

Academic Staff Governance

In the belief that the administration of a public institution is best served by the broadest participation of its respective constituencies, the Academic Staff Assembly is the elected body that represents the interests of academic staff in UW-Madison shared governance. By action of the Legislature of the State of Wisconsin [Wisconsin State Statutes Chapter 36.09 (4m)] and directive of the Board of Regents of the University of Wisconsin System, the University of Wisconsin-Madison Academic Staff is responsible for active participation in the governance of and policy development for the University of Wisconsin-Madison. Other participants in the shared governance process include administration, faculty, university staff and students.

Assembly Representative Responsibilities

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 Office of the Secretary of the Academic Staff will send you the agenda and background materials one week prior to these meetings. Please read and review these materials, and share them with 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 Office of the Secretary of the Academic Staff.**
 - **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. Forward the Assembly and ASEC agendas and minutes to your district and invite comments on the issues presented, 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 the Assembly:** You are enrolled in a WiscList (assembly@lists.wisc.edu) for communicating with other Assembly Representatives. Use this to share information and ask questions of your fellow reps.
 - **With ASEC:** Help develop the agenda for academic staff governance by sharing with ASEC (asec-chair@soas.wisc.edu) your districts' perspectives on the issues identified in ASEC agendas.
 - **With the Office of the Secretary of the Academic Staff:** The office is available to support you in your governance work. Feel free to contact the office (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) 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 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 Office of the Secretary of the Academic Staff 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>.