). Throughout the HR Design process, academic staff governance has been very involved. A list of existing issues with the current personnel system was distributed to the Assembly in November 2011. The Academic Staff Executive Committee produced two white papers on recommendations from the HR Design Committees. Following examination of the HR Design Strategic Plan by an Ad Hoc Committee formed by the Assembly ([ASA #485](#)), the Assembly passed a motion approving the plan in November 2012 ([ASA #490](#)).

### **Impact of the Budget Repair Bill**

The Academic Staff Executive Committee formed a committee to study the effects on academic staff of mandated increased contributions to health insurance and retirement. The committee produced a report that was presented and distributed to the Academic Staff Assembly in December 2012 ([ASA #492](#)).

### **Critical Compensation Fund (CCF)**

The Critical Compensation Fund exercise provided pay adjustments to academic staff performing satisfactory work for the reasons of equity, market or retention. The first exercise took place from Summer to Fall 2012. A joint committee of the Advisory Committee on Budget Issues, Policies and Strategies and the CEBC evaluated the data from this exercise in a report presented to the Assembly in October 2013 ([ASA #502A](#)). In October 2013, the Assembly passed a resolution asking the administration to carry out the report's recommendations if a subsequent exercise occurred. Many of the recommendations were adopted in the CCF exercise that occurred during Fall 2013 to Spring 2014.



## **Addressing Hostile and Intimidating Behavior**

In July 2013, an ad hoc campus working group was convened to examine how to address issues of hostile and intimidating behavior in the workplace. In December 2014, the Assembly passed the academic staff policy regarding hostile and intimidating behavior ([ASA #546](#)). This policy provides definitions of hostile and intimidating behavior as well as both informal and formal processes for addressing instances of these behaviors. Similar policies were passed by the Faculty Senate and the University Staff Congress as well.

## **Assembly District Reorganization**

In order to remain compliant with ASPP and address the ever-growing numbers of academic staff on campus, the Districting and Representation Committee undertook an examination size boundaries and the districting logic of the Assembly districts. Academic staff as a whole voted to change the size boundaries for districts to between 0.6% - 1.2% of all academic staff. After that step was taken, the DRC was able to propose options for redistricting to bring the districts in line with the new size boundaries and for how academic staff should be apportioned into districts going forward. The Assembly voted in April 2017 that people should be districted primarily according to their job code/title, and secondarily according to their division and department ([ASA #645](#)). The reorganization of the Assembly took effect on July 1, 2017.

## **Degree Requirements for Academic Staff Positions**

ASEC charged an ad hoc committee in May 2016 to examine issues surrounding requirements in the new HR system that all academic staff positions require a minimum of a baccalaureate degree. The committee saw value in some explicit exceptions to allow for greater hiring flexibility within schools and colleges. In May 2017, the Assembly approved exceptions to the requirement based on the committee's recommendations, which included: 1) history of past recruitment issues with a position (including lack of diverse applicant pool or failed searches, 2) alternate credentialing available in specific fields, and 3) duties involving work with special populations or community organizations. ([ASA #654](#))

## **Academic Staff Worklife Study**

Academic staff were surveyed in Spring 2016 about a range of topics, including workplace conditions, worklife balance, and satisfaction with compensation and promotion. A small workgroup put together a report analyzing the results of the survey ([ASA #649](#)). The Assembly endorsed the recommendations of the report ([ASA #653](#)), which asks leaders at all levels at UW-Madison to recognize all work that academic staff do, that internal resources be devoted to compensation and recognition efforts, and that a long-term compensation strategy be devised, communicated, and regularly updated.

## ***Academic Staff Assembly Meetings***

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### ***What goes on at Assembly meetings?***

The Assembly debates and votes on policy and governance issues affecting academic staff and hears reports from ASEC, standing committees, the Academic Staff Professional Representation Organization (ASPRO), Committees on Academic Staff Issues ([CASIs](#)), the chancellor or provost, and other officials. Reports are often followed by discussion and, where appropriate, votes on the issues raised.

### ***When and where does the Assembly meet?***

The Assembly meetings are held in Room 272 Bascom Hall from 3:30 p.m. to approximately 5:00 p.m. on the second Monday of the month during the academic year, September through May. If the second Monday falls on a holiday, the meeting is then held on the first subsequent Monday that is not a legal holiday. Special meetings may also be called as needed. Meetings may be cancelled if there is an insufficient agenda.

### ***How are meetings run?***

Assembly meetings are conducted according to the most recent edition of *Robert's Rules of Order Revised* and the Assembly rules as set forth in [Chapter 13](#) of the *Academic Staff Policies and Procedures* (ASPP). The meetings are chaired by the provost. Only elected representatives or their alternates and ASEC members may offer motions and vote. A parliamentarian is present at each meeting to ensure *Robert's Rules* are observed during the proceedings and to advise the chair in procedural matters. (*Parliamentarians – Jake Smith and Heather Daniels*)

A typical agenda consists of the following:

- Announcements/agenda review
- Approval of previous meeting minutes
- ASEC activities report and questions for the ASEC chair
- Standing committee, CASI, and campus-wide committee reports
- Guest speakers
- Voting items
- Report from the provost or other presiding officer
- Question and answer period with the provost or other presiding officer

### ***What are the meeting conventions?***

At least one week before each meeting, all assembly representatives and alternates—and the members of their districts—receive an agenda along with any documents to be discussed, background information and an attendance form that is collected at the door of the meeting room. Sometimes additional documents are distributed at the meeting. Both assembly representatives and their alternates are welcome at the meetings, but only the representative may vote if both are in attendance.

ASEC members sit at a table in front of the representatives; the Secretary of the Academic Staff and Parliamentarian are seated at a separate table. The provost, as the presiding officer, stands at the podium. Before speaking to the topic or asking a question, a representative should go to the nearest microphone and state his/her name and district number.

***Academic Staff Assembly Calendar – 2017-2018***

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Date: September 2017  
 To: UW-Madison Community  
 From: Secretary of the Academic Staff Office  
**RE: 2017-2018 Academic Staff Assembly Calendar**

The Academic Staff Assembly is scheduled to meet on the following Mondays during the 2017-2018 academic year. Meetings are in Room 272 Bascom Hall from 3:30 – 5:00 PM.

<b><i>Date of Meeting</i></b>	<b><i>Deadline for Items to Be Added to Agenda*</i></b>
September 11, 2017	August 25, 2017
October 9, 2017	September 25, 2017
November 13, 2017	October 30, 2017
December 11, 2017	November 27, 2017
January 8, 2018	December 22, 2017
February 12, 2018	January 29, 2018
March 12, 2018	February 26, 2018
April 9, 2018	March 26, 2018
May 14, 2018	April 30, 2018

Prior to each meeting, copies of the agenda and associated documents will be posted online at: <http://acstaff.wisc.edu/governance/assembly>.

\* All documents referenced in the agenda must be sent electronically to the Secretary of the Academic Staff Office ([soas@soas.wisc.edu](mailto:soas@soas.wisc.edu)) by the schedule dates listed above. Earlier submissions are greatly appreciated.

***Academic Staff Assembly Meeting Procedures***

**Attendance:** Assembly meetings are open to the public, and all academic staff are invited to attend.

**Registration:** Assembly members and alternates attending as voting members for absent assembly members should complete assembly tickets at the door.

**Speaking/Motions:** Members of the Assembly and any academic staff member may speak at Assembly meetings, but only Assembly members (or alternates if the regular member is not present) may offer motions, second motions, or vote. When an individual rises to speak at a meeting or to make a motion from the floor, he/she should state his/her name and district number (if a representative or alternate). Lengthy motions should be given to the Secretary in writing so the presiding officer can repeat the motion if necessary during debate.

**Seating:** In order to encourage greater involvement and a stronger sense of community, as well as to facilitate discussions and vote-counting, ASEC invites Assembly representatives and alternates to sit toward the front of the meeting room, rather than spreading out. Guests who will report to the Assembly often sit in the front rows on the right side of the hall near the Secretary and Parliamentarian.

## ***Your Duties as an Assembly Representative***

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### **Getting Started**

- 1) **Attend the Academic Staff Assembly meetings** from 3:30-5:00 pm in Room 272 Bascom on the second Monday of each month from September through May. The Secretary of the Academic Staff Office will send you the agenda and background materials one week prior to these meetings. Please read and review these materials, and solicit feedback from your district so you can represent fully your constituents' views on academic staff governance issues at hand. Your district has one vote in these meetings, so your attendance and participation is important.
- 2) **Communicate with the members of your district, with the Assembly, with ASEC, and with the Secretary of the Academic Staff Office.**
  - With your district: You will receive access to a WiscList [asa\_dist\_XXX@lists.wisc.edu (insert your district # in place of the XXX)] for communicating with your district. Invite comments on the issues presented in Assembly and ASEC agendas, as well as their concerns and issues regarding academic staff governance. You and your district members may also use the e-mail list as a discussion tool, as anyone on the list can send a message to the entire group.
  - With ASEC: Help develop the agenda for academic staff governance by sharing with ASEC ([kjniemi@wisc.edu](mailto:kjniemi@wisc.edu)) your districts' perspectives on the issues identified in ASEC agendas.
  - With the Secretary of the Academic Staff Office: The office is available to support you in your governance work. Feel free to contact the office ([soas@soas.wisc.edu](mailto:soas@soas.wisc.edu)) as needed with any questions, comments or concerns.
- 3) **Learn about your district and about academic staff governance issues.**
  - Get to know your district membership and learn about their concerns and issues. A member list for each district is available at <https://drc.engr.wisc.edu/drc/index.php>. In the interests of insuring your district's representation at Assembly meetings, recruit one of your district members to serve as your alternate if you cannot attend. Once you find an alternate, contact the Secretary of the Academic Staff ([soas@soas.wisc.edu](mailto:soas@soas.wisc.edu)) with the name of your alternate.
- 4) **Vote for Assembly Standing Committees.**
  - Each spring you will receive a ballot for the seven Assembly Standing Committees: Communications Committee; Compensation and Economic Benefits Committee (CEBC); Districting and Representation Committee; Mentoring Committee; Nominating Committee; Professional Development and Recognition Committee (PDRC); Personnel Policies and Procedures Committee (PPPC). This is your opportunity to influence many of the ongoing activities of academic staff governance including the professional development grants, Excellence Awards, and the selection of academic staff for committees.

## Additional Responsibilities

- 1) **Participate in Assembly meetings:** Don't hesitate to speak in favor of or against a motion or resolution, or ask questions. When you wish to speak, go to a floor microphone stand or request a handheld microphone. Please state your name and district for the record. If you know in advance that you want to speak on an issue, sit along the aisle for easy access to the microphones.
- 2) **Poll your district on agenda items:** If there are issues of concern to your district members on the assembly agenda, poll your district to solicit their opinions prior to the meeting. If there is to be a vote at a meeting you cannot attend, please discuss with your alternate how your district members feel about the issue. Assembly meetings are open to everyone.
- 3) **Bring questions or issues to the Assembly floor:** If there are questions you or your constituents would like to have answered by the presiding member of the meeting (typically the Provost), you may submit written questions up to three working days prior to the meeting. Questions will also be taken from the floor. If you would like to add an agenda item (typically a resolution or motion), you may do so by submitting a request to the Secretary of the Academic Staff Office ten working days prior to the Assembly meeting. For a list of these deadline dates, refer to the Events page on the Academic Staff website (<http://acstaff.wisc.edu/events>) or to the meeting schedule included with your appointment letter.
- 4) **Familiarize yourself with the Academic Staff Governance Handbook:** The Academic Staff Governance Handbook contains important information on shared governance, the Assembly, and the different committees for academic staff. In addition to the handbook, the academic staff website is also a useful resource: <http://acstaff.wisc.edu>.

***Explanation of District Numbers and Districting Logic***

The current logic for assigning Academic Staff members to a district was approved by the Academic Staff Assembly in 2016-2017. This logic was designed to maintain affinity groups for district assignments and is based on two considerations: (1) the staff member’s Job Code and (2) the employee’s Division and Department. In addition to ensuring that districts are composed of staff with common affinities, these parameters are part of UW-Madison’s Human Resource Systems (HRS) data, allowing district assignments to be automated. In order to maintain consistency in the size among districts, ASA policy calls for the number of districts to change relative to the number of Academic Staff on campus. The DRC will conduct a compliance review of district sizes and number of districts each year during the month prior to elections of ASA Representatives and Alternates.

Representatives for districts ending in odd numbers have terms that begin and end in odd-numbered years (e.g. July 1, 2017 – June 30, 2019). Representatives for districts ending in even numbers have terms that begin and end in even-numbered years (e.g. July 1, 2018 – June 30, 2020).

\*\*Indicates a district that is further divided by departments.

<b><i>District #</i></b>	<b><i>District Type</i></b>	<b><i>Schools/Colleges/Divisions</i></b>
103	Scientists and Instrumentation Innovators	College of Agricultural and Life Sciences
111	Scientists and Instrumentation Innovators	Office of Vice Chancellor for Research and Graduate Education
120	Scientists and Instrumentation Innovators	School of Medicine and Public Health**
121	Scientists and Instrumentation Innovators	School of Medicine and Public Health**
122	Scientists and Instrumentation Innovators	School of Medicine and Public Health**
134	Scientists and Instrumentation Innovators	Office of Vice Chancellor for Research and Graduate Education
140	Scientists and Instrumentation Innovators	College of Letters and Science School of Pharmacy
155	Scientists and Instrumentation Innovators	College of Engineering
156	Scientists and Instrumentation Innovators	Nelson Institute for Environmental Study School of Education School of Human Ecology School of Veterinary Medicine Wisconsin State Laboratory of Hygiene
203	Instructional Staff	College of Agricultural and Life Sciences Collaborative for the Advancement of Teaching and Learning School of Pharmacy
211	All Instructors (Including CHS & Clinical)	School of Veterinary Medicine
220	Professor (CHS) Titles	School of Medicine and Public Health**
221	Professor (CHS) Titles	School of Medicine and Public Health**
222	Professor (CHS) Titles	School of Medicine and Public Health**

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<i>District #</i>	<i>District Type</i>	<i>Divisions</i>
223	Professor (CHS) Titles	School of Medicine and Public Health**
224	Professor (CHS) Titles	School of Medicine and Public Health**
225	Professor (CHS) Titles	School of Medicine and Public Health** Wisconsin State Laboratory of Hygiene
226	Professor (CHS) Titles	School of Medicine and Public Health**
227	Professor (CHS) Titles	School of Medicine and Public Health**
235	Clinical Professor Titles	School of Medicine and Public Health**
236	Clinical Professor Titles	School of Medicine and Public Health**
237	Clinical Professor Titles	College of Letters and Science Law School Office of Vice Chancellor for Research and Graduate Education School of Business School of Education School of Pharmacy School of Veterinary Medicine University Health Services Wisconsin Veterinary Diagnostic Lab
238	Clinical Professor Titles	School of Medicine and Public Health**
239	Clinical Professor Titles	School of Medicine and Public Health**
240	Clinical Professor Titles	School of Medicine and Public Health**
241	Clinical Professor Titles	School of Medicine and Public Health**
242	Clinical Professor Titles	School of Medicine and Public Health** Wisconsin State Laboratory of Hygiene
243	Clinical Professor Titles	School of Medicine and Public Health**
252	Instructional Staff	College of Engineering
254	Instructional Staff	College of Letters and Science**
255	Instructional Staff	College of Letters and Science**
256	Instructional Staff	College of Letters and Science**
257	Instructional Staff	College of Letters and Science**
260	Instructional Staff	Division of Continuing Studies School of Education
274	Instructional Staff	International Division Law School School of Human Ecology School of Medicine and Public Health
275	Instructional Staff	Arts Institute School of Business

<i>District #</i>	<i>District Type</i>	<i>Divisions</i>
308	Researchers	Collaborative for the Advancement of Teaching and Learning College of Agricultural and Life Sciences Division of Continuing Studies Facilities Planning and Management General Services Nelson Institute for Environmental Study School of Business School of Pharmacy School of Veterinary Medicine Wisconsin State Laboratory of Hygiene
311	Researchers	School of Education
333	Researchers	School of Medicine and Public Health**
334	Researchers	School of Medicine and Public Health**
335	Researchers	Office of Vice Chancellor for Research and Graduate Education**
336	Researchers	Office of Vice Chancellor for Research and Graduate Education**
352	Researchers	College of Engineering College of Letters and Science
401	Professional/Manager Title Codes (“P”)	School of Medicine and Public Health
403	Professional/Manager Title Codes (“P”)	College of Agricultural and Life Sciences Division of Information Technology Facilities Planning and Management International Division Wisconsin Union
405	Professional/Manager Title Codes (“P”)	Arts Institute Business Services Collaborative for the Advancement of Teaching and Learning College of Engineering Division of Information Technology Division of Student Life Enrollment Management General Education Administration General Services Nelson Institute for Environmental Study Office of Vice Chancellor for Research and Graduate Education School of Business School of Education School of Human Ecology



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<i>District #</i>	<i>District Type</i>	<i>Divisions</i>
408	Professional/Manager Title Codes (“P”)	College of Letters and Science Division of Continuing Studies General Library Intercollegiate Athletics Law School Recreational Sports School of Pharmacy School of Veterinary Medicine University Health Services University Housing University Police Department Wisconsin State Laboratory of Hygiene Wisconsin Veterinary Diagnostic Laboratory
426	Professional/Manager Title Codes (“R”)	General Services
429	Professional/Manager Title Codes (“R”)	School of Education
430	Professional/Manager Title Codes (“R”)	College of Engineering General Library
431	Professional/Manager Title Codes (“R”)	Office of Vice Chancellor for Research and Graduate Education**
432	Professional/Manager Title Codes (“R”)	Office of Vice Chancellor for Research and Graduate Education**
434	Professional/Manager Title Codes (“R”)	Intercollegiate Athletics
435	Professional/Manager Title Codes (“R”)	Business Services College of Agricultural and Life Sciences College of Letters and Science Division of Student Life Enrollment Management General Educational Administration
436	Professional/Manager Title Codes (“R”)	Business Services College of Agricultural and Life Sciences College of Letters and Science Division of Student Life Enrollment Management General Educational Administration
440	Professional/Manager Title Codes (“R”)	School of Medicine and Public Health**
441	Professional/Manager Title Codes (“R”)	School of Medicine and Public Health**
442	Professional/Manager Title Codes (“R”)	School of Medicine and Public Health**
443	Professional/Manager Title Codes (“R”)	School of Medicine and Public Health**

<i>District #</i>	<i>District Type</i>	<i>Divisions</i>
447	Professional/Manager Title Codes (“R”)	Arts Institute Collaborative for the Advancement of Teaching and Learning International Division Law School Nelson Institute for Environmental Study School of Business School of Human Ecology
448	Professional/Manager Title Codes (“R”)	Division of Information Technology School of Pharmacy University Health Services Wisconsin State Laboratory of Hygiene
449	Professional/Manager Title Codes (“R”)	Division of Continuing Studies Facilities Planning and Management Recreational Sports School of Veterinary Medicine University Housing University Police Department Wisconsin Union Wisconsin Veterinary Diagnostic Laboratory
451	Professional/Manager Title Codes (“S”)	Arts Institute Business Services Division of Student Life Enrollment Management General Educational Administration School of Business School of Human Ecology
453	Professional/Manager Title Codes (“S”)	General Services International Division
455	Professional/Manager Title Codes (“S”)	Division of Information Technology**
456	Professional/Manager Title Codes (“S”)	Division of Information Technology**
458	Professional/Manager Title Codes (“S”)	College of Agricultural and Life Sciences
460	Professional/Manager Title Codes (“S”)	School of Education**
461	Professional/Manager Title Codes (“S”)	School of Education**
462	Professional/Manager Title Codes (“S”)	College of Engineering
463	Professional/Manager Title Codes (“S”)	Office of Vice Chancellor for Research and Graduate Education**
464	Professional/Manager Title Codes (“S”)	Office of Vice Chancellor for Research and Graduate Education**

<i>District #</i>	<i>District Type</i>	<i>Divisions</i>
465	Professional/Manager Title Codes (“S”)	Collaborative for the Advancement of Teaching and Learning General Library Services Intercollegiate Athletics Law School Nelson Institute for Environmental Study School of Pharmacy Wisconsin State Laboratory of Hygiene
466	Professional/Manager Title Codes (“S”)	Facilities Planning and Management Recreational Sports School of Veterinary Medicine University Health Services University Housing University Police Department
467	Professional/Manager Title Codes (“S”)	Division of Continuing Studies Wisconsin Union Wisconsin Veterinary Diagnostic Laboratory
468	Professional/Manager Title Codes (“S”)	College of Letters and Science**
469	Professional/Manager Title Codes (“S”)	College of Letters and Science**
470	Professional/Manager Title Codes (“S”)	School of Medicine and Public Health**
471	Professional/Manager Title Codes (“S”)	School of Medicine and Public Health**
472	Professional/Manager Title Codes (“S”)	School of Medicine and Public Health**
475	Professional/Manager Title Codes (“T”)	General Services
476	Professional/Manager Title Codes (“T”)	Division of Student Life
477	Professional/Manager Title Codes (“T”)	Division of Information Technology
478	Professional/Manager Title Codes (“T”)	School of Business Wisconsin State Laboratory of Hygiene
479	Professional/Manager Title Codes (“T”)	School of Education
480	Professional/Manager Title Codes (“T”)	College of Engineering
481	Professional/Manager Title Codes (“T”)	School of Veterinary Medicine University Housing
482	Professional/Manager Title Codes (“T”)	Division of Continuing Studies Facilities Planning and Management Law School Recreational Sports University Health Services University Police Department Wisconsin Veterinary Diagnostic Laboratory

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<i>District #</i>	<i>District Type</i>	<i>Divisions</i>
483	Professional/Manager Title Codes (“T”)	General Educational Administration General Library Services Intercollegiate Athletics Nelson Institute for Environmental Study School of Pharmacy Wisconsin Union
484	Professional/Manager Title Codes (“T”)	Arts Institute Business Services Collaborative for the Advancement of Learning and Teaching Enrollment Management International Division School of Human Ecology
485	Professional/Manager Title Codes (“T”)	College of Agricultural and Life Sciences**
486	Professional/Manager Title Codes (“T”)	College of Agricultural and Life Sciences**
487	Professional/Manager Title Codes (“T”)	Office of Vice Chancellor for Research and Graduate Education**
488	Professional/Manager Title Codes (“T”)	Office of Vice Chancellor for Research and Graduate Education**
490	Professional/Manager Title Codes (“T”)	College of Letters and Science**
491	Professional/Manager Title Codes (“T”)	College of Letters and Science**
494	Professional/Manager Title Codes (“T”)	School of Medicine and Public Health**
495	Professional/Manager Title Codes (“T”)	School of Medicine and Public Health**
496	Professional/Manager Title Codes (“T”)	School of Medicine and Public Health**
497	Professional/Manager Title Codes (“T”)	School of Medicine and Public Health**
498	Professional/Manager Title Codes (“T”)	School of Medicine and Public Health**
499	Professional/Manager Title Codes (“T”)	School of Medicine and Public Health**
525	Librarians	All Divisions
526	Librarians	All Divisions
605	All Title Codes	School of Nursing
781	Title Codes Beginning with A, B, J, K, L	All Divisions
782	Title Codes Beginning with A, B, J, K, L	All Divisions
783	Title Codes Beginning with M	All Divisions
785	Title Codes Beginning with M	All Divisions
786	Title Codes Beginning with N	All Divisions
789	Title Codes Beginning with N	All Divisions
998	Visiting, L/I, and Adjunct Academic Staff	All Divisions
999	Emeritus Faculty	All Divisions

***First Letters of Title Codes***

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A	Dean	
B	Academic Program Director	
J	Bursar	Director, Admissions
	Controller	Director, Affirmative Action
	Dean of Students	Director, Auxiliary Operations
	Deputy/Associate/Assistant Director, Athletics	Director, Budget
	Director, Academic Advising	Director, Business Services
	Director, Academic Computing Services	Registrar
	Director, Academic Personnel	State Cartographer
	Director, Administrative Computing Services	
K	Director, Career Planning & Placement	Director, Counseling Services
	Director, Child Care	Director, Dining Services
	Director, Computer Services	Director, Financial Aid
	Director, Continuing Education	Director, Internal Audit
L	Director, Human Resources	Director, Planning and Construction
	Director, Library	Director, Protective Services
	Director, Media Development	Director, Public Information
	Director, New Student Services	Director, Publications
	Director, Physical Plant	Director, Purchasing
M	Director, Student Services	Director, Unspecified
	Director, University Housing	Director, Vet Med Teaching Hospital
N	Administrative Officer	Consultant
	Artist in Residence	Director, Athletics
	Assistant Dean	Director, Pharmacy – Internship
	Associate Dean	Director, State Lab of Hygiene
	Coach	

P	<ul style="list-style-type: none"> <li>Academic Archivist</li> <li>Administrative Program Manager</li> <li>Athletic Trainer</li> <li>Development Program Manager</li> <li>Financial Program Manager</li> <li>Instructional Program Manager</li> <li>Instrument Shop Manager</li> </ul>	<ul style="list-style-type: none"> <li>Lab Manager</li> <li>Outreach Program Manager</li> <li>Physical Plant Program Manager</li> <li>Research Program Manager</li> <li>Student Services Program Manager</li> <li>University Dining Manager</li> </ul>
R	<ul style="list-style-type: none"> <li>Academic Curator</li> <li>Academic Librarian</li> <li>Academic Planner</li> <li>Accountant</li> <li>Administrative Program Specialist</li> <li>Administrative Specialist</li> <li>Advisor</li> <li>Artist</li> <li>Auditor</li> <li>Benefits Specialist</li> <li>Broadcasting Specialist</li> <li>Budget Planner</li> <li>Building/Grounds Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>Cartographer</li> <li>Chemist</li> <li>Clinical Anesthetist, Audiologist, etc.</li> <li>Counselor</li> <li>Custodial Services Specialist</li> <li>Cytotechnologist</li> <li>Database Administrator</li> <li>Development Skills Specialist</li> <li>Development Specialist</li> <li>Executive Chef</li> <li>Editor</li> <li>Environmental Health Specialist</li> </ul>
S	<ul style="list-style-type: none"> <li>Facilities Architect</li> <li>Facilities Engineer</li> <li>Facilities Planning Specialist</li> <li>Geological Survey Specialist</li> <li>Health Technologist (All)</li> <li>Human Resources Specialist</li> <li>Information Manager</li> <li>Information Processing Consultant</li> <li>Information Specialist</li> <li>Information Technology – Architect</li> <li>Information Technology – Strategic Consultant</li> </ul>	<ul style="list-style-type: none"> <li>Institutional Planner</li> <li>Instructional Specialist</li> <li>Instrumentation Specialist</li> <li>Instrumentation Technologist</li> <li>Marketing Specialist</li> <li>Media Specialist</li> <li>Medical Technologist</li> <li>Microbiologist</li> <li>Network Specialist</li> <li>Outreach Specialist</li> </ul>
T	<ul style="list-style-type: none"> <li>Policy and Planning Analyst</li> <li>Preceptor</li> <li>Procurement Specialist</li> <li>Programmer Analyst</li> <li>Psychologist</li> <li>Recreation Specialist</li> <li>Rehabilitation Specialist</li> <li>Research Specialist</li> <li>Residence Hall Manager</li> <li>Risk Management Specialist</li> </ul>	<ul style="list-style-type: none"> <li>Special Assistant</li> <li>Special Librarian</li> <li>Student Services Coordinator</li> <li>Student Services Specialist</li> <li>Systems Programmer</li> <li>Trades Superintendent</li> <li>University Legal Counsel</li> <li>University Relations Specialist</li> <li>Veterinarian Specialist</li> <li>Waste Management Specialist</li> </ul>

## *Committees*

### *Your Duties as a Committee Member*

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#### **Getting Started**

- 1) **Attend your committee meetings.** Make sure you know time and place for committee meetings. If you find that you are unable to attend a majority of the meetings, consider assigning an alternate who can attend in your absence or resigning. Not all committees will allow an alternate, so please check with the committee chair prior to pursuing this route. Contact the Secretary of the Academic Staff if any changes occur including an assigned alternate or resignation. You have **one** vote in these meetings so your attendance and participation is important.
  
- 2) **Communicate with ASEC and with the Secretary of the Academic Staff Office.**
  - **With ASEC:** ASEC welcomes representatives to report back to ASEC when issues come before a committee that are important to academic staff. In addition, ASEC invites representatives to report back with systemic or ongoing issues with committee function. You can reach the ASEC chair via e-mail at [kjniemi@wisc.edu](mailto:kjniemi@wisc.edu).
  
  - **With the Secretary of the Academic Staff Office:** Let Heather Daniels ([soas@soas.wisc.edu](mailto:soas@soas.wisc.edu)) and Jake Smith ([jake.smith@wisc.edu](mailto:jake.smith@wisc.edu)) know how they can support you in your governance work. They can assist with connecting you with other parts of academic staff shared governance or help place an item on an Assembly or ASEC agenda.
  
  - **With the Academic Staff Assembly:** ASEC sets the Academic Staff Assembly agendas. If you have an issue or annual report that you would like to present at an upcoming Assembly meeting, please contact the ASEC chair ([kjniemi@wisc.edu](mailto:kjniemi@wisc.edu)) or the Secretary of the Academic Staff Office ([soas@soas.wisc.edu](mailto:soas@soas.wisc.edu)).
  
- 3) **If you need to resign your position,** please notify the Secretary of the Academic Staff ([soas@soas.wisc.edu](mailto:soas@soas.wisc.edu)) office. They will take care of notifying the Nominating Committee so your slot can be filled as quickly as possible.

## ***Academic Staff Executive Committee (ASEC)***

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### ***Basic Functions and Responsibilities***

The primary function of ASEC is to act as the day-to-day administrative executive committee for the Academic Staff Assembly and for the academic staff at large. To be effective, ASEC considers it important to maintain a close relationship with the Assembly and with all of the academic staff. ASEC, together with the Academic Staff Assembly, works to facilitate communication with the faculty, university staff and students through their own governance bodies, and with the chancellor, provost and other campus administrators on matters concerning governance and academic staff.

ASEC considers matters referred to it by the Assembly and its standing committees, the UW-Madison administration, UW System administration, the Board of Regents, other governance groups on campus, various campus offices (Budget Planning and Analysis, Human Resources/Academic Personnel, Equity and Diversity Resource Center, etc.), and individual members of the academic staff. When time permits, matters of significance are taken up by the Assembly. However, when decisions must be made within time frames that do not allow for Assembly input, they are made by ASEC and reported to the Assembly at its next meeting.

### ***Membership***

- No more than two members may be from the same Assembly district.
- No more than three members may be from the same school, college or division.
- ASEC members will serve as ex-officio voting members of the Assembly and may not concurrently serve as representatives of Assembly districts.
- The total number of nominees shall be at least two times larger than the number of seats to be filled.
- Members of the Nominating Committee may not also be candidates for ASEC.
- Nominations come from the Assembly and/or the academic staff at large.
- Nominees may be added to the initial slate by a petition of at least 10 Assembly representatives or 50 members of the academic staff.

### ***Elections***

Elections are held in the spring, by written ballot of the Assembly at the meeting following that of the presentation of the initial slates. Results are announced during that meeting.

### ***Chair and Vice-Chair***

ASEC members will select their chair and vice-chair by majority vote.

### ***Vacancies***

To fill a vacated ASEC seat, the Nominating Committee will recommend one or two names to the Assembly. If one nominee is recommended, a majority vote is required. If two nominees are recommended, the one receiving more votes shall become the ASEC member. The seat will be up for election at the next ASEC election, regardless of whether that seat would normally be up for election that year.

### ***Terms of Office***

Terms run from July 1 through June 30.



## Websites

Membership, contact information, and background on ASEC can be found at:  
<http://acstaff.wisc.edu/governance/academic-staff-executive-committee-asec>

## Meetings

ASEC customarily meets in Room 53 Bascom Hall from 2:00 to 4:30 PM on most Thursdays during the academic year and periodically in the summer. Standing committee chairs attend ASEC meetings and participate in ASEC's discussions when issues arise that pertain to current governance matters. The provost also regularly attends ASEC meetings and provides updates on current campus issues.

## Your Involvement with ASEC

Assembly representatives and alternates are encouraged to attend ASEC meetings to learn about issues and to gain a better understanding of how the Assembly executive committee functions. Assembly representatives and alternates are also encouraged to bring issues of concern raised by their constituents to ASEC. If you wish to appear at an ASEC meeting and speak on a particular topic, please contact the Secretary of Academic Staff in advance. You should also feel free to contact any ASEC member or the Secretary on any matter you would like to discuss. ASEC meetings are open to the public.

## ASEC Members

<b>Bruno Browning (Vice Chair)</b> [ <a href="mailto:browning@wisc.edu">browning@wisc.edu</a> ]	283 Van Hise Hall	262-3260	783	L&S	6-30-20
<b>Aaron Crandall</b> [ <a href="mailto:aaron.crandall@wisc.edu">aaron.crandall@wisc.edu</a> ]	707f WARF Office Bldg	262-4799	442	SMPH	6-30-18
<b>Jenny Dahlberg</b> [ <a href="mailto:jenny.dahlberg@wisc.edu">jenny.dahlberg@wisc.edu</a> ]	Vet Med Bldg	890-2407	449	VET	6-30-19
<b>Beth Giles</b> [ <a href="mailto:brgiles@education.wisc.edu">brgiles@education.wisc.edu</a> ]	264 Teacher Education	890-3091	782	EDUC	6-30-20
<b>Mallory Musolf</b> [ <a href="mailto:musolf@wisc.edu">musolf@wisc.edu</a> ]	9531 WIMR	262-4932	494	SMPH	6-30-20
<b>Kevin Niemi (Chair)</b> [ <a href="mailto:kjniemi@wisc.edu">kjniemi@wisc.edu</a> ]	Rm. 103a, 445 Henry Mall	262-5480	405	CALT	6-30-19
<b>Jim Rogers</b> [ <a href="mailto:jim.rogers@wisc.edu">jim.rogers@wisc.edu</a> ]	5218 Memorial Union	890-1313	403	WU	6-30-18
<b>Deb Shapiro</b> [ <a href="mailto:dsshapiro@wisc.edu">dsshapiro@wisc.edu</a> ]	4282 Helen C. White Hall	262-9195	256	L&S	6-30-18
<b>Lindsey Stoddard Cameron</b> [ <a href="mailto:lindsey.stoddardcameron@wisc.edu">lindsey.stoddardcameron@wisc.edu</a> ]	132 Bascom Hall	262-3931	436	GEA	6-30-18

## ***Standing Committees of the Academic Staff Assembly***

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### ***Current Committees***

- *Communications Committee*
- *Compensation and Economic Benefits Committee*
- *Districting and Representation Committee*
- *Mentoring Committee*
- *Nominating Committee*
- *Personnel Policies and Procedures Committee*
- *Professional Development and Recognition Committee*

### ***Common Characteristics of the Committees***

#### ***Membership***

- No more than two members may be from the same Assembly district.
- No more than three members may be from the same school, college or division.
- Except for the Nominating Committee's own slate, the Nominating Committee prepares the initial slates and final ballots for all elections. The Nominating Committee's slate is solicited by ASEC.
- The Nominating Committee prepares a final ballot with a number of nominees larger than the number of seats to be filled.
- Nominations come from the Assembly and/or the academic staff at large.
- Nominees may be added to the initial slate by motion from the Assembly floor or by petition of 10 academic staff members.

#### ***Elections***

Elections are held in the spring, by written ballot of the Assembly at the meeting following that of the presentation of the initial slates. Results are announced during that meeting.

#### ***Chair***

The committee chair is elected by majority vote at the first committee meeting of each year. In the case of a tie vote, the ASEC chair will cast the deciding vote. The chair attends ASEC meetings to inform ASEC of the committee work. The Personnel Policies and Procedures Committee and Compensation and Economic Benefits Committee chairs attend ASEC meetings frequently.

#### ***Vacancies***

Vacancies are filled by appointment by ASEC from a list of nominees supplied by the Nominating Committee. Vacancy appointments serve until the next regular election for that seat.

#### ***Terms of Office***

Terms run from July 1 through June 30.

#### ***Websites***

Each committee will have responsibility for maintaining and updating its information on the academic staff website (<http://acstaff.wisc.edu>).

## Communications Committee (CC)

### *Responsibilities*

The committee works with other campus units, entities, and organizations to coordinate communication relevant to academic staff for both internal and external audiences. This coordination should include identifying strategies to address communication gaps.

### *Membership*

Nine members elected by the Assembly to serve three-year terms. One-third of the members are elected each year. There are no term limits.

### *Committee Members*

<b>Matthew Call (Chair)</b> <a href="mailto:mcall@wisc.edu">[mcall@wisc.edu]</a>	520 WARF Office Building	262-7495	442	SMPH	6-30-19
<b>Jennifer Garrett</b> <a href="mailto:jegarrett@wisc.edu">[jegarrett@wisc.edu]</a>	5127 Cooper Hall	263-5160	605	NURS	6-30-18
<b>Yael Gen</b> <a href="mailto:yaelgen@aqua.wisc.edu">[yaelgen@aqua.wisc.edu]</a>	227 Goodnight Hall		432	VCRGE	6-30-20
<b>Emily Kite</b> <a href="mailto:emily.kite@wisc.edu">[emily.kite@wisc.edu]</a>	3221a Law Building	262-8554	482	LAW	6-30-19
<b>Jan Klawitter</b> <a href="mailto:jan.klawitter@slh.wisc.edu">[jan.klawitter@slh.wisc.edu]</a>	521c Stovall Hygiene Lab	265-2529	478	WSLH	6-30-18
<b>Robyn Perrin</b> <a href="mailto:rmperrin@medicine.wisc.edu">[rmperrin@medicine.wisc.edu]</a>	4259 UW Med Fdtn Centennial Bldg	263-5649	495	SMPH	6-30-20
<b>Diane Stojanovich</b> <a href="mailto:diane.stojanovich@wisc.edu">[diane.stojanovich@wisc.edu]</a>	1122 Rennebohm Hall	890-1611	483	PHAR	6-30-19
<b>Lori Wilson</b> <a href="mailto:lori.wilson@wisc.edu">[lori.wilson@wisc.edu]</a>	4158 Mech Engineering Bldg	890-2449	480	ENGR	6-30-20
<b>Vacant Seat</b>					6-30-18

## Compensation and Economic Benefits Committee (CEBC)

### *Responsibilities*

CEBC reviews policies and procedures relating to academic staff compensation, fringe and other economic benefits, and makes recommendations to the Assembly and ASEC in these areas.

### *Membership*

Nine members elected by the Assembly to serve three-year terms. One-third of the members are elected each year. There are no term limits.

### *Committee Members*

<b>Emily Clark</b> [ <a href="mailto:eclark2@wisc.edu">eclark2@wisc.edu</a> ]	311 University Club	890-3487	435	L&S	6-30-20
<b>Russell Dimond</b> [ <a href="mailto:rdimond@ssc.wisc.edu">rdimond@ssc.wisc.edu</a> ]	4226 Sewell Social Sciences	262-0499	469	L&S	6-30-20
<b>Sharon Gehl</b> [ <a href="mailto:slgehl@medicine.wisc.edu">slgehl@medicine.wisc.edu</a> ]	5165 Mfcb Med Fndtn	265-8626	781	SMPH	6-30-19
<b>Bob Glover</b> [ <a href="mailto:bob.glover@wisc.edu">bob.glover@wisc.edu</a> ]	370j Educational Sciences	263-0761	460	EDUC	6-30-20
<b>Nancy Graff Schultz</b> [ <a href="mailto:nancy.graffschultz@wisc.edu">nancy.graffschultz@wisc.edu</a> ]	372h Memorial Library	262-0076	781	GLS	6-30-19
<b>Ilia Guzei</b> [ <a href="mailto:iguzei@chem.wisc.edu">iguzei@chem.wisc.edu</a> ]	2124 Chemistry Bldg	263-4694	140	L&S	6-30-18
<b>Jason Jankoski (Co-Chair)</b> [ <a href="mailto:jjjankoski@wisc.edu">jjjankoski@wisc.edu</a> ]	2620 Engineering Hall	890-0921	789	ENGR	6-30-18
<b>Janet Newlands</b> [ <a href="mailto:janet@bact.wisc.edu">janet@bact.wisc.edu</a> ]	1543 Microbial Sciences	206-9396	458	CALS	6-30-18
<b>Carol Van Hulle (Co-Chair)</b> [ <a href="mailto:cavanhulle@wisc.edu">cavanhulle@wisc.edu</a> ]	Waisman Center	265-2674	134	VCRGE	6-30-19

## **Districting and Representation Committee (DRC)**

### *Responsibilities*

- Reviews election and districting processes and rules to ensure that the academic staff members may exercise their institutional governance rights in the most effective, equitable, and efficient manner.
- Periodically reviews each Assembly district to ensure that each district meets the requirements of the *Academic Staff Policies and Procedures (ASPP)*.
- Hears appeals from individuals or groups presenting a reasonable basis for assignment to a different district or to a new district.
- Reviews and recommends action to the Assembly on changes in size or composition of individual districts, changes in the guidelines that address election and districting issues and changes in the election process.
- Reviews changes in procedures to improve the equity of the districting process and the procedures to encourage member participation in elections and academic staff governance activities.

### *Membership*

Six members elected by the Assembly. Two members shall be elected each year to serve three-year terms. There are no term limits.

### *Committee Members*

<b>Ian Benton (Co-Chair)</b> <a href="mailto:ian.benton@wisc.edu">[ian.benton@wisc.edu]</a>	Helen C White Hall	263-2247	525	GLS	6-30-18
<b>Eileen Ewing</b> <a href="mailto:erewing@wisc.edu">[erewing@wisc.edu]</a>	7141 Helen C White Hall	263-3775	435	L&S	6-30-19
<b>Robin Kurtz</b> <a href="mailto:rskurtz@wisc.edu">[rskurtz@wisc.edu]</a>	2515 Microbial Sciences Bldg	263-1781	203	CALS	6-30-20
<b>Gene Masters (Co-Chair)</b> <a href="mailto:gene.masters@wisc.edu">[gene.masters@wisc.edu]</a>	Rm 292, 1410 Engineering Dr	265-5937	462	ENGR	6-30-20
<b>Brady Minter</b> <a href="mailto:bsm@athletics.wisc.edu">[bsm@athletics.wisc.edu]</a>	Kellner Hall		434	ATHL	6-30-19
<b>Mary Possin</b> <a href="mailto:mcpassin@wisc.edu">[mcpassin@wisc.edu]</a>	1150 Engineering Hall	890-2075	480	ENGR	6-30-18

**Mentoring Committee (MC)**

*Responsibilities*

The Mentoring Committee promotes professional and personal development among academic staff through its mentoring program, which recruits and connects individuals who have been on campus for less than five years (mentees) with individuals who have been on campus for more than five years (mentors). It provides guidelines for how mentors may offer mentees advice, coaching, guidance, information about the UW-Madison campus and may offer programming and other services for mentoring pairs.

*Membership*

Nine members elected by the Assembly to serve three-year terms. One-third of the members are elected each year. There are no term limits.

*Committee Members*

<b>Edmund Elder (Co-Chair)</b> <a href="mailto:edmund.elder@wisc.edu">[edmund.elder@wisc.edu]</a>	7109 Rennebohm Hall	890-1198	155	PHAR	6-30-19
<b>Marty Gustafson (Co-Chair)</b> <a href="mailto:marty.gustafson@wisc.edu">[marty.gustafson@wisc.edu]</a>	211 Bascom Hall	890-2291	789	GRAD	6-30-18
<b>Chris Logterman</b> <a href="mailto:clogterman@wisc.edu">[clogterman@wisc.edu]</a>	101k Ingraham Hall	262-5858	490	L&S	6-30-18
<b>Mark Marohl</b> <a href="mailto:mdmarohl@wisc.edu">[mdmarohl@wisc.edu]</a>	1010c McArdle Building	263-4580	496	SMPH	6-30-20
<b>Frank Rooney</b> <a href="mailto:frooney@wisc.edu">[frooney@wisc.edu]</a>	Van Vleck Hall		256	L&S	6-30-20
<b>Sarah Sebrosky</b> <a href="mailto:sebrosky@wisc.edu">[sebrosky@wisc.edu]</a>	60 Soils-King Hall		486	CALS	6-30-20
<b>Jessica Solcz</b> <a href="mailto:solcz@wisc.edu">[solcz@wisc.edu]</a>	517 WARF Office Building	265-9307	334	SMPH	6-30-19
<b>Heather Weltin</b> <a href="mailto:heather.weltin@wisc.edu">[heather.weltin@wisc.edu]</a>	B108 Memorial Library	262-8958	782	GLS	6-30-18
<b>Vacant Seat</b>					6-30-19

## Nominating Committee (NC)

### *Responsibilities*

Nominates members of the academic staff for election to the ASEC and the Assembly standing committees and recommends appointment to most UW-Madison shared governance committees.

### *Membership*

Nine members elected by the Assembly. Three are elected each year to serve three-year terms. The term limit is two consecutive full terms. The slate for the election is solicited by ASEC from among the academic staff at large and from Assembly representatives.

### *Committee Members*

<b>Dan Barnish</b> [ <a href="mailto:dbarnish@wisc.edu">dbarnish@wisc.edu</a> ]	Brogden Psychology Bldg	262-0512	408	L&S	6-30-19
<b>Rebecca Beebe (Co-Chair)</b> [ <a href="mailto:rebecca.beebe@wisc.edu">rebecca.beebe@wisc.edu</a> ]	2220r Rennebohm Hall	265-4566	483	PHAR	6-30-18
<b>Sophia Erb</b> [ <a href="mailto:serb2@wisc.edu">serb2@wisc.edu</a> ]	Animal Science Building		486	CALS	6-30-20
<b>Jacob Hahn</b> [ <a href="mailto:jphahn@wisc.edu">jphahn@wisc.edu</a> ]	Memorial Union	262-1630	403	WU	6-30-20
<b>Benjamin Heidke</b> [ <a href="mailto:bheidke@wisc.edu">bheidke@wisc.edu</a> ]	Law Building		482	LAW	6-30-20
<b>Jennifer Heintz (Co-Chair)</b> [ <a href="mailto:jlheintz@wisc.edu">jlheintz@wisc.edu</a> ]	McConnell, 4th Flr Meriter-Park	417-6361	440	SMPH	6-30-18
<b>Sharon Kahn (Co-Chair)</b> [ <a href="mailto:smkahn@geography.wisc.edu">smkahn@geography.wisc.edu</a> ]	143 Science Hall	262-3861	490	L&S	6-30-18
<b>Karyn Matchey</b> [ <a href="mailto:matchey@neurology.wisc.edu">matchey@neurology.wisc.edu</a> ]	UW Med Fndtn Cent Bldg	262-8644	441	SMPH	6-30-19
<b>Alissa Oleck</b> [ <a href="mailto:alissa.oleck@wisc.edu">alissa.oleck@wisc.edu</a> ]	Room 7101, 21 N Park St	263-7814	449	DCS	6-30-19

**Personnel Policies and Procedures Committee (PPPC)**

*Responsibilities*

Continuously reviews personnel policies and procedures relating to the academic staff and recommendations to the Assembly and ASEC in these areas.

*Membership*

Nine members elected by the Assembly. Three are elected each year to serve three-year terms. There are no term limits.

*Committee Members*

<b>Deb Brauer (Co-Chair)</b> <a href="mailto:brauer@ortho.wisc.edu">[brauer@ortho.wisc.edu]</a>	2281 UW Med Fndtn Cent Bldg	263-3596	497	SMPH	6-30-19
<b>Caitlin Cleary</b> <a href="mailto:ccleary@wisc.edu">[ccleary@wisc.edu]</a>	J5/1 Mezz, 2420 CSC	262-9620	443	SMPH	6-30-19
<b>Pam Garcia-Rivera (Co-Chair)</b> <a href="mailto:pgarciariver@wisc.edu">[pgarciariver@wisc.edu]</a>	5114 Vilas Hall	890-1046	491	L&S	6-30-18
<b>Anna Lewis</b> <a href="mailto:anna.lewis@wisc.edu">[anna.lewis@wisc.edu]</a>	368b Teacher Education	263-8199	526	EDUC	6-30-19
<b>Carlos Lozano</b> <a href="mailto:lozano2@wisc.edu">[lozano2@wisc.edu]</a>	16 Ingraham Hall	265-5106	426	GS	6-30-20
<b>Shirin Malekpour</b> <a href="mailto:shirin.malekpour@wisc.edu">[shirin.malekpour@wisc.edu]</a>	423 Van Vleck Hall	263-2875	256	L&S	6-30-18
<b>Dorothea Salo</b> <a href="mailto:salo@wisc.edu">[salo@wisc.edu]</a>	Helen C White Hall		256	L&S	6-30-20
<b>Meredith Smith</b> <a href="mailto:mssmith22@wisc.edu">[mssmith22@wisc.edu]</a>	Rm. 362h, 30 N. Mills St.	265-2943	466	FP&M	6-30-20
<b>Jonathan Thom</b> <a href="mailto:jthom@ssec.wisc.edu">[jthom@ssec.wisc.edu]</a>	1501 AOS	263-4207	335	VCRGE	6-30-18



## Professional Development and Recognition Committee (PDRC)

### *Responsibilities*

- Promote the concept of professional development and recognition for UW-Madison academic staff.
- Work with the administration to explore and develop programs to enhance the professional skills and abilities of academic staff.
- Make recommendations regarding the review of and changes to academic staff professional development guidelines.
- Work with the administration, the UW Foundation and the faculty to locate or create funding resources for professional development.
- Oversees selection of the recipients of the Academic Staff Excellence Awards and the Professional Development Grants.
- The mentoring program is an off-shoot of the PDRC with one representative from PDRC on the steering committee. Otherwise, this program runs independently from PDRC.

### *Membership*

- Twelve members elected by the Assembly. Four are elected each year to serve three-year terms. There are no term limits.
- All members should have shown commitment to professional development of academic staff.

### *Committee Members*

<b>Kim Bruksch</b> <a href="mailto:kimberly.bruksch@fammed.wisc.edu">[kimberly.bruksch@fammed.wisc.edu]</a>	1100 Delaplane Ct	265-5670	440	SMPH	6-30-19
<b>Steven Catania</b> <a href="mailto:steven.catania@wisc.edu">[steven.catania@wisc.edu]</a>	Room 5105, 21 N. Park St.	262-6678	426	GS	6-30-20
<b>Nichlos Ewoldt (Chair)</b> <a href="mailto:newoldt@wisc.edu">[newoldt@wisc.edu]</a>	B5 Bascom Hall	890-3105	789	L&S	6-30-19
<b>Stephanie Kutz</b> <a href="mailto:stephanie.kutz@wisc.edu">[stephanie.kutz@wisc.edu]</a>	Env Protection & Safety Bldg	622-9764	308	FP&M	6-30-18
<b>Jim Lacy</b> <a href="mailto:lacy@wisc.edu">[lacy@wisc.edu]</a>	384 Science Hall	262-6850	781	L&S	6-30-20
<b>Mary Lewitzke</b> <a href="mailto:mary.lewitzke@wisc.edu">[mary.lewitzke@wisc.edu]</a>	2429 Grainger Hall	890-0493	478	BUS	6-30-18
<b>Jennifer Meier</b> <a href="mailto:jmeier@medicine.wisc.edu">[jmeier@medicine.wisc.edu]</a>	4232 UW Med Fndtn Cent Bldg	263-1326	785	SMPH	6-30-19
<b>Martha Reck</b> <a href="mailto:mreck2@wisc.edu">[mreck2@wisc.edu]</a>	1426 Genetics-Biotech Bldg	265-9285	486	CALS	6-30-19
<b>Eva Rakasz</b> <a href="mailto:erakasz@primate.wisc.edu">[erakasz@primate.wisc.edu]</a>	Room 133, 585 Science Dr.	265-8998	111	VCRGE	6-30-20
<b>Brad Schantz</b> <a href="mailto:mcilvaine@wisc.edu">[mcilvaine@wisc.edu]</a>	279 Van Hise Hall	262-5454	468	L&S	6-30-18
<b>Christine Schulz</b> <a href="mailto:cschulz2@rsp.wisc.edu">[cschulz2@rsp.wisc.edu]</a>	21 N. Park St.	890-2941	431	GS	6-30-20
<b>Vacant Seat</b>					6-30-18

## ***Academic Staff Area Review Committees***

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“Indefinite Appointment” is an academic staff appointment with permanent status and for an unlimited term. The rights conferred by an indefinite appointment are limited to the operational area in which the appointment is made. Indefinite appointments are neither limited to nor specific to any academic staff position or title series.

***Area Review Committee:*** The appropriate area review committee to review employees for an indefinite appointment normally is identified by joint agreement of the employee and employer and shall be the committee appropriate to the area of employment. When an agreement cannot be reached, the Academic Staff Executive Committee, in consultation with the dean or director and the Office of Human Resources, shall specify the appropriate area review committee.

***Action by the Area Review Committee:*** Each area review committee shall convene to review nominations for indefinite appointment status within its respective area. The committee shall seek any additional information or expertise it needs to reach a decision. All members of each committee have the right to vote on all candidates. The recommendation of the area review committee is advisory to the dean or director.

***Composition of Area Review Committees:*** There shall be four academic staff area review committees:

1. Humanities/Social Sciences
2. Biological/Medical Sciences
3. Physical Sciences/Engineering
4. Administrative/Student Services/Library

Each committee shall consist of nine members. Insofar as possible, each committee shall consist of academic staff members having indefinite status and whose employment-related activities represent the diversity of academic staff.

The members of the Administrative/Student Services/Library Area Review Committee shall include at least two from separate administrative areas, two from separate student services areas and two from separate library areas. The other three committees shall have academic staff members appointed to reflect the instructional, doctoral, and other backgrounds appropriate to academic staff within the area of review.

The committee members shall be appointed by the chancellor or designee in consultation with the Academic Staff Executive Committee. Members will serve three-year terms with one-third of the committee appointed annually; members may be reappointed.

**Administrative/Student Services/Library ARC**

<b><u>Committee Member</u></b>	<b><u>Campus Address</u></b>	<b><u>Phone</u></b>	<b><u>Term Ends</u></b>
<b>Philip Dunigan (Chair)</b> [ <a href="mailto:philip.dunigan@wisc.edu">philip.dunigan@wisc.edu</a> ]	118 Ars Arling Farm HQ	846-3750	6-30-18
<b>Eliot Finkelstein</b> [ <a href="mailto:eliot.finkelstein@wisc.edu">eliot.finkelstein@wisc.edu</a> ]	4217 Helen C White Hall	265-3376	6-30-19
<b>William Heiss</b> [ <a href="mailto:waheiss@wisc.edu">waheiss@wisc.edu</a> ]	328 School of Social Work Bldg	263-7147	6-30-18
<b>Dianna Murphy</b> [ <a href="mailto:diannamurphy@wisc.edu">diannamurphy@wisc.edu</a> ]	Van Hise Hall	262-1473	6-30-19
<b>Greg Putnam</b> [ <a href="mailto:gputnam@wisc.edu">gputnam@wisc.edu</a> ]	4191a Helen C White Hall	262-7124	6-30-20
<b>Tom Tabone</b> [ <a href="mailto:tom.tabone@wisc.edu">tom.tabone@wisc.edu</a> ]	152 Animal Science Bldg	263-3942	6-30-18
<b>Tom Tews</b> [ <a href="mailto:tom.tews@wisc.edu">tom.tews@wisc.edu</a> ]	280 Science Hall	262-1706	6-30-20
<b>Cynthia Williams</b> [ <a href="mailto:cwilliam@wisc.edu">cwilliam@wisc.edu</a> ]	265 Bascom Hall	262-3929	6-30-19
<b>Dianna Xu</b> [ <a href="mailto:dianna.xu@wisc.edu">dianna.xu@wisc.edu</a> ]	M306b Memorial Library	262-1645	6-30-20

**Biological/Medical Sciences ARC**

<b><u>Committee Member</u></b>	<b><u>Campus Address</u></b>	<b><u>Phone</u></b>	<b><u>Term Ends</u></b>
<b>Ruthanne Chun</b> [ <a href="mailto:ruthanne.chun@wisc.edu">ruthanne.chun@wisc.edu</a> ]	4250 Vet Med Bldg	265-2671	6-30-19
<b>Melgardt De Villiers</b> [ <a href="mailto:melgardt.devilliers@wisc.edu">melgardt.devilliers@wisc.edu</a> ]	4115 Rennebohm Hall	890-0732	6-30-20
<b>John Dopp</b> [ <a href="mailto:john.dopp@wisc.edu">john.dopp@wisc.edu</a> ]	1014 Rennebohm Hall	265-9352	6-30-18
<b>Mary Hayney</b> [ <a href="mailto:mary.hayney@wisc.edu">mary.hayney@wisc.edu</a> ]	4121 Rennebohm Hall	265-4666	6-30-20
<b>Paul Hutson (Chair)</b> [ <a href="mailto:paul.hutson@wisc.edu">paul.hutson@wisc.edu</a> ]	2220f Rennebohm Hall	263-2496	6-30-18
<b>Susan Schaefer</b> [ <a href="mailto:susan.schaefer@wisc.edu">susan.schaefer@wisc.edu</a> ]	4490 Vet Med Bldg	265-6006	6-30-19
<b>Christopher Snyder</b> [ <a href="mailto:snyder@svm.vetmed.wisc.edu">snyder@svm.vetmed.wisc.edu</a> ]	1010 Vet Med Bldg	263-7600	6-30-20
<b>Rebecca Stepien</b> [ <a href="mailto:rstepien@svm.vetmed.wisc.edu">rstepien@svm.vetmed.wisc.edu</a> ]	4156 Vet Med Bldg	263-7600	6-30-19
<b>Orly Vardeny</b> [ <a href="mailto:orly.vardeny@wisc.edu">orly.vardeny@wisc.edu</a> ]	1040 Rennebohm Hall	265-0591	6-30-18

**Humanities/Social Sciences ARC**

<b><u>Committee Member</u></b>	<b><u>Campus Address</u></b>	<b><u>Phone</u></b>	<b><u>Term Ends</u></b>
<b>Erlin Barnard</b> [ <a href="mailto:esbarnard@wisc.edu">esbarnard@wisc.edu</a> ]	1252 Van Hise Hall	262-5764	6-30-19
<b>Michael Cullinane</b> [ <a href="mailto:mmcullin@wisc.edu">mmcullin@wisc.edu</a> ]	207a Ingraham Hall	263-1755	6-30-19
<b>Ritt Deitz</b> [ <a href="mailto:mdeitz@wisc.edu">mdeitz@wisc.edu</a> ]	746 Van Hise Hall	262-4090	6-30-20
<b>Christine DeSmet</b> [ <a href="mailto:christine.desmet@wisc.edu">christine.desmet@wisc.edu</a> ]	Room 7348, 21 N Park St	262-3447	6-30-18
<b>Martha Gibson (Chair)</b> [ <a href="mailto:migibson@wisc.edu">migibson@wisc.edu</a> ]	5117 Helen C White Hall	263-3747	6-30-18
<b>Patricia Hastings</b> [ <a href="mailto:patricia.hastings@wisc.edu">patricia.hastings@wisc.edu</a> ]	5115 Vilas Hall	262-8877	6-30-19
<b>Andrew Irving</b> [ <a href="mailto:atirving@wisc.edu">atirving@wisc.edu</a> ]	Van Hise Hall	262-5074	6-30-18
<b>Ron Kuka</b> [ <a href="mailto:rfkuka@wisc.edu">rfkuka@wisc.edu</a> ]	6195b Helen C White Hall	263-3374	6-30-20
<b>Vacant Seat</b>			6-30-20

**Physical Sciences/Engineering ARC**

<b><u>Committee Member</u></b>	<b><u>Campus Address</u></b>	<b><u>Phone</u></b>	<b><u>Term Ends</u></b>
<b>Brian Beard (Chair)</b> [ <a href="mailto:beardb@geology.wisc.edu">beardb@geology.wisc.edu</a> ]	309 Weeks Hall	262-1806	6-30-20
<b>Peter Crump</b> [ <a href="mailto:peter.crump@wisc.edu">peter.crump@wisc.edu</a> ]	148 Animal Sci Bldg	263-2816	6-30-19
<b>Tracy Drier</b> [ <a href="mailto:drier@chem.wisc.edu">drier@chem.wisc.edu</a> ]	B201 Chemistry Bldg	262-9896	6-30-18
<b>Charles Fry</b> [ <a href="mailto:fry@chem.wisc.edu">fry@chem.wisc.edu</a> ]	2201a Chemistry Bldg	262-3182	6-30-18
<b>Ilia Guzei</b> [ <a href="mailto:iguzei@chem.wisc.edu">iguzei@chem.wisc.edu</a> ]	2124 Chemistry Bldg	263-4694	6-30-20
<b>Michelle Harris</b> [ <a href="mailto:maharris@wisc.edu">maharris@wisc.edu</a> ]	507 Noland Zoology Bldg.	262-7363	6-30-19
<b>Allen Huang</b> [ <a href="mailto:allenh@ssec.wisc.edu">allenh@ssec.wisc.edu</a> ]	1231 AOS	263-5283	6-30-19
<b>Brian Jicha</b> [ <a href="mailto:brian.jicha@wisc.edu">brian.jicha@wisc.edu</a> ]	354 Weeks Hall	265-1862	6-30-18
<b>Milo Westler</b> [ <a href="mailto:milo@nmrfam.wisc.edu">milo@nmrfam.wisc.edu</a> ]	B160dc Biochemistry	263-9599	6-30-20

## ***Academic Staff Appeals Committee (ASAC)***

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The Academic Staff Appeals Committee shall review or hear all appeals of nonrenewals ([ASPP 3](#)), nonretentions of probationary employees ([ASPP 4](#)), layoffs ([ASPP 5](#)), discipline and dismissals ([ASPP 6](#)), and grievances ([ASPP 7](#)) nor resolved at a lower level and shall forward its findings of fact with a recommendation to the chancellor or designee.

The Academic Staff Appeals Committee shall consist of 12 members of the academic staff. The committee is appointed by the chancellor or designee upon the recommendations made by the Academic Staff Executive Committee. Members will serve three-year terms, with one-third of the Committee appointed annually. Terms are staggered. Committee members may be reappointed. The committee shall elect its chair annually from among its members.

The Committee's procedures for reviews and hearings are subject to the provisions of ASPP 3, 4, 5, 6, and 7. Modifications shall be subject to the approval of the Personnel Policies and Procedures Committee of the Academic Staff Assembly. Modifications shall be part of the annual report specified in ASPP 9.06.2.

### ***Committee Purpose***

As provided for by *Academic Staff Policies and Procedures* (ASPP) [Chapter 9.01](#), the Academic Staff Appeals Committee (ASAC) "... shall review or hear all appeals of nonrenewals (ASPP 3), nonretentions of probationary employees (ASPP 4), layoffs (ASPP 5), discipline and dismissals (ASPP 6), and grievances (ASPP 7)."

### ***Address***

ASAC, c/o Secretary of the Academic Staff  
270 Bascom Hall  
500 Lincoln Drive  
Madison, WI 53706

Notice of a matter for the ASAC and all correspondence and supporting materials should be sent through this address. Communication about matters before the ASAC should be made in writing, except in the case of logistical or administrative matters.

### ***Submission of Matters for ASAC Consideration***

Submission of a matter for ASAC consideration should be made in writing.

### ***Files***

The official records and files of the ASAC are maintained at the Secretary of the Academic Staff Office.

(For more information, go to <https://acstaff.wisc.edu/personnel/appeals>)

**Academic Staff Appeals Committee Members**

<b>Committee Member</b>	<b>Campus Address</b>	<b>Phone</b>	<b>Term Ends</b>
<b>Hanna Blazel</b> [ <a href="mailto:hmb@medicine.wisc.edu">hmb@medicine.wisc.edu</a> ]	Box 2420 CSC	265-3745	6-30-18
<b>Steven Boldt</b> [ <a href="mailto:steven.boldt@wisc.edu">steven.boldt@wisc.edu</a> ]	Room 515, 445 Henry Mall	262-3579	6-30-19
<b>Mary Condon</b> [ <a href="mailto:mary.condon@wisc.edu">mary.condon@wisc.edu</a> ]	Rm 9701, 333 E. Campus Mall	262-3060	6-30-20
<b>Julie Ganser</b> [ <a href="mailto:julie.ganser@wisc.edu">julie.ganser@wisc.edu</a> ]	6241 Humanities Bldg	262-8831	6-30-19
<b>Barbara Gerloff (Co-Chair)</b> [ <a href="mailto:gerloff@education.wisc.edu">gerloff@education.wisc.edu</a> ]	Education Bldg	262-4544	6-30-19
<b>Karen Koethe</b> [ <a href="mailto:koethe@wisc.edu">koethe@wisc.edu</a> ]	Law Building	890-2611	6-30-20
<b>Meredith Luschen (Co-Chair)</b> [ <a href="mailto:meredith.luschen@wisc.edu">meredith.luschen@wisc.edu</a> ]	K4/634, 6164 CSC	265-1997	6-30-20
<b>Suzanne Ponik</b> [ <a href="mailto:ponik@wisc.edu">ponik@wisc.edu</a> ]	4537 WIMR	265-5094	6-30-18
<b>Kate Ryan</b> [ <a href="mailto:cryan7@wisc.edu">cryan7@wisc.edu</a> ]	1142f Biochemistry Bldg	265-2281	6-30-19
<b>Chris Schappel</b> [ <a href="mailto:cas@athletics.wisc.edu">cas@athletics.wisc.edu</a> ]	Camp Randall Stadium	265-6749	6-30-18
<b>Melissa Smiley</b> [ <a href="mailto:mssmiley2@wisc.edu">mssmiley2@wisc.edu</a> ]	Extension Building	270-2773	6-30-20
<b>Tom Tabone</b> [ <a href="mailto:tom.tabone@wisc.edu">tom.tabone@wisc.edu</a> ]	152 Animal Science Bldg	263-3942	6-30-18

### ***Distinguished Prefix Review Committee***

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**Membership:** The Distinguished Prefix Review Committee shall consist of 12 members who have either served on an Area Review Committee for indefinite status or have been granted the Distinguished Prefix. The committee shall be appointed by the chancellor or designee upon recommendations made by the Academic Staff Executive Committee with the advice of the Nominating Committee.

**Terms:** Each term shall be for three years. Appointments to complete the terms of members who resign shall be made by the chancellor or designee upon recommendation of the Academic Staff Executive Committee.

As originated in the December 2011 Academic Staff Assembly Document #473, University of Wisconsin System guidelines for Distinguished Prefix interpretation, an academic staff member at the Distinguished level performs at a level of proficiency typically requiring extensive experience and advanced knowledge and skills. The expertise of an academic staff member at this level is commonly recognized by his or her peers and through a reputation which extends beyond his or her work unit. A Distinguished academic staff member is expected to develop new approaches, methods or techniques to resolve or prevent problems with little or no expert guidance and to cope independently with new, unexpected or complex situations. At this level, an academic staff member can be expected to guide or train other academic staff or to oversee their work. Currently, only Category A academic staff in the Professional title series and selected Category B academic staff in the Instructional and Research title series are eligible for the Distinguished prefix.” For more information, including the most updated iteration of the guidelines, go to <https://acstaff.wisc.edu/personnel/distinguished-prefix>.

#### ***Distinguished Prefix Review Committee Members***

<b><i>Committee Member</i></b>	<b><i>Campus Address</i></b>	<b><i>Phone</i></b>	<b><i>Term Ends</i></b>
<b>Larry Ashmun</b> <a href="mailto:larry.ashmun@wisc.edu">[larry.ashmun@wisc.edu]</a>	412a Memorial Library	262-0344	6-30-18
<b>Tim Gattenby</b> <a href="mailto:gattenby@education.wisc.edu">[gattenby@education.wisc.edu]</a>	1039 Natatorium	262-9562	6-30-20
<b>Lynn Haynes</b> <a href="mailto:haynes@surgery.wisc.edu">[haynes@surgery.wisc.edu]</a>	Box 7375 CSC	262-6684	6-30-18
<b>Jean Heitz (Co-Chair)</b> <a href="mailto:jgheitz@wisc.edu">[jgheitz@wisc.edu]</a>	230 Noland Zoology Bldg	263-2186	6-30-18
<b>Jamie Henke</b> <a href="mailto:jaime.henke@wisc.edu">[jaime.henke@wisc.edu]</a>	Rm 7334, 21 N Park St	263-6822	6-30-20
<b>Allen Huang</b> <a href="mailto:allenh@ssec.wisc.edu">[allenh@ssec.wisc.edu]</a>	1231 AOS	263-5283	6-30-19
<b>Mark Matosian</b> <a href="mailto:mmatosian@bus.wisc.edu">[mmatosian@bus.wisc.edu]</a>	2435 Grainger Hall	265-5078	6-30-19
<b>Dianna Murphy</b> <a href="mailto:diannamurphy@wisc.edu">[diannamurphy@wisc.edu]</a>	Van Hise Hall	262-1473	6-30-20
<b>Ruth Olson (Co-Chair)</b> <a href="mailto:reolson3@wisc.edu">[reolson3@wisc.edu]</a>	406 University Club	262-8180	6-30-18
<b>Scott Sanford</b> <a href="mailto:sasanford@wisc.edu">[sasanford@wisc.edu]</a>	115 Agricultural Engineering	262-5062	6-30-19
<b>Andrea Strayer</b> <a href="mailto:strayer@neurosurgery.wisc.edu">[strayer@neurosurgery.wisc.edu]</a>	Box 8660 CSC	262-8633	6-30-19
<b>Vacant Seat</b>			6-30-20

***Academic Staff Members on Campus-wide Committees***

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<b><u>Committee</u></b>	<b><u>Member</u></b>	<b><u>Term Expires</u></b>
<b><i>Access and Accommodation in Instruction</i></b>	Nichole Boyd	2020
	Adam Halstead	2018
	Tim Markle	2018
	Molly Reinhard	2019
<b><i>Advisory Committee to the Office of the Dean of Students</i></b>	Amy Bertrand	2019
	Michael Moll	2020
<b><i>Archives</i></b>	Daniel Einstein	2018
<b><i>Athletic Board (4-yr. Term)</i></b>	Jackie Hank	2020
	Gretchen Viney	2018
<b><i>Budget Committee</i></b>	Nathan Schulfer	2019
	Vacant Seat	2020
<b><i>Campus Diversity and Climate Committee</i></b>	Claudia Mosley	2018
	Dan Timm	2018
	Liz Valentine	2020
	Sir Williams	2020
<b><i>Campus Planning (1-yr. Term – Appointed by ASEC)</i></b>	Aaron Crandall	2018
<b><i>Campus Transportation</i></b>	Aaron Crandall	2020
	Sara Nagreen	2019
	Cameron Scarlett	2018
<b><i>Office of Equity and Diversity</i></b>	Susan Degrand	2020
	Jini Jasti	2019
	Steven Kosciuk	2018
<b><i>Gay, Lesbian, Bisexual, Transgender and Queer People in the University, Committee on</i></b>	Jay Botsford	2020
	Kelly Krein	2018
<b><i>Health Care Advisory Committee</i></b>	Vacant Seat	2019
	Kim Pinch	2018
<b><i>Information Technology</i></b>	Jennifer Bonifas	2018
	Mike Pitterle	2019
	Julie Zachman	2020



<b>Labor Codes Licensing Compliance Committee</b>	Pamela Barrett	2020
	Chelsea Kettler	2019
	Megan O'Rourke	2018
<b>Lakeshore Nature Preserve Committee</b>	Janet Batzli	2019
	Alan Turnquist	2020
	Matilde Urrutia	2018
<b>Lectures</b>	Antje Petty	2018
<b>Library</b>	Cid Freitag	2019
	Carol Pech	2018
<b>Memorial Library</b>	Angela Bagwell	2020
	Ryan Engel	2019
<b>Recreational Sports Board</b>	Shari Smith	2019
	Mary Treleven	2020
<b>Research, Safety and Compliance</b>	Elizabeth Oseid	2020
	Diane Wilkinson	2018
<b>Retirement Issues</b>	Chelsea Daley	2020
	Mark Lindquist	2018
	Louis Loeffler	2019
<b>Student Panels (Academic Misconduct, Non-Academic Misconduct, &amp; Hearing Examiners)</b>	Katie Bleier	2018
	Beth Dawson	2020
	Lindsey Decarlo	2020
	Becky Duffy	2019
	Cindy Fendrick	2019
	Jim Franzone	2020
	Joanna Gurstelle	2018
	Maggie Higgins	2019
	Cindy Holzmann	2018
	Abby Lemke	2019
	Mark Marohl	2019
	Rebekah Paré	2018
	Kim Peterson	2020
Michael Pflieger	2020	
Emily Tarter	2018	
<b>Undergraduate Recruitment, Admissions, and Financial Aids</b>	Tracy Mores	2020
	Alison Rice	2018
<b>University Academic Planning Council</b> (1-yr. Term – Appointed by ASEC)	Deb Shapiro	2018

<b>University Bookstore Board of Trustees</b> (4-yr. Term)	Robin Kurtz	2018
<b>University Curriculum Committee</b>	Lee DeBaillie	2019
	Shirin Malekpour	2020
	Mary Thompson	2018
	Sue Wenker	2020
<b>University Research Council</b>	Kevin Niemi	2019
	Sainath Suryanarayanan	2020
<b>Wisconsin Union Council</b> (2-yr. Term)	Chris Verhaeghe	2018
<b>Women in the University, Committee on</b>	Tina Hatch	2020
	Antje Petty	2019
	Elizabeth Sadowski	2020
	Rebecca Scheller	2018
	Nancy Schultz-Darken	2018
	Rachael Willits	2019

Committee appointments are made by ASEC each spring. Anyone interested in being considered for a vacancy should contact the chair(s) of the Nominating Committee by early March.

*\*Committee terms are three years unless noted*

## ***Secretary of the Academic Staff Office***

**Office:** 270 Bascom Hall  
**Address:** 500 Lincoln Drive  
Madison, WI 53706

Secretary of the Academic Staff  
[soas@soas.wisc.edu](mailto:soas@soas.wisc.edu)

The Secretary is charged with providing coordination, continuity, and support for all governance activities of the UW-Madison academic staff and helping to assure that shared governance on the Madison campus functions effectively. The Secretary has the overall duty of assisting the Assembly and ASEC in maintaining and enhancing the role of academic staff in shared governance.

### ***General Areas of Responsibility***

- Coordinate shared governance activities with the chancellor, provost, vice chancellors, the Office of Human Resources, Budget, Planning & Analysis office, Secretary of the Faculty Office, Faculty Senate, University Committee, Secretary of the University Staff Office, University Staff Congress, University Staff Central Committee, and the elected student governance body.
- Provide support and information and serve as a consultant regarding university policies for Assembly standing committee chairs, other committees, academic staff, and administrators.
- Serve as liaison between ASEC, the Assembly, and the administration.
- Provide assistance with any other matters touching upon shared governance (including special projects assigned by the chancellor, provost, or ASEC).

### ***Responsibility to ASEC and Standing Committees of the Assembly***

- Provide staff support for the chair and vice-chair of ASEC on such matters as consultation, correspondence, documentation on current issues, assessment of materials from other bodies such as UW-Madison Administration, UW System Administration, the University Committee, the Faculty Senate, the University Staff Central Committee, the University Staff Congress, and the UW-Madison student governance body, Associated Students of Madison (ASM).
- Identify and advise ASEC regarding events, statements or procedures, precedents, continuity, etc.
- Advise ASEC on applications, interpretations, and necessary revisions in their rules in *Academic Staff Policies and Procedures (ASPP)*.
- Serve as Secretary of the Assembly and ASEC: organize meetings, prepare agendas, record minutes, distribute documents, and maintain records for meetings of the Assembly, ASEC, and the standing committees.
- Maintain legislative history and files of documents of the UW-Madison, Assembly, and ASEC. This includes archiving meeting agendas, minutes, position papers, etc.
- Work with the Districting and Representation Committee in notifying academic staff of assignment to appropriate districts. Prepare accompanying welcome packets for new academic staff with various campus and academic staff related materials.
- Maintain current membership rosters of the Assembly representatives, alternates, and their districts. Representatives should therefore keep in touch with the Secretary about changes in their districts.
- Participate as an ex officio member of the University Archives Committee.

- Conduct and monitor elections for the Assembly, its standing committees, and ASEC.
- Coordinate with the Nominating Committee the appointments of academic staff to appropriate university joint governance (faculty/academic staff/student) committees and ASEC.
- Other duties as needed or requested by the provost.

The Secretary's office is an excellent resource for information on finding a meeting room, referring you to the appropriate office on campus responsible for something you are investigating, and providing background information on a particular issue.

*Administrative*

- Support for the Academic Staff Appeals Committee
- Support in administering Professional Development Grants and Excellence Awards
- Support for Distinguished Prefix Review Committee

## ***Academic Staff Professionals Representation Organization (ASPRO)***

**Office:** 10 East Doty Street – Suite 403, Madison, Wisconsin 53703  
**Telephone:** (608) 286-9599  
**Fax:** (608) 286-0766  
**Email:** [aspro@aspro.net](mailto:aspro@aspro.net)

### ***Origins***

In 1989, ASPRO was created by the Academic Staff Assembly in response to the need for the academic staff to become involved in the legislative process. Since 1994, ASPRO has reached out to academic staff on other UW System campuses in order to create a more effective statewide lobbying presence. In 2005, ASPRO revised its bylaws to allow for a voting ASPRO Board representative from each of the 4-year campuses, the UW-Colleges (as one unit), UW Extension, and the UW System Administration.

ASPRO is the sole lobbying organization by and for the academic staff System-wide. ASPRO is financed through individual voluntary payroll deductions (0.25 of 1 percent of the monthly salary).

Leadership is provided by the ASPRO System and campus boards. ASPRO employs a contract lobbyist to represent the academic staff issues before the legislature.

### ***Functions and Responsibilities***

- Communicate to the Board of Regents, the Legislature, state and local government officials, their agencies when appropriate, and the public, the views of the UW System (UWS) academic staff on matters of concern to the UW System.
- Aid the Board of Regents, the Legislature, state and local government officials, and their agencies when appropriate, by facilitating access to the expertise available within the UW System academic staff.
- Recommend to the UW System academic staff governance bodies and to the UW System Administration procedures for improving academic staff communication with the Board of Regents, the Legislature, state and local government officials, their agencies when appropriate, and the public.
- Keep the UW System academic staff governance bodies fully informed on relevant issues under consideration by the Legislature and other agencies of state and local government.
- Maintain contact and coordinate activities with the UW System campus faculties, UW System Administration, alumni associations, student organizations, professional groups, and other organizations concerned with legislative issues crucial to the UW System.

### ***UW System ASPRO Board of Directors***

The UW System ASPRO is fully controlled by the UW System ASPRO Board of Directors who are elected or appointed by UW System campus ASPRO chapters to ensure that the UWS ASPRO expresses the views of the academic staff for whose benefit the corporation is organized. Each campus in the UW System is represented on the UW System ASPRO Board of Directors by one voting board member. Campus ASPROs with more than 100 ASPRO members are granted an additional voting member for each 100 members. The UW Colleges combined are considered one campus.

The principal officers of ASPRO are president, vice president, and a secretary/treasurer, each of whom is elected by the UW System ASPRO Board of Directors. Other officers and assistant officers as deemed necessary may be elected or appointed by the Board of Directors.

**Academic Staff Professionals Representation Organization (ASPRO)  
2017-18 UW System ASPRO Board**

**Robert Butterfield**  
UW-Stout  
715-232-5474  
[butterfieldr@uwstout.edu](mailto:butterfieldr@uwstout.edu)

**Mallory Musolf**  
UW-Madison  
608-262-4932  
[musolf@wisc.edu](mailto:musolf@wisc.edu)

**Dave Carlson**  
UW Colleges  
608-758-6565 ext. 495  
[dave.carlson@uwc.edu](mailto:dave.carlson@uwc.edu)

**Kevin Niemi**  
UW-Madison  
608-262-5480  
[kjniemi@wisc.edu](mailto:kjniemi@wisc.edu)

**Sal Carranza**  
UW System  
608-265-9177  
[scarranza@uwsa.edu](mailto:scarranza@uwsa.edu)

**Tori Richardson**  
UW-Madison  
608-262-0617  
[tori.richardson@wisc.edu](mailto:tori.richardson@wisc.edu)

**Andrea Cool**  
UW-Platteville  
608-342-1626  
[coola@uwplatt.edu](mailto:coola@uwplatt.edu)

**Julie Schneider**  
UW-Stevens Point  
715-346-3361  
[jschneid@uwsp.edu](mailto:jschneid@uwsp.edu)

**Keith Kunkel**  
UW-Milwaukee  
414-229-3893  
[kakunkel@uwm.edu](mailto:kakunkel@uwm.edu)

**Mary Seaman**  
UW-Oshkosh  
920-424-7085  
[seamanm@uwosh.edu](mailto:seamanm@uwosh.edu)

**Heather Mc Fadden**  
UW-Madison  
608-890-2468  
[heather.mcfadden@wisc.edu](mailto:heather.mcfadden@wisc.edu)

**Katie Wilson**  
UW-Eau Claire  
715-836-2001  
[wilsonk@uwec.edu](mailto:wilsonk@uwec.edu)

# APPENDIX

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***Who Are the UW-Madison Academic Staff, Anyway?***

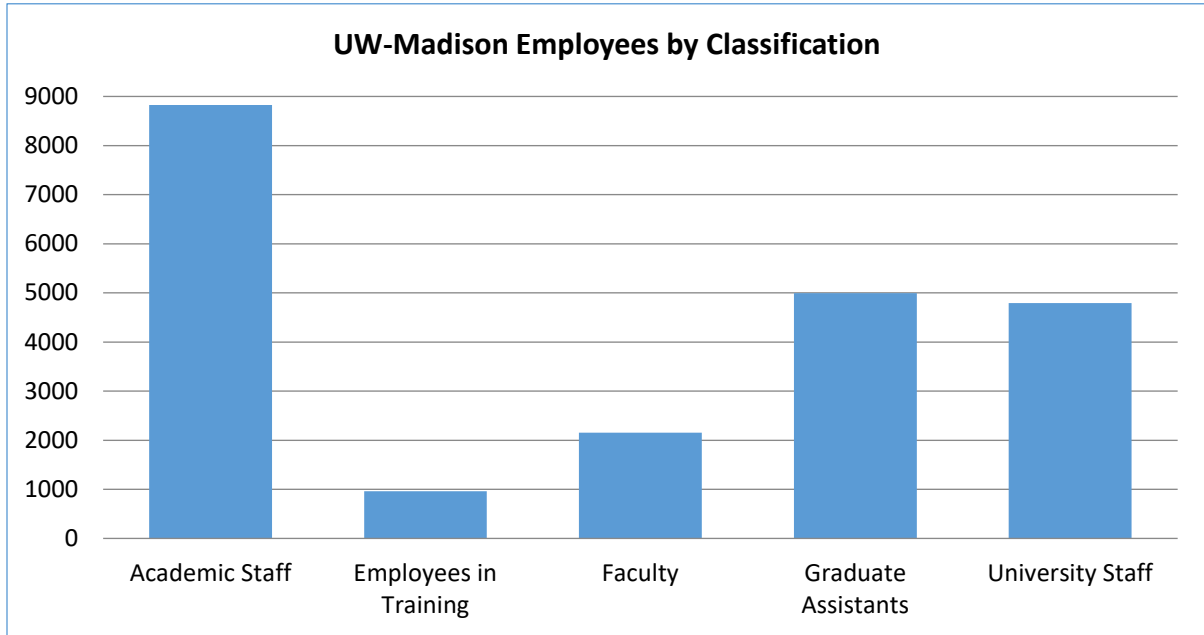
1. UW-Madison academic staff are researchers, scientists, physicians, laboratory managers, principal investigators and unit directors involved directly in and in charge of scientific research important to the State of Wisconsin and important around the world. UW-Madison academic staff are on the leading edge of scientific advancement that affects the quality of life of people in Wisconsin and around the world.
2. UW-Madison academic staff are clinical nurses, dietitians, social workers, audiologists, genetic counselors, optometrists, speech pathologists, psychologists, pharmacists, and rehabilitation specialists involved with student care and instruction.
3. UW-Madison academic staff are archivists, curators, librarians, artists, student advisors, counselors, deans, career planning and placement specialists, admissions personnel, outreach and continuing education specialists, clinical professors, computer experts, residence hall managers, instrumentation innovators, instructors, program managers, lecturers, and faculty associates. All of these professionals are directly and indirectly responsible for the overall quality of education received by undergraduate and graduate students at the UW-Madison.
4. UW-Madison academic staff are cartographers, geologists, medical illustrators, engineers, administrative specialists, policy and planning analysts, attorneys, budget officers, controllers, consultants, and directors of computing, affirmative action, personnel, athletics, theater, business services, media development, protective services, telecommunications, and publications.

These positions are either unique to higher education and/or provide direct support for academic programming and/or develop and implement policies at UW-Madison. UW-Madison academic staff are respected professionals who contribute daily to the quality and reputation of a University recognized and respected around the world.



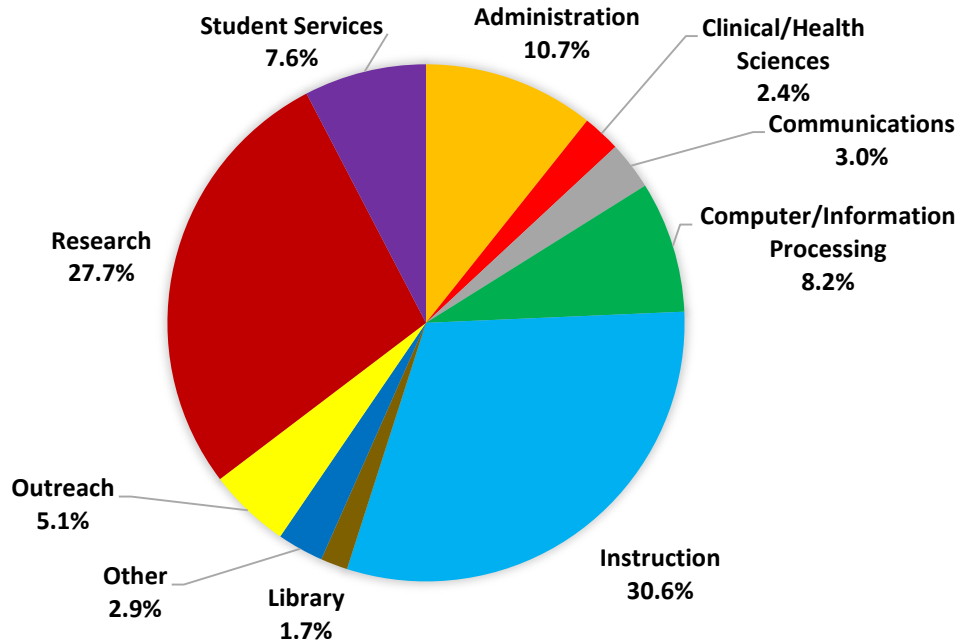
### Fact Sheet about UW-Madison Academic Staff

- **Academic Staff:** There are nearly 9,000 academic staff members, and almost two-thirds of them are involved in research or instruction. The majority of our academic staff hold advanced degrees. In addition to teaching and research, academic staff support our libraries, student services, administration, clinical health services, computer and information processing, communications, and facilities management.



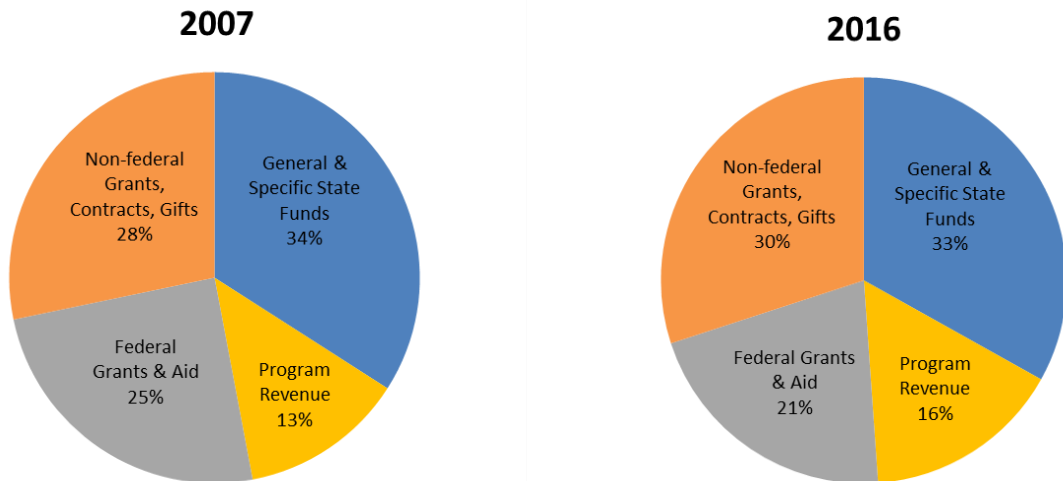
- Academic staff are **participants in university governance** through the Academic Staff Assembly created in 1987 under authority provided by state statute.
- A majority of academic staff hold **advanced degrees** (MD, PhD, JD, Masters)
- In 2016-17, academic staff Principal Investigators (PIs) brought in more than \$131 million in extramural support to UW-Madison. For that same year, the total amount of extramural support to UW-Madison with awards that included academic staff PIs, Co-PIs or Co-Investigators was more than \$202 million.
- Nearly **60 percent** of academic staff are involved in instruction or research.
- Academic staff also perform a **wide range of functions** in libraries, student services, administration, clinical health services, computer/information processing, communications and clinical/health services.

**Functions Performed by Academic Staff at UW-Madison**



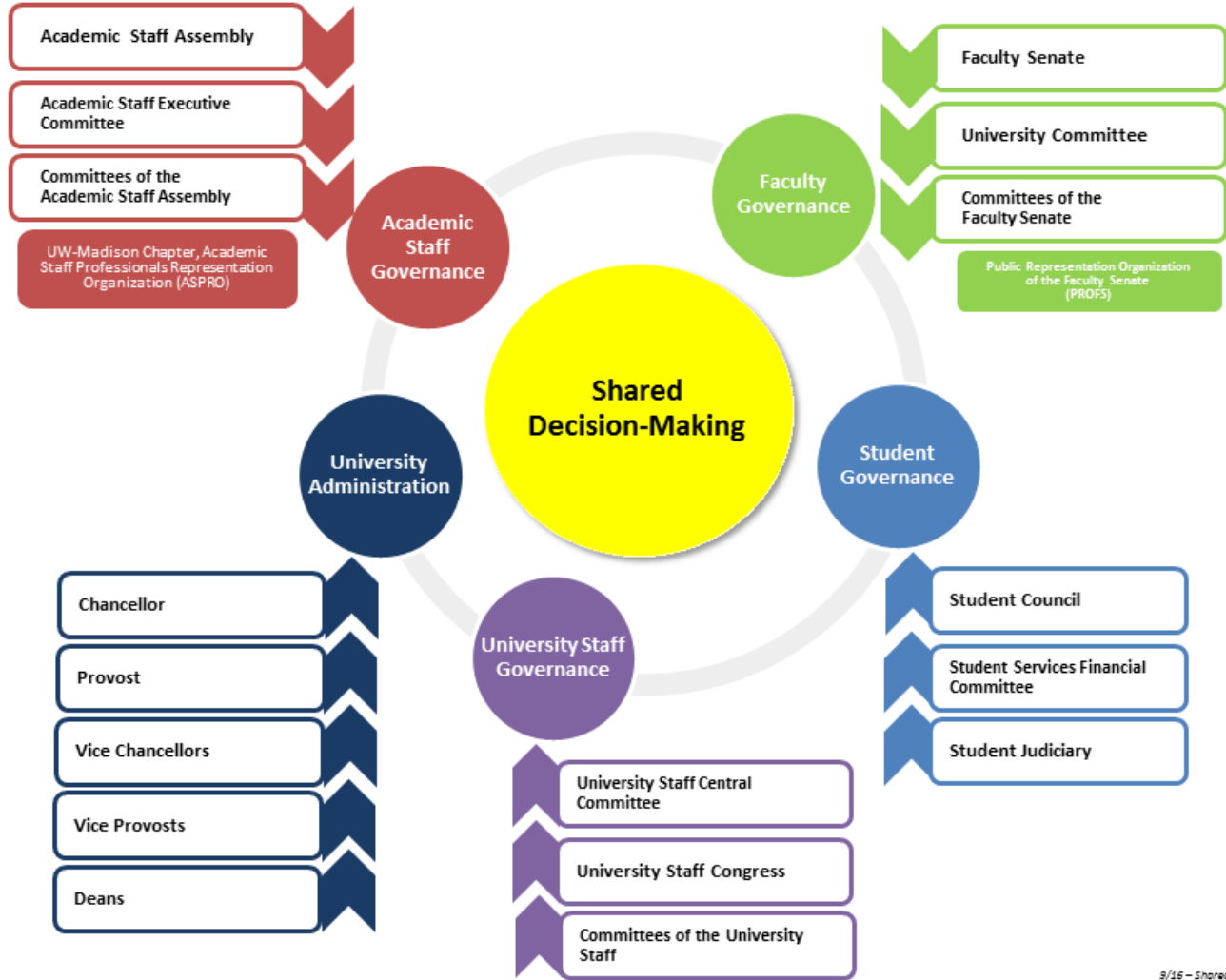
UW-Madison Academic Staff are *funded from a variety of sources*. The majority of the academic staff payroll comes from program revenue, gifts, grants and federal funds.

**Funding Sources of Academic Staff Payroll**

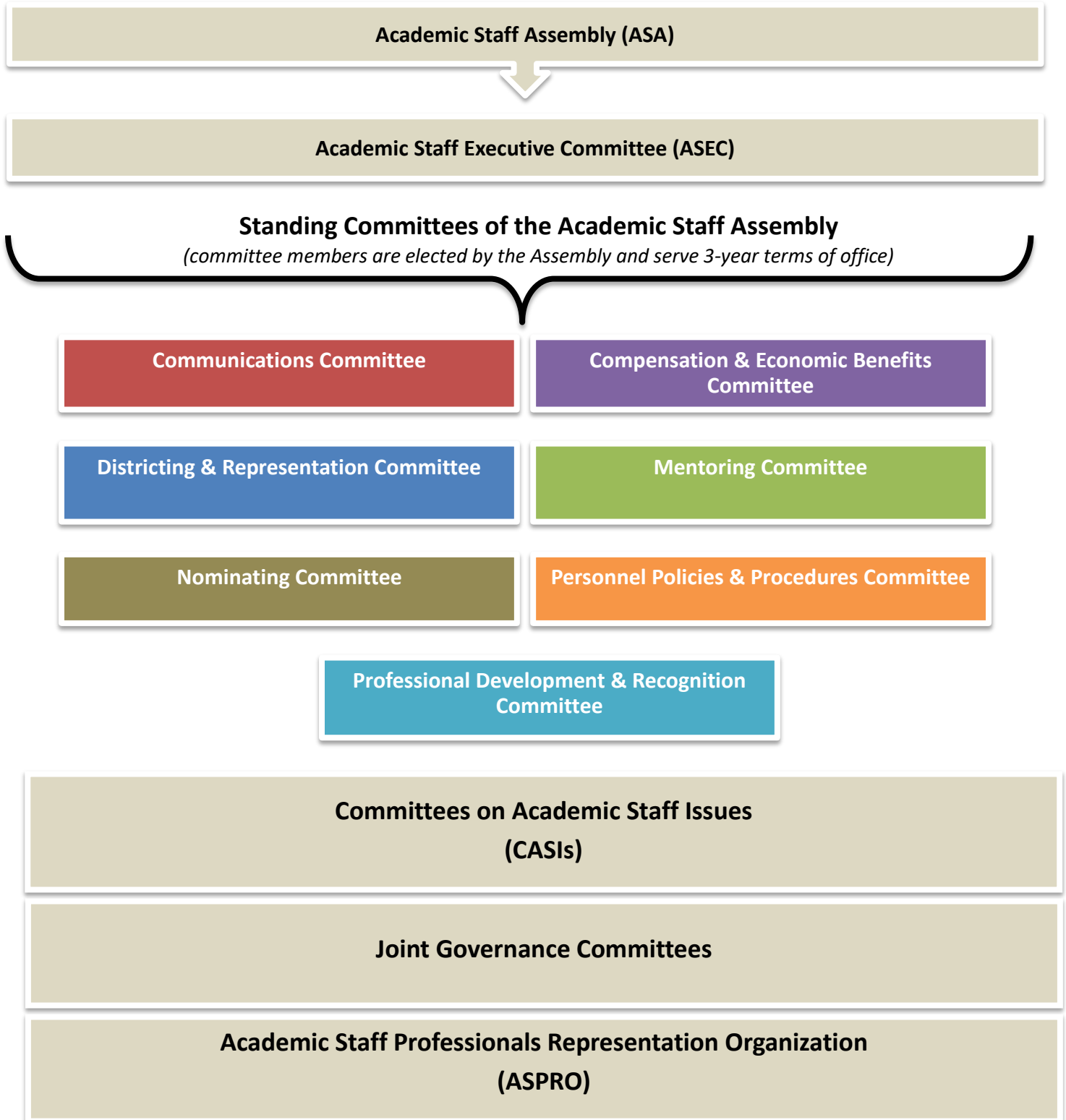


**Shared Governance Flow Chart**

**Shared Governance at UW-Madison**



**Academic Staff Shared Governance Flow Chart**



## Wisconsin Open Meetings Law

“In recognition of the fact that a representative government of the American type is dependent upon an informed electorate, it is declared to be the policy of this state that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business.” Wis. Stat. § 19.81(1).

It is important to note that a governmental body is defined primarily in terms of the manner in which it is created, rather than in terms of the type of authority it possesses.

### **Meetings**

“‘Meeting’ means the convening of members of a governmental body for the purpose of exercising the responsibilities, power or duties delegated to or vested in the body.” Wis. Stat. § 19.82(1).

If one-half or more of the members of a governmental body are present (either in person or electronically via email or other methods), the meeting is rebuttably presumed to be for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. The term does not include any social or chance gathering or conference which is not intended to avoid this law.

The Wisconsin Supreme Court has held that the above statutory definition of a “meeting” applies whenever a convening of members of a governmental body satisfies two requirements: (1) there is a purpose to engage in governmental business and (2) the number of members present is sufficient to determine the governmental body’s course of action.

The two most basic requirements of the open meetings law are that a governmental body:

- (1) give advance public notice of each of its meetings, and
- (2) conduct all of its business in open session, unless an exemption to the open session requirement applies.

The provision in Wis. Stat. § 19.84(3) requires that every public notice of a meeting be given at least twenty-four hours in advance of the meeting, unless “for good cause” such notice is “impossible or impractical.” If “good cause” exists, the notice should be given as soon as possible and must be given at least two hours in advance of the meeting. Wis. Stat. § 19.84(3).

### ***Robert's Rules of Order 101***

Both the Academic Staff Assembly (ASA) and the Academic Staff Executive Committee (ASEC) use *Robert's Rules of Order*, which is the oldest and most commonly used guide to parliamentary procedure. Parliamentary procedure is defined as a set of rules for conduct at meetings and gatherings, and its purpose is to allow everyone to be heard and to make decisions without confusion.

A key element of any meeting conducted according to parliamentary procedure is quorum, which must be present to conduct business. If a quorum is not present, an assembly can only fix the time to which to adjourn (set another meeting), adjourn, recess, or take measures to obtain a quorum. Quorum for ASA is 50% plus 1 of the representatives in the Assembly, and quorum for ASEC is set at 5.

For each meeting, an agenda is developed by the chair and the secretary of the organization.

### **Motions/Resolutions**

Motions are formal proposals by assembly members, in meetings, that the assembly take certain action. Motions can bring business before an assembly for a vote, or they can involve procedural steps relating to a motion that is being considered.

For more important or complex questions, or when greater formality is desired, motions are presented in the form of a resolution. Resolutions have the same effect as a motion, and are drafted in advance of the meeting, phrased in a specific way. Reasons for (and/or background to) the resolution are preceded by the word "Whereas," and the resolution itself is preceded by the words, "Resolved, that," followed by a description of the action to be taken.

The main motion is the most basic type of motion, and the only motion that brings business before an assembly. A main motion cannot be made when any other motion is on the floor.

There are other types of motions as well, including subsidiary motions (e.g. amend, lay on the table, postpone definitely/indefinitely), privileged motions, and incidental motions. For more information on these, please refer *Robert's Rules of Order, Newly Revised (11<sup>th</sup> Ed.)*.

### **Example of Motion:**

(After obtaining the floor—see below) "I move that the resolution before the Assembly be adopted."

**Example of Assembly Resolution:**

**Resolution to Convene Ad-Hoc Committee on Bridge Funding  
Presented by Jennifer Sheridan, District 155**

Co-Sponsored by Christine McWilliams, District 335; Noel Radomski, District 377;  
Nancy Wiegand, District 111; and Mark Zehner, District 352

Whereas 55% of academic staff are funded through sources that are not permanent such as federal grants or gift funds;

Whereas research project budgets are experiencing general constriction (e.g., sequester) leading to increased risk of job insecurity for academic staff regardless of PI status;

Whereas job security is an important condition of employment for academic staff;

Whereas, the UW-Madison risks losing vast swaths of institutional and research field knowledge and experience when Academic Staff lose their funding;

Be it resolved that ASEC will convene an ad hoc committee on Bridge Funding to explore the issue and recommend solutions that improve the job security of academic staff paid from non-permanent sources.

## Procedure for Presenting a Motion/Resolution at ASA

Motions are presented by:

- I. Obtaining the floor
  - A. A member rises when no one else has the floor and addresses the chair (ASEC meetings are run by the ASEC Chair; ASA meetings are typically chaired by the Provost)
    1. To address the chair during an ASA meeting, members should use one of the two stationary microphones on either side of the room, or the hand-held microphone as needed
  - B. The member will wait until recognized by the chair
  - C. The member gives both name and district number
  
- II. Bringing the motion before the Assembly
  - A. A member makes the motion by saying, "I move that/to..." and is seated.
  - B. Another member, without rising, seconds the motion (e.g. "I second the motion," "I second it," or "Second")
    1. Note: Seconding a motion means only that the subject should be brought to the Assembly for discussion and does not necessarily indicate agreement with the motion itself
  - C. If there is no second, the motion will not be considered and the chair will proceed to the next order of business
  - D. If seconded, the chair will state the question on the motion by saying, "It is moved and seconded that/to..." and will then ask for discussion from the Assembly
  
- III. Consideration of the motion
  - A. Members of the Assembly debate the motion
    1. Before speaking in debate, members obtain the floor as stated in I. above
    2. The maker of the motion has the first right to the floor if claimed
    3. All remarks must be addressed to the chair
    4. Debate must be confined to the merits of the pending motion
    5. Debate can be closed only by the order of the Assembly (with a 2/3 vote) or by the chair if no one seeks the floor for further debate
  - B. The chair puts the question (i.e. puts the motion to a vote)
    1. The chair asks if there is any further discussion
    2. If no one rises to claim the floor, the chair proceeds to take the vote and says, "The question is on the adoption of the motion that/to...(repeats motion)." Those in favor of the motion, say aye." (Pause for response). "Those opposed, say nay." (Pause for response)
  - C. The chair announces the result of the vote
    1. Reports which side is more numerous ("The ayes/nays have it.")
    2. Declares the result ("The motion is adopted/lost.")
    3. States the effect of the vote or orders its execution
    4. Announces, "The next item of business is..."

## Forms of Voting

A voice vote is the most commonly used form of voting in the Assembly. For situations where it is difficult for the chair to determine the result of a voice vote, the chair may call for a rising vote or a show of hands to determine the exact outcome.



### ***Alphabet Soup Decoder Ring***

**AAUP** (*American Association of University Professors*) – The UW-Madison chapter of this national organization was reconstituted on September 2, 2015.

**APC** (*Academic Planning Council*) – Each school/college has an Academic Planning Council. This committee oversees the school/college academic programs, long-range strategic planning as well as budgetary planning.

**ARCs** (*Area Review Committees*) – These divisional committees make recommendations to Deans/Directors regarding indefinite appointment applications.

**ASA** (*Academic Staff Assembly*) – Legislative branch of UW-Madison’s academic staff governance, analogous to the Faculty Senate’s role for faculty; approximately 100 representatives for districts grouped roughly by job duty and subject area; meets the second Monday of each month, September through May, 3:30-5:00, 272 Bascom Hall. All academic staff have a representative. Go to <http://acstaff.wisc.edu/get-involved> to determine your district and who your representative is.

**ASAC** (*Academic Staff Appeals Committee*) – Twelve-member committee appointed by the Chancellor to review or hear all appeals of nonrenewals, nonretentions, layoffs, discipline, dismissals, and grievances. The ASAC submits its recommendations to the Provost, who, as the Chancellor’s designee, makes the final decision.

**ASEC** (*Academic Staff Executive Committee*) – Nine-member executive committee of UW-Madison academic staff governance; elected at large; meets almost weekly during the academic year and the summer.

**ASM** (*Associated Students of Madison*) – UW-Madison’s student governance body.

**ASPP** (*Academic Staff Policies and Procedures*) – A publication describing procedures for academic staff on issues such as appointments, layoffs, discipline, and grievances. Proposed changes to this document are typically brought forward by the PPPC and voted on by the Assembly. This document is available at <http://acstaff.wisc.edu/resources/policies-and-procedures>

**ASPRO** (*Academic Staff Professionals Representation Organization*) – A nonprofit group founded in 1989 that represents academic staff interests before the state legislature and executive branch, the Board of Regents, and UW System. ASPRO was started by a vote of the Academic Staff Assembly. It is an advocacy organization for academic staff in the UW System including UW-Madison. ASPRO works on issues that affect all academic staff. Membership is optional and is funded by a monthly payroll deduction of 0.25 of 1% of your gross monthly income. ASPRO is not a union. <http://www.aspro.net>

**CASI** (*Committee on Academic Staff Issues*) – College/school/division-level committees with elected and appointed members to advise the dean/director on issues pertaining to or affecting academic staff members. Established by legislation of the Academic Staff Assembly on January 12, 1998 ([ASA #210](#)).

**CC** (*Communications Committee*) – Standing committee of the Assembly; coordinate communication about and relevant to academic staff to both internal and external audiences.

**CEBC** (*Compensation and Economic Benefits Committee*) – Standing committee of the Assembly; makes recommendations regarding compensation and fringe benefits issues. (Note: this is different than the Faculty Senate’s Compensation and Economic Benefits Commission.)

**Distinguished Prefix Committee** - This committee makes recommendations to Deans/Directors regarding distinguished prefix applications.

**DRC** (*Districiting and Representation Committee*) – Standing committee of the Assembly; maintains how districts are split up, who is in each district.

**EDRC** (*Equity and Diversity Resource Center*) – Provides campus-wide assistance, consultation and training to employees and units regarding disability accommodations and related matters; investigates and resolves formal and informal complaints alleging discrimination and harassment; conducts professional development and training for faculty, academic and university staff on AA/EEO and diversity issues; and ensures that UW-Madison is in compliance with federal and state AA/EEO laws and regulations and UW System requirements.

**ETF** (*Department of Employee Trust Funds*) – The state agency that manages various state employee insurance and benefits programs, such as the state group health insurance plan available to UW and other state employees.

**Faculty Senate:** Legislative shared governance body for UW-Madison faculty.

**FPP** (*Faculty Policies and Procedures*) – A publication describing procedures for faculty on issues such as appointments, layoffs, discipline, and grievances. Many campus-wide committees are also established in this document. Proposed changes to this document are voted on by the Faculty Senate. This document is available at <http://www.secfac.wisc.edu/faculty-legislation.htm>.

**JFC** (*Joint Finance Committee*) – Statutory, 16-member standing committee of the Wisconsin Legislature that approves the state budget.

**JCOER** (*Joint Committee on Employment Relations*) – Statutory committee of the Wisconsin Legislature that approves pay plans for all state employees.

**MASN** (*Madison Academic Staff Network*) – A professional organization to advocate the interest of UW-Madison academic staff; not a union; charges an annual membership fee (\$10). Organizes a series of events during the academic year. <http://madisonacademicstaffnetwork.org>

**Mentoring** (*Mentoring Committee*) – Standing committee of the Assembly; provides information about ongoing opportunities for mentoring on campus and works with current university resources to provide mentors for incoming academic staff.

**Nom Com** (*Nominating Committee*) – Standing committee of the Assembly; prepares election slates and nominates academic staff for shared governance committees.

**OHR** (*Office of Human Resources*) – UW-Madison personnel, training, employee relations and employee visas; includes HR Operations, Talent Management, the Employee Assistance Office, Internal Operations, and Administrative Services. <http://www.ohr.wisc.edu/>

**OSER** (*Office of State Employment Relations*) – The state agency that controls allowable employee titles and pay ranges for state employees.

**PDRC** (*Professional Development and Recognition Committee*) – Standing committee of the Assembly; manages the academic staff excellence awards and professional development grants; organizes sessions on professional development for academic staff.

**PPPC** (*Personnel Policies and Procedures Committee*) – Standing committee of the Assembly; deals with personnel issues and contents and revision of ASPP.

**PROFS** (*Public Representation Organization of the Faculty Senate*) – The lobbying organization for UW-Madison faculty.

**SPA** (*Student Personnel Association*) – Professional association of UW-Madison personnel involved in student services. Membership is free, although there is a cost associated with some events. <http://spamadison.org/>

**TAA** (*Teaching Assistants' Association*) – Union for UW-Madison teaching and project assistants (graduate students who teach or do certain project work). Following Act 10, the TAA no longer represents these employees in collective bargaining.

**UAPC** (*University Academic Planning Council*) – Campus-wide shared governance committee; advises the chancellor and provost on major program decisions, long-term academic plans, and associated campus development and budgetary policies and provides review for new programs, centers or departments.

**UC** (*University Committee*) – Executive committee of the Faculty Senate.

**UFAS** (*United Faculty and Academic Staff*) – Union affiliated with the Wisconsin Federation of Teachers and American Federation of Teachers (AFT). UFAS mobilizes grass-roots campaigns to improve university employment policies, provides information and advocacy to individuals, and has as its long-term goal full collective-bargaining rights for faculty and academic staff. There is a membership fee. (*Note: faculty and academic staff do not have collective bargaining rights.*) <http://www.ufas.wi.aft.org>

**University Staff Congress** – Legislative shared governance body for the UW-Madison university staff.

**USCC** (*University Staff Central Committee*) – Executive committee for the UW-Madison university staff.

**WRS** (*Wisconsin Retirement System*) - This system provides retirement benefits to UW employees and to most public employees across the State of Wisconsin.

**WUU** (*Wisconsin University Union*) – A union for UW-Madison faculty and staff that is local with no national affiliations. Membership is optional, and there is a fee. (*Note: faculty and academic staff do not have collective bargaining rights.*) <http://wuu.info>

## ***Other Campus Organizations***

### *Madison Academic Staff Network (MASN)*

The Madison Academic Staff Network was formed in 1975 to improve communication among academic staff on the Madison campus, to respond to concerns expressed by academic staff regarding the development of the new UW System rules for academic staff and to establish a professional organization primarily to educate and further the interests and concerns of the UW-Madison academic staff. Currently, there are about 500 members, paying dues of \$10 per year. Five officers serve as an executive committee and meet frequently with the president's advisory board. MASN is not a union nor is it affiliated with any larger organization. It is neutral toward enabling legislation/collective bargaining. MASN is free to set its own agenda regarding academic staff issues and is not constrained by the reality of working within the current administrative structure, as are governance bodies. This organization functions as an educational and communication channel, portraying the pros and cons of an issue through newsletters and brown bag programs. The annual membership meeting is held in the spring. For information, please visit <http://www.madisonacademicstaffnetwork.org>  
*President: Amy Fruchtman, [uwmasa@gmail.com](mailto:uwmasa@gmail.com)*

### *Faculty Senate*

The Faculty Senate consists of more than 200 faculty members, elected within departmental districts by their colleagues who meet seven times a year during the academic year. Hundreds of faculty members serve on committees that gather information, consider alternative points of view, and make recommendations to the Faculty Senate. The Senate is empowered to act on behalf of the university's faculty on matters with a campus-wide impact. The Faculty Senate meets on the first Mondays of every October, November, December, February, March, April, and May.

### *University Committee*

The University Committee (UC) is the executive committee for the Faculty Senate and a central clearinghouse for faculty governance. It is composed of six faculty members, two elected annually for three-year terms by the faculty at large. The University Committee speaks for the faculty on university policy issues and is a counterpart to ASEC.

*Secretary of the Faculty: Steve Smith, [sof@secfac.wisc.edu](mailto:sof@secfac.wisc.edu)*

*2017-2018 University Committee Members:*

Rick Amasino, [amasino@biochem.wisc.edu](mailto:amasino@biochem.wisc.edu)

Barbara Bowers, [bjbowers@wisc.edu](mailto:bjbowers@wisc.edu)

Ruth Litovsky, [litovsky@waisman.wisc.edu](mailto:litovsky@waisman.wisc.edu)

Steve Ventura, [sventura@wisc.edu](mailto:sventura@wisc.edu)

Anja Wanner (Chair), [awanner@wisc.edu](mailto:awanner@wisc.edu)

Terry Warfield, [terry.warfield@wisc.edu](mailto:terry.warfield@wisc.edu)

### *University Staff Congress*

The University Staff Congress is an elected body, currently with 106 districts, elected within departmental districts by their colleagues who meet on a monthly basis. The Congress is empowered to act on behalf of the university staff on matters with a campus-wide impact. The University Staff Congress meets on the third Monday of every month.

### *University Staff Central Committee*

The University Staff Central Committee (USCC) is the executive committee for the University Staff Congress and a central clearinghouse for university staff governance. It is composed of five university staff members, elected annually for one-year terms by the University Staff Congress. The Central Committee sets the agenda for Congress meetings and speaks for university staff on university policy issues.

*Secretary of the University Staff:* John Lease, [john.lease@wisc.edu](mailto:john.lease@wisc.edu)

#### *2017-2018 Central Committee Members:*

Terry Fritter (Chair), [tfritter@wisc.edu](mailto:tfritter@wisc.edu)

Riley Garcia, [rggarcia2@wisc.edu](mailto:rggarcia2@wisc.edu)

Bruce Goldade (Vice Chair), [goldade@chem.wisc.edu](mailto:goldade@chem.wisc.edu)

Rose Hernandez, [rmhernandez@pediatrics.wisc.edu](mailto:rmhernandez@pediatrics.wisc.edu)

Jake Rebholz, [jake.rebholz@wisc.edu](mailto:jake.rebholz@wisc.edu)

### *Public Representation Organization of the Faculty Senate (PROFS)*

PROFS is a voluntary, nonprofit organization created by the Faculty Senate to give a voice to UW-Madison faculty, allowing them to communicate their concerns and reactions to matters, including legislation, which directly affect the university and its faculty. It is the counterpart to ASPRO. PROFS is funded by dues from its members.

*Legislative Representative:* Jack O'Meara

*Administrator:* Michelle Felber, [mfelber@secfac.wisc.edu](mailto:mfelber@secfac.wisc.edu)

### *Associated Students of Madison – ASM Council*

This is the officially recognized governance body representing students. Its responsibility is to ensure active participation by students in shared governance, to lobby on behalf of students with the administration and the state legislature, to allocate most student fees, and to formulate rules governing student organizations. The Student Council meets biweekly and its members are elected to one-year terms.

*Chair:* Katrina Morrison, [chair@asm.wisc.edu](mailto:chair@asm.wisc.edu)

### *Student Personnel Association (SPA)*

The Student Personnel Association (SPA), established in 1956, fosters cross-campus connections by bringing together people who work with students. The annual SPA Award Luncheon honors individuals who have made extraordinary contributions to enhancing students' learning experiences and contributing to social justice efforts on campus. Benefits also include a fall reception, book club, spring conference, newsletter, forums on issues of importance to the campus community, volunteer, career, and social events. For information, please visit <http://www.spamadison.org>.

## ***Academic Staff Excellence Awards History 1991-2017***

### **ANN WALLACE CAREER ACHIEVEMENT AWARD**

2003	Dennis Hill, Senior Academic Librarian, General Library Service
2005	Karen Schwarz, Senior Administrative Program Specialist, McArdle Lab for Cancer Research Lab
2006	Charlene Tortorice, Associate Director, Testing and Evaluation Services
2007	Kathleen Poi, Executive Director, University Health Services
2008	Bill Steffenhagen, Outreach Program Manager III, Dairy Science
2009	Sandra Guthrie, Associate Director for Administration for the General Library System
2010	Emuye Asfaw, Administrative Officer, Academic Personnel Office Carla Love, Distinguished Lecturer, College of Letters & Science, Department of German
2013	Miriam Simmons, Emeritus Assistant Dean, Graduate School
2014	Jane Terpstra, Emeritus Director, Distance Education, Division of Continuing Studies
2015	Steve Lund, Emeritus Director, Academic Personnel Office, Office of Human Resources
2016	Jeanne Hendricks, Emeritus Senior HR Manager, College of Engineering

### **CARROLL AND ROBERT HEIDEMAN AWARD FOR EXCELLENCE IN PUBLIC SERVICE**

1991	Phillip Pellitteri, Senior Outreach Specialist, Entomology
1992	Margaret Geisler, Director, Continuing Education
1993	Donald Schramm, Faculty Associate, Engineering Professional Development
1994	Virginia Kline, Research Program Manager, Arboretum McKay Center
1995	James Leary, Faculty Associate, Folklore Program
1996	Robert Nellis, Clinical Instructor, Communicative Disorders
1997	Murray Katcher, Director, Community Health Programs, Medical School
1998	Mariellen Kuehn, Associate Director, Waisman Center
1999	Paula Panczenko, Development Program Manager, Tandem Press, Art
2000	Richard Daluge, Assistant Dean, College of Agricultural and Life Sciences
2001	George Stevenson, Associate Scientist, Center for Integrated Agricultural Systems
2002	Patricia Mitchell, Senior University Relations Specialist, Waisman Center
2003	Timothy Gattenby, Assistant Faculty Associate, Kinesiology
2004	Martha "Meg" Gaines, Clinical Associate Professor, Law School
2005	Anne Lambert, Administrative Program Specialist, Elvehjem Museum of Art
2006	Richard Brooks, Outreach Program Manager, Division of Continuing Studies Health Promotion Project
2007	Evelyn Malkus, Administrative Program Specialist, Graduate School
2008	Ruth Olson, Senior Administrative Program Specialist, School of Medicine and Public Health
2009	John Ferrick, Assistant Dean & Director, College of Engineering
2010	Katherine Loving, Civic Engagement Coordinator for University Health Services
2011	Linda Tuchman-Ginsberg, Outreach Program Manager III, Graduate School
2012	Susan Knight, Assistant Faculty Associate, College of Letters & Science, Center for Limnology
2013	John Pray, Clinical Professor, Law School
2014	Christine DeSmet, Faculty Associate, Division of Continuing Studies
2015	Karen McShane-Hellenbrand, Faculty Associate, School of Education
2016	Wendy Johnson, Assistant Director, Language Institute, College of Letters & Science
2017	Steve Pomplun, Director of External Relations, Nelson Institute for Environmental Studies

### **CHANCELLOR'S AWARD FOR EXCELLENCE IN RESEARCH**

1991	John Kaminski, Senior Scientist, History
1992	Vinod Shah, Senior Scientist, Biochemistry
1993	Ei Terasawa, Senior Scientist, Wisconsin Regional Primate Center
1994	Mohamed Sawan, Senior Scientist, Fusion Technical Institute Jacquelyn Hank, Senior Scientist, Human Oncology
1995	Robert K. Bush, Professor (CHS), Medicine Scot Moss, Researcher, Ophthalmology
1996	Edwin Eloranta, Senior Scientist, Atmospheric and Oceanic Sciences William Russin, Researcher, Botany

1997	Robert Morse, Senior Scientist, Physics Kendra Tutsch, Instrumentation Innovator, Comprehensive Cancer Center
1998	Onno Brouwer, Director, Cartography Laboratory Nellie Laughlin, Associate Scientist, Psychology
1999	Sandra Austin-Phillips, Associate Scientist, Biotechnology Center Christine Preston, Researcher, Genetics
2000	Debra Hullett, Scientist, Surgery Larry Hubbard, Researcher, Ophthalmology
2001	James Burton, Senior Scientist, Anthropology Steven Shelton, Researcher, Psychiatric Institute
2002	Sandra Bertics, Laboratory Manager II, Dairy Science Mark Johnson, Senior Scientist, Dairy Research
2003	Norman Webb, Senior Scientist, Wisconsin Center for Education Research Michael Neider, Associate Director, Photography, Medical School
2004	Joan Houston Hall, Senior Scientist, Dictionary of American Regional English Kathleen Schell, Associate Instrument Innovator, Comprehensive Cancer Center
2005	B'Ann True Gabelt, Associate Scientist, Ophthalmology and Visual Sciences M. Isabel Tejedor-Anderson, Senior Scientist, Environmental Chemistry and Technology Program
2006	Mary Rabaglia, Researcher, Department of Biochemistry Curtis Smith, Research Professor, Department of Population Health Sciences
2007	Lawrence Sromovsky, Senior Scientist, Graduate School Fiona McTavish, Researcher, College of Engineering Research
2008	Kevin Eliceiri, Sr Info Processing Consultant, Lab for Optical & Computational Instrumentation Martha McGregor, Researcher, School of Veterinary Medicine
2009	Jin Woo Bok, Associate Scientist, Department of Bacteriology Thomas Wise, Researcher, Physics Department
2010	Robert Meyer, Scientist and Research Professor, Wisconsin Center for Education Research Linda Clipson, Associate Researcher, Department of Oncology
2011	Charles G. Fry, Director, Magnetic Resonance Facility, College of Letters & Science, Dept. of Chemistry Paul Hanson, Scientist and Research Professor, College of Letters & Science, Center for Limnology
2012	Christopher Velden, Senior Scientist, Space Science and Engineering Center Xio-Lin (Nick) Wu, Computational Geneticist & Associate Researcher, Department of Dairy Science
2013	Iliia Guzei, Senior Scientist, College of Letters & Science Kumar Sridharan, Distinguished Scientist, College of Engineering
2014	Lynn Haynes, Distinguished Researcher, School of Medicine and Public Health Marcel Wuethrich, Senior Scientist, School of Medicine and Public Health
2015	Thomas Cook, Senior Scientist, School of Medicine and Public Health Jun Li, Senior Scientist, Space Science and Engineering Center
2016	Mary Ann Croft, Distinguished Researcher, Department of Ophthalmology and Visual Sciences Tracy Drier, Senior Instrumentation Specialist, Department of Chemistry
2017	Roger Brown, Professor (CHS), School of Nursing David Tobin, Senior Scientist, Space Science and Engineering Center and the Cooperative Institute for Meteorological Satellite Studies

**CHANCELLOR'S AWARD FOR EXCELLENCE IN RESEARCH IN THE ARTS,  
HUMANITIES, OR SOCIAL SCIENCES**

2013	Danielle Benden, Senior Academic Curator, College of Letters & Science
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**CHANCELLOR'S AWARD FOR EXCELLENCE IN SERVICE TO THE UNIVERSITY**

1997	Joe Corry, Associate Vice Chancellor
1998	Janice Wheaton, Assistant Dean of Students
1999	Char Tortorice, Associate Director, Testing and Evaluation Services
2000	Ann Wallace, Administrative Officer, School of Education
2001	Bill Steffenhagen, Assistant Dean, College of Agricultural and Life Sciences
2002	Wilton Sanders, Senior Scientist, Physics
2003	Barry Robinson, Senior Administrative Program Specialist, Theatre and Drama
2004	Connie Wilson, Assistant Dean, Dean of Students' Office

2005	Henry Huang, Senior Information Processing Consultant, Division of Information Technology
2006	Jean Phillips, Senior Special Librarian, Space Science and Engineering Center
2007	Heather Daniels, Senior Student Services Coordinator, Graduate School
2008	Yolanda Garza, Assistant Dean, Dean of Students Office
2009	Don Woolston, Assistant Dean & Director, College of Engineering
2010	Verónica Egan, Associate Faculty Associate, Department of Spanish and Portuguese
2011	Maureen Noonan Bischof, Assistant Vice Provost, Office of the Provost
2012	Erlin Barnard, Faculty Associate, College of Letters & Sciences
2013	Rosa Garner, Assistant Dean, School of Medicine and Public Health
2014	Frances Breit, Outreach Program Manager II, School of Education
2015	Aaron Bird Bear, Senior Student Services Coordinator, School of Education
2016	Martin Rouse, Assistant Dean, Division of Continuing Studies
2017	Mo Fayyaz, Distinguished Director, Botany Department Greenhouses and Botanical Garden

### **CHANCELLOR'S HILDALE AWARD FOR EXCELLENCE IN TEACHING**

1991	Lucia Garner, Senior Lecturer, Spanish and Portuguese
1992	Cora Lee Nollendorfs, Senior Lecturer, German
1993	Bennett Vogelman, Associate Professor (CHS), Medicine
1994	David McCarthy, Lecturer, Hebrew and Semitic Studies
1995	Martha "Meg" Gaines, Clinical Associate Professor, Law School
1996	Paul Schatz, Faculty Associate, Director of Organic Laboratories, Chemistry
1997	Laurel Yourke, Faculty Associate, Continuing Studies/Liberal Studies
1998	Laurey Martin-Berg, Senior Lecturer, French and Italian
1999	Marilyn "Mimi" Orner, Lecturer, Women's Studies
2000	Ronald Kuka, Associate Faculty Associate, English
2001	James Ferris, Associate Faculty Associate, Communication Arts
2002	Janet Fishbain, Faculty Associate, English, Writing Laboratory
2003	Melinda Certain, Faculty Associate, Mathematics
2004	Ronald Troxel, Senior Lecturer, Religious Studies
2005	Karen Young, Clinical Professor, School of Veterinary Medicine
2006	Jamie Henke, Faculty Associate, Dept of Liberal Studies and the Arts
2007	Suzanne Scott, Faculty Associate, School of Human Ecology
2008	Ieva Reich, Senior Lecturer, Department of Chemistry
2009	Julia McGivern, Clinical Professor, Department of Educational Psychology
2010	Timothy Paustian, Faculty Associate, College of Agricultural & Life Sciences
2011	Nete Schmidt, Senior Lecturer, College of Letters and Science, Department of Scandinavian Studies
2012	Andrew Lokuta, Associate Faculty Associate, School of Medicine and Public Health
2013	Mary Prosser, Clinical Associate Professor, Law School
2014	Christine Seibert, Professor (CHS), School of Medicine and Public Health
2015	Ronald Russell, Senior Lecturer, College of Agriculture and Life Sciences
2016	Sharon Thoma, Faculty Associate, Department of Zoology
2017	Karen Solheim, Clinical Professor, School of Nursing

### **MARTHA CASEY AWARD FOR DEDICATION TO EXCELLENCE**

2006	Eileen Hanneman, Assistant Director, Gaylord Nelson Institute for Environmental Studies
2007	Sharon Pero, Assistant Registrar, Registrar's Office
2008	Linda McDonald, Senior Administrative Program Specialist, SMPH
2009	Donna Jahnke, Assistant Dean, Office of Research Services
2010	Roland Weeden, Assistant Director in the Office of Student Financial Aid
2011	Bette Sheehan, Sr. Administrative Program Specialist, School of Medicine and Public Health
2012	Seth McGee, Laboratory Manager, Biocore
2013	Darren Berger, Senior Administrative Program Specialist, Facilities Planning and Management
2014	Jean Petersen, Senior Student Services Coordinator, College of Agriculture and Life Sciences
2015	Julie Graf, Senior Administrative Program Specialist, School of Veterinary Medicine
2016	Ronald Harris, Instructional Coordinator, Department of English
2017	Susan Carpenter, Outreach Specialist, Arboretum



**WISCONSIN ALUMNI ASSOCIATION AWARD FOR EXCELLENCE IN LEADERSHIP**

1991	Bradley Hughes, Faculty Associate, English, Writing Laboratory
1992	Judith Craig, Associate Dean, College of Letters and Science
1993	Henry Lufler, Associate Dean, School of Education Kathy Zweifel, Senior Administrative Program Specialist, Laboratory of Genetics
1994	Read Gilgen, Director, Letters and Science Learning Support Services Judy Peterson, Researcher, Bacteriology
1995	Susan Hyland, Associate Dean, School of Veterinary Medicine Ann Burgess, Senior Lecturer, Biocore
1996	Catherine Middlecamp, Faculty Associate, Director, Chemistry Learning Center Joan Raducha, Associate Dean and Director, International Studies and Programs
1997	Russell Panczenko, Director, Elvehjem Museum of Art Mareda Weiss, Associate Dean, Graduate School
1998	Donna Lewis, Senior Administrative Program Specialist, Electrical and Computer Engineering Abigail Loomis, Coordinator, General Library System
1999	Jean Buehlman, Instructional Program Manager, Physics Richard Pierce, Student Services Program Manager, Wisconsin Union
2000	Sybil Better, Special Assistant, Medical School Ray Sommers, Associate Director, Veterinary Medicine Animal Resource Center
2001	Karen Johnson Mathews, Assistant Director, Wisconsin Union Nancy Westphal-Johnson, Assistant Dean, College of Letters and Science
2002	Ann Gordon-Walker, Researcher, Institute for Molecular Virology Esther Olson, Assistant Director, Physical Sciences Laboratory and Synchrotron Radiation Center
2003	Jeffrey Grossman, Senior Associate Dean, School of Medicine Mohammad Mehdi Fayyaz, Director, Gardens and Greenhouses, Botany
2004	Lynn Edlefsen, Administrative Program Specialist, Child Care Services Housing Catherine Meschievitz, Associate Dean, Division of International Studies
2005	Robert Fessenden, Associate Director, Food Service, Division of Housing Lisa Steinkamp, Faculty Associate, Orthopedics and Rehabilitation, Medical School
2006	Rita Hohlstein, Clinical Associate Professor, Univ. Center for Excellence in Dev. Disabilities Meredith Ross, Clinical Professor, Law School
2007	Jo Ann Carr, Sr. Academic Librarian, School of Education Mary T. Marshall, Director, School of Medicine & Public Health
2008	Sandra Arnn, Assistant Dean and Director, College of Engineering Kathleen Henderson, Associate Researcher, Population Health Sciences
2009	Michele Besant, Special Librarian & Director, School of Library & Info. Studies Jocelyn Milner, Director, Office of Planning & Analysis
2010	Faramarz Vakili, Associate Director of Physical Plant for Facilities Planning and Management Catherine "Terry" Jobsis, Research Program Manager II, Department of Animal Sciences
2011	Kay Reuter-Krohn, Associate Director, Division of University Housing Linda Sullivan, Clinical Instructor, School of Veterinary Medicine
2012	Nancy McDermott, Director, Social Science Computing Cooperative Sarah Pfatteicher, Interim Associate Dean, College of Agricultural and Life Sciences
2013	Cathy Trueba, Assistant Dean, Division of Student Life Ann Whitaker, Outreach Program Manager II, Division of Continuing Studies
2014	Paul Evans, Director, University Housing Matthew Sanders, Executive Director, Department of Chemistry
2015	Dave Black, General Manager, WSUM Radio Douglas Rose, Director, Space Management Office, Facilities, Planning and Management
2016	Margaret Birrenkott, Administrator and Director, Business Services, School of Medicine and Public Health Bethany Pluymers, Associate Dean for Administration, Law School
2017	Eve Fine, Associate Scientist, Women in Science and Engineering Leadership Institute John Street, Education Program Manager, School of Medicine and Public Health

**ACADEMIC STAFF REGENTS AWARD FOR EXCELLENCE (UW SYSTEM AWARD)**

2002	Trey Duffy, Director, McBurney Center
2003	John Gugerty, Researcher, Center for Education and Work
2008	Kathleen Kelly Shanovich, School of Medicine and Public Health
2009	Lezli Redmond, Director of Statewide Intervention Programs at the Center for Tobacco Research and Intervention
2011	Alfonso Gutierrez, Director of UW Radio Frequency Lab and Director of Research and Education for the UW E-Business Consortium Dictionary of American Regional English (DARE)
2015	Gene Clark, Coastal Engineering Specialist, Sea Grant Institute
2016	Linnea Burk, Academic Department Manager, Department of Psychology

**ALLIANT ENERGY UNDERKOFLEA AWARD (UW SYSTEM AWARD)**

1993	Kenneth Todar, Senior Lecturer, Bacteriology Jaafar Al-Abdulla, Adjunct Professor, Engineering
1995	Judith Thompson, Clinical Assistant Professor, Pharmacy
1999	Ann Burgess, Senior Lecturer, Biology Core Curriculum
2001	Kevin Strang, Lecturer, Physiology
2002	James Ferris, Associate Faculty Associate, Communication Arts
2003	Catherine Middlecamp, Distinguished Faculty Associate, Chemistry George Mejicano, Associate Professor (CHS), Medicine
2005	Larry Edgerton, Faculty Associate, Letters and Science Student Academic Affairs
2008	Ieva Reich, Senior Lecturer, Department of Chemistry
2009	Irene Katele, Associate Faculty Associate, Law School
2011	Janet Branchaw, Faculty Associate, Institute for Cross-College Biology Education Kathleen Culver, Faculty Associate, Journalism & Mass Communication
2014	Jeffrey Henriques, Senior Lecturer, Department of Psychology
2016	Jennifer Smilowitz, Clinical Associate Professor, Departments of Human Oncology and Medical Physics