DELEGATION OF AUTHORITY

Revised 10/16/13

(Note: Delegations are by position; names are presented as a convenience only.)

Chancellor – Dennis Shields
Provost – Mittie Nimocks
Vice Chancellor for Administrative Services – Robert Cramer
Assistant Vice Chancellor for Academic Affairs – Joanne Wilson
Assistant Vice Chancellor for Student Affairs – Laura Bayless
Assistant Chancellor for University Advancement – Dennis Cooley
Assistant Chancellor for Admissions and Enrollment Services – Angela Udelhofen
Assistant Chancellor for Diversity and Inclusion – Jennifer deCoste
Special Assistant to the Chancellor – Rose Smyrski
Director of Graduate Studies and Academic Projects – Dominic Barraclough

Controller – Cathy Riedl-Farrey
Assistant Controller – Brian Bird
Director of Financial Aid – Tracey Mingo
Assistant Director of Financial Aid – Sheila Trotter
Accounts Payable Supervisor – Margaret Sutter
Director of Purchasing – Lewis Bettinger
Financial Services Specialist – Lindsey VanMatre
Student Employment Coordinator – Vacant (Director of Financial Aid)
Travel Manager – Jean Bradley

Chief of University Police – Scott Marquardt
Director of Human Resources and Affirmative Action – Jeanne Durr
Director of Facilities Management – Pete Davis
Assistant Vice Chancellor of Information Technology – Sue Traxler
Payroll and Benefits Specialist – Linda Klein
Risk Manager – Amy Spohn

Athletic Director – Mark Molesworth
Center for the Arts Director – Michael Breitner
Director of Campus Activities – David Nevins
Assistant Director, Pioneer Involvement Center – Val Wetzel
Director of International Programs – Donna Anderson
Director of Residence Life – Linda Mulroy-Bowden
Pioneer Activity Center Director – Curt Fatzinger
FINANCIAL AND ADMINISTRATIVE POLICIES (FAP) (FORMERLY IDENTIFIED AS GAPP AND FPPP)

The Financial and Administrative Policies listed here have provisions relating to delegations. Only those sections relating to delegation are listed. Access to the complete policy is provided by a web link in each delegation listing. Please review each policy in its entirety so the delegation is understood in its proper context.

A complete list of all Financial and Administrative Policies can be found at: http://www.uwsa.edu/fadmin/fap.htm

GENERAL CONTRACT SIGNATURE AUTHORITY (13-1)
EXTRAMURAL SUPPORT ADMINISTRATION (G2)
EMPLOYMENT OF STUDENT HELP (G18)
COMPUTING ACQUISITIONS RESPONSIBILITY AND AUTHORITY (G20)
TELECOMMUNICATIONS ACQUISITIONS RESPONSIBILITY AND AUTHORITY (G20A)
EDUCATIONAL ASSISTANCE FOR FACULTY AND STAFF (G25)
COPYRIGHTABLE INSTRUCTION MATERIALS-OWNERSHIP, USE AND CONTROL (G27)
SPECIAL COURSE FEES (G29)
PATENT POLICY (G34)
POSITION MANAGEMENT POLICY (G40)
POSITION MANAGEMENT POLICY (G40A)
RELOCATION AND TEMPORARY LODGING (F19)
EXTRAMURAL SUPPORT FOR INSTRUCTIONAL PROGRAMS (F22)
RECRUITMENT/RETENTION OF STUDENTS (F26)
SALARY & FRINGE BENEFITS CALCULATIONS FOR UNCLASSIFIED STAFF (F29)
PERSONAL SERVICES PAYMENTS (F31)
UW SYSTEM TRAVEL REGULATIONS (F36)
TUITION AND FEE POLICIES FOR CREDIT INSTRUCTION (F44)
STUDENT TECHNOLOGY FEE EXPENDITURES (F49)
SEGREGATED UNIVERSITY FEES (F50)

FINANCIAL DELEGATIONS – ADMINISTRATIVE SERVICES
Purchasing Policies
Other Delegations – Purchase of Services
Other Delegations – Sale of Services
UWS 18 Conduct on University Lands
UWS 21 Use of University Facilities
The Board of Regents authorizes the Secretary of the Board of Regents and the President of the University of Wisconsin System to sign contracts that bind the Board of Regents and/or UW System institutions.

The Board of Regents further authorizes the President of the University of Wisconsin System to: (1) delegate contract signature authority to other UW System Administration officials deemed to have the requisite knowledge, judgment, and operational need to exercise such authority; and (2) delegate to the Chancellors of UW System institutions the authority to sign contracts related to programs or operations of their institutions.

Chancellors may further delegate contract signature authority to other UW System institution employees deemed to have the requisite knowledge, judgment, and operational need to exercise such authority.

The President’s delegations must be made in writing and filed in the Office of the President of the University of Wisconsin System.

Chancellors’ delegations must be made in writing, filed in the Office of the Chancellor, and reviewed periodically by an institution’s internal auditor to ensure that named individuals are current employees and are exercising their signature authority appropriately. Individuals should be delegated signature authority only for the specific documents, or types of documents, needed to allow them to efficiently and effectively perform the responsibilities of their position.

This delegation does not extend to real property and/or construction related contracts.

DELEGATION TO: Vice Chancellor for Administrative Services and the Provost
COMMENT: No limits. Vice Chancellor for Administrative Services and the Provost are delegated authority to sign all contracts. The institutional auditor will annually review this delegation and submit a report to the Chancellor. This delegation is on file in the Chancellor’s Office with a copy of the delegation by the President of the University of Wisconsin System.

IV. Authority to Sign Contracts Certifications, Applications, etc.

In accordance with Regent Resolution 8074, any of the following corporate or administrative officers of the University of Wisconsin System—Secretary, Assistant Secretary of the Board, the President, any Vice President and any administrative officer or administrative assistant designated by the President of the University of Wisconsin is authorized to sign:
1. Proposals, agreements, contracts and contract supplements for research work or any other purposes upon approval of the project by the President or any Vice President of the University of Wisconsin System or the appropriate chancellor or designee with the following extramural entities: United States Government, any of its agencies or departments, any state or municipality or any agency or department thereof, or any nonprofit organization.

DELEGATION TO: Vice Chancellor for Administrative Services or the Provost
COMMENT: No limits. Vice Chancellor for Administrative Services or Provost signs all extramural grant and contract agreements. When deemed necessary, the signatory will contact Risk Management concerning possible risk factors in any grant or contract.

V. Policy

B.

5. Indirect Costs (Overhead): Indirect costs for non-Federal grants and contracts must be included at the Federally negotiated rates currently in effect. In some cases, a higher rate may be used if approved by the sponsor. If the sponsoring agency has an indirect cost rate which is less than the Federal rate, the University will consider accepting that rate only after a review to determine if it is (1) a published rate, and (2) an agency-wide policy, and (3) consistently applied by that organization to all of its outside grants and contracts with educational institutions. In addition, it should be demonstrated to the Chancellor or delegated designee that the project is of sufficient importance to warrant subsidizing the indirect costs of the project from other university programs.

DELEGATION TO: Provost or Vice Chancellor for Administrative Services
COMMENT: No limits. Provost and Vice Chancellor have sole campus responsibility to make exception to indirect cost rates required for all non-federal grants or contracts.

EMPLOYMENT OF STUDENT HELP (G18)
http://www.uwsa.edu/fadmin/gapp/gapp18.htm

5. University Responsibilities:
A. The Chancellor of each institution (or designee) is assigned the responsibility to operate its student employment program, including implementation of UW System policies and procedures, institutional compensation plans and monitoring processes.

DELEGATION TO: Director of Financial Aid
COMMENT: None

C. The Chancellor (or designee) shall determine which student employment jobs will be compensated on a non-hourly pay basis (salaried).
D. The Chancellor (or designee), with the advice of the Committee, shall establish a rate structure that is consistent with the compensation policies in this paper, and that will:
   1. allow for an adjustment to the hourly and non-hourly rates if there is a change in the assigned work responsibility or the student achieves relevant work experience.
   2. establish a maximum rate which cannot be exceeded without approval of the university official designated by the Chancellor to monitor the student employment program.

VI. Request Format

If an institution determines from the delegation criteria in Section V. that System Administration approval is needed, the institution should pre-notify System Administration’s Office of Learning and Information Technology immediately, and then submit the following information to the Associate Vice President, Office of Learning and Information Technology, Room 1554 Van Hise Hall, 1220 Linden Drive, Madison, WI 53706-1559, ten (10) working days prior to the date approvals are needed:

1. Cover letter signed by the Chancellor or Vice Chancellor or their designee.
1. Cover letter signed by the Chancellor or Vice Chancellor or their designee.

DELEGATION TO: Vice Chancellor for Administrative Services
COMMENT: None

EDUCATIONAL ASSISTANCE FOR FACULTY AND STAFF (G25)
http://www.uwsa.edu/fadmin/gapp/gapp25.htm

IV. Policy

D. Requests for reimbursement for the cost of coursework or training are initiated by the employee through the appointing authority. Normally, coursework is taken on an employee's own time. If the employer determines that the needed coursework is available only during the employee's scheduled hours of service, a program of proportional compensatory time may be arranged, provided normal services of the employing unit are not disrupted or impaired. No more than one course, up to five credits, or a training equivalent in any academic term (e.g., a semester, summer session or an equivalent) should be reimbursed. Additional coursework may be authorized by the chancellor or designee.

DELEGATION TO: Provost or delegated designees Assistant Vice Chancellor for Academic Affairs and Vice Chancellor for Administrative Services
COMMENT: None

COPYRIGHTABLE INSTRUCTION MATERIALS OWNERSHIP, USE AND CONTROL (G27)
http://www.uwsa.edu/fadmin/gapp/gapp27.htm

This policy paper identifies typical situations in which the development of copyrightable instructional materials occurs, and provides information and guidance for those situations when copyrightable instructional materials are developed with substantial support from UW System institutions.

The delegation refers to the administration of GAPP 27 by the Chancellor. Please review this document in its entirety.

General oversight of activity having copyrightable implications at the department and college level

DELEGATION TO: Department Chairs
COMMENT: Are responsible for monitoring the activities of their departments and reporting the potential for copyrightable situations to the Dean

DELEGATION TO: Deans
COMMENT: Review the characteristics of reported materials from Department Chairs and, when application of GAPP 27 may be appropriate, report the situation to the Assistant Vice Chancellor for Academic Affairs
II. 4. When copyrightable instructional materials are produced as an assigned duty of employment, the UW institution shall own all rights, including copyrights, in the materials produced, together with any royalties and fees, unless a contrary agreement has been reached prior to the beginning of the project between the author and the chancellor or his or her designee.

DELEGATION TO: Assistant Vice Chancellor for Academic Affairs and Vice Chancellor for Administrative Services
COMMENT: None

III. 4. The Chancellor or his or her designee shall be responsible for determining whether a project is suitable and reasonably related to the academic mission of the institution.

DELEGATION TO: Assistant Vice Chancellor for Academic Affairs and Vice Chancellor for Administrative Services
COMMENT: None

3. The author shall be offered the opportunity to assume responsibility for the revision of the instructional material. If the author declines, the assignment of responsibility will be made by the chancellor or his or her designee.

DELEGATION TO: Assistant Vice Chancellor for Academic Affairs and Vice Chancellor for Administrative Services
COMMENT: None

V. Administration of these guidelines shall be vested in the Chancellor or his/her designee.

DELEGATION TO: Assistant Vice Chancellor for Academic Affairs and Vice Chancellor for Administrative Services
COMMENT: None

SPECIAL COURSE FEES (G29)
http://www.uwsa.edu/fadmin/gapp/gapp29.htm

IV. Procedures: All special course fees (SCF) must be approved in writing by the Chancellor or designee(s). The Chancellor is responsible for insuring that these policies are observed and for developing procedures at each institution. Exceptions may be authorized by the Chancellor or designee.
DELEGATION TO: Deans
COMMENT: Must submit written requests to establish, change, or eliminate SCF to Provost. SCF must include a justification complying with the policy paper. Please be sure and review policy provisions prior to submitting the request. Materials must be beyond the ordinary supplies needed to pass the course.

DELEGATION TO: Director of the School of Graduate Studies and Academic Projects or Assistant Vice Chancellor for Academic Affairs and Vice Chancellor for Administrative Services
COMMENT: Approves all Special Course Fees submitted by the Deans. The Provost’s Office will forward approved fees to Cashiering for incorporation into the billing process.

PATENT POLICY (G34)
http://www.uwsa.edu/fadmin/gapp/gapp34.htm

III. Policies
B. Non-federal Extramural Support, The patent expectations of the many non-Federal funding sources of university research vary. That fact plus the frequent practice of using funds from more than one source in support of a given research project can place an inventor in an ambiguous and even conflicting position with several sponsors.

The disposition of all inventions generated at a UWS institution, regardless of funding sources, is subject to review by the Chancellor or Chancellor's designee. The purpose of the review is to determine if any contractual obligation exists in connection with and as a result of, the funding leading to the invention.

DELEGATION TO: Vice Chancellor for Administrative Services
COMMENT: Makes determination if any contractual obligation exists in connection with, and as a result of, the funding leading to the invention.

D. Procedures for Reporting an Invention. When any member of the staff or student on appointment makes a discovery or invention in pursuing his/her university duties, or on university premises, or with university supplies or equipment, a report of this fact must be made to the Chancellor or his/her designee. The required "Invention Record and Report" form is provided in Appendix II.

The Chancellor (or designee) will judge the relation of the reported discovery or invention to the purpose of any grant or contract that may be involved.

The Chancellor (or designee) has the ultimate responsibility for determining if an obligation to a grantor does exist and, if so, to insure that such obligations are fully met.
DELEGATION TO: Deans/Division Heads
COMMENT: Responsible to report discovery or invention to Vice Chancellor for Administrative Services.

DELEGATION TO: Vice Chancellor for Administrative Services
COMMENT: Makes judgment about relationship of reported discovery or invention to the purpose of any grant or contract and determination if an obligation to a grantor exists; takes steps to insure obligations are fulfilled.

E. Restricted Inventions (Federal) All personnel who, having complied with the established reporting procedure, are advised by the Chancellor's office that their research was funded in whole or in part by a Federal grant, may choose either of two options:

Option 1: Submit the invention to the designated administrative office or extramural organization which will examine thoroughly the invention and will, when it considers such action is warranted in the public interest, accept assignment of the invention, prepare and file patent applications, and thereafter exercise its best effort to bring the invention quickly and effectively into public use.

Option 2: Propose to the Chancellor or his or her designee that the university assigns the invention to the Federal Government to dispose of as it sees fit. Although the inventor and the Chancellor may recommend whether the invention ought or ought not to be patented, the final decision under this option will be made by the Government.

DELEGATION TO: Vice Chancellor for Administrative Services
COMMENT: None

F. Restricted Inventions (Institutional/Staff Contractual Agreements) When the Chancellor's Office determines that an invention or discovery has been made under an institutional or contractual agreement (other than a Federal agreement) the inventor will be advised of the options available. It will be the responsibility of the Chancellor's Office to assure that the obligations of the contract are carried out.

DELEGATION TO: Chancellor's Office only. No delegation provided.
COMMENT: Makes determination.

G. Unrestricted Inventions. When, after review by the Chancellor or his or her designee, it has been determined that no third party is contractually entitled to exercise control over the proprietary rights in an invention, or that no contractual agreement exists with the institution, the inventor will be so advised and will be free to dispose of the invention.

DELEGATION TO: Vice Chancellor for Administrative Services
COMMENT: Makes determination.
3. The Chancellor’s designee will be responsible for compliance with all position control policies and procedures.

4. The Chancellor’s designee is authorized to create PR (gift and grant) and PRF (contract) positions to enable the faculty to satisfy the terms of regent-approved gifts, grants, and contracts, provided that a report of such action is filed quarterly with System Administration.

DELEGATION TO: Vice Chancellor for Administrative Services
COMMENT: Responsible for compliance with all position control policies and procedures. Vice Chancellor serves as signature authority in the signing of all Academic personnel contracts or designee Vice Chancellor for Administrative Services.

POSITION MANAGEMENT POLICY (G40A)
http://www.uwsa.edu/fadmin/gapp/gapp40a.htm

II. Institution-Specific Procedures

Positions supported by gift and grant PR or from PRF (contracts) may be filled in excess of the authorization, but the Chancellor's designee must report the number of additional positions to System Administration (SA) not later than the tenth day of the month following the end of the quarter in which the positions were first payrolled. The report shall contain the name of the awarding agency, the title of the grant or contract, fund number, account number, and the award amount.

DELEGATION TO: Director of Human Resources
COMMENT: Reporting will be in format required by UW System Administration

RELOCATION AND TEMPORARY LODGING (F19)
http://www.uwsa.edu/fadmin/fppp/fppp19.htm

III.

A. Eligibility

6. New employees or former employees reporting upon reemployment will be allowed reimbursement when approval is granted by the Chancellor or delegated designee. A commitment to the prospective new employee should not be made prior to the Chancellor’s or delegated designee’s approval.

DELEGATION TO: Deans & Division Heads
COMMENT: Each level has responsible for review and initialing for their units
DELEGATION TO: Vice Chancellor for Administrative Services  
COMMENT: Final approval & signature authority

C. Institution Responsibility  
6. The recommendation of an appointing authority to pay relocation or temporary lodging expenses must be submitted in writing to the Chancellor or delegated designee for approval prior to the move and before authorizing payments to the employee. The request should contain the reason and the estimated amount of direct and/or indirect costs that are intended to be reimbursed. If partial reimbursement is to be made, that dollar amount should be indicated.

The Chancellor or delegated designee will approve or disapprove the request and return it to the department, indicating that approval has been granted or stating the reason(s) for disapproval.

DELEGATION TO: Vice Chancellor for Administrative Services  
COMMENT: Final approval & signature authority

EXTRAMURAL SUPPORT FOR INSTRUCTIONAL PROGRAMS (F22)  
http://www.uwsa.edu/fadmin/fppp/fppp22.htm

Policy  
It is the policy of the UW System to accept extramural support for instructional credit programs. Extramural sponsors include the federal government, state government, school districts, private industry, agencies and other organizations. All extramural support for instructional programs must go through the institutional review process prior to acceptance. The sponsor should reimburse the University for direct program costs. Indirect costs shall be reimbursed consistent with Section V.B.5. of FAP - Extramural Support Administration (G2). Segregated fees for off-campus programs may be waived with the approval of the Chancellor or designee.

DELEGATION TO: Assistant Vice Chancellor for Academic Affairs and Vice Chancellor for Administrative Services  
COMMENT: Assistant Vice Chancellor for Academic Affairs to review and set policy relating to segregated fees for programs not using campus facilities after consultation with the Chancellor.

RECRUITMENT/RETENTION OF STUDENTS (F26)  
http://www.uwsa.edu/fadmin/fppp/fppp26.htm

III. Policy B. Recruitment and Retention of Targeted Groups  
Even with enrollment management, institutions may find a need to identify targeted groups for which it is justified to expend additional amounts on recruitment and retention. Funds expended for the recruitment and retention of targeted students must be identified as part of the institution's precollege, recruitment or retention program plan. Programs
must be specifically defined and approved by the Chancellor or delegated designee. Off-campus activities for the recruitment and retention of students are subject to (Appendix A of the "Meeting and Planning Guide/UW-Sponsored Events.")

DELEGATION TO: Assistant Chancellor for Admissions and Enrollment Services or Assistant Chancellor for Diversity and Inclusion

COMMENT: Delegated responsibility for complying with guidelines for targeted students. Recruitment responsibilities delegated to the Assistant Chancellor for Admissions and Enrollment Services and retention responsibilities delegated to the Assistant Chancellor for Diversity and Inclusion

III. Policy B. Recruitment and Retention of Targeted Groups
Refer to the Policy F26-Attachment for examples of situations allowable or not allowable for recruitment and retention of targeted groups. Questions on the appropriateness of certain types of expenditures should be forwarded to the Institution Business Office. Activities not falling within the pre-approved plan may be approved by the Chancellor or delegated designee on a case-by-case basis with proper justification.

DELEGATION TO: Assistant Chancellor for Admissions and Enrollment Services or Assistant Chancellor for Diversity and Inclusion COMMENT: Recruitment responsibilities delegated to the Assistant Chancellor for Admissions and Enrollment Services and retention responsibilities delegated to the Assistant Chancellor for Diversity and Inclusion

SALARY & FRINGE BENEFITS CALCULATIONS FOR UNCLASSIFIED STAFF (F29)
http://www.uwsa.edu/fadmin/fppp/fppp29.htm

IV. Procedures
C. Summer Payments. Persons employed on an academic year basis shall be compensated for additional assignments during the summer session at the rate up to the equivalent of 2/9 of the previous academic year salary rate for a full workload for an eight-week summer session. If the institution determines that there are differences in summer session workload from a full time workload, then an appropriate compensation level shall be established. (Additional employment periods during the summer may be determined by the institution.) Compensation received in the summer period may not in aggregate exceed 2/9 of the academic year salary of the person appointed unless an explicit exception is granted by the Chancellor or designee, regardless of source of funds.

D. Calculation of Overload Payments. In accordance with ACPS-4, overload payments may be made for work of an "...unusual, short-term, or non-recurring nature." Specific advance approval of the Chancellor or designee is required. Overload is generally calculated at the current monthly rate of pay. Overload payments may be subject to the $18,000 or 20% (whichever is greater) limitation imposed on a fiscal year basis by UW-Platteville for compensation within the UW System; overload payments may be subject to the $12,000 limitation imposed on a calendar year basis for compensation from an agency outside the UW System. These limits are set forth in ACPS-4, UPG-4 and
Section 16.417(2), Wisconsin Statutes. Violations of Section 16.417(2) must be repaid by the employee.

DELEGATION TO: Deans & Division Heads
COMMENT: Requests overload payments.

DELEGATION TO: Human Resources/Payroll Department
COMMENT: Delegated responsibility for Unclassified payroll calculations of pay and fringes and confirmation prior to approval.

DELEGATION TO: Provost or Vice Chancellor for Administrative Services
COMMENT: -Signature of Unclassified Employment Contracts.
-Approve all Unclassified Salary Advances prior to payment.
-Approve overload payments requested by Deans.
-Approve requests for summer payment in excess of 2/9; up to 3/9 may be approved for similar job duties; exceptions above 3/9 may only be approved if summer job duties are significantly different from academic year job duties.
-The Provost or Vice Chancellor for Administrative Services will sign Form 5 Contract Request Form.

PERSONAL SERVICES PAYMENTS (F31)
http://www.uwsa.edu/fadmin/fppp/fppp31.htm

III. Policy
Individuals who provide a service to the university are generally compensated in one of two ways: via payroll as an "Employment Service" when there is an employer-employee relationship or as an "Independent Contractor Service" through the accounts payable process using a PIR form or invoice when an employer-employee relationship does not exist. The specific circumstances of each service will dictate the type of service which exists. Section A provides guidance in making employer-employee determinations and other factors that must be considered once it is determined that an employer-employee situation exists. Section B provides guidance in the handling of independent contractor services.

DELEGATION TO: Director of Human Resources
COMMENT: Performs overall review of any payments for services to individuals making the final determination whether an employer-employee relationship exists and determines the appropriate method of reimbursement (Payroll, PIR, or Purchase Order/Contract/Invoice)

B. Independent Contractor Services
3. If the service desired is available from more than one source, competitive procurement rules apply and purchasing bid and waiver regulations must be followed. Some services provided by independent contractors represent special talents needed by the UW System on a temporary basis to fulfill its missions of instruction, research and public service. If the service is a unique, noncompetitive activity supporting instruction/research/public service, it will be considered an Academic Support Service. If the cost of the service will be greater than or equal to $5,000, an Academic Support Services Agreement (ASSA)
(Attachment 9) must be executed and approved by a contracting officer of the institution prior to commencement of the service to certify that the competitive purchasing process need not be used. An ASSA must be executed regardless of the payment method utilized. If desired, an ASSA may also be executed in connection with contracts for services under $5,000. Authority to sign ASSAs may be delegated in writing by the Chancellor. ASSAs $5,000 or greater must be reported to the University of Wisconsin System Vice President for Finance in accordance with Regent Resolution 7548.

DELEGATION TO: Vice Chancellor for Administrative Services
COMMENT: Reviews and approves all Academic Support Service Agreements to insure compliance with this policy paper.

UW SYSTEM TRAVEL REGULATIONS (F36)
http://www.uwsa.edu/fadmin/fppp/fppp36.htm

XIX. APPLICANT INTERVIEW
A. Reimbursement of candidate expenses in connection with interviewing for unclassified positions may be approved.

DELEGATION TO: Vice Chancellor for Administrative Services
COMMENT: Delegated to Deans, Assistant Chancellors or Vice Chancellors
B. Reimbursement for travel expenses of the spouses of finalists for the position of vice Chancellor or above may be authorized. For positions at lower levels advance approval is required from the Chancellor or designee with written justification attached to the TER.

DELEGATION TO: Vice Chancellor for Administrative Services
COMMENT:

TUITION AND FEE POLICIES FOR CREDIT INSTRUCTION (F44)
http://www.uwsa.edu/fadmin/fppp/fppp44.htm

IV. Exceptions
Exceptions to any of the stated procedures, provisions, etc., due to unusual circumstances can be made only by the Chancellor or designated representatives. Designation of representatives should be in writing and maintained in the designees’ offices. Documentation justifying exceptions should be maintained. Blanket exceptions are not authorized. By statute, except for the provision for athletics, only the nonresident tuition and special course fees may be waived as a fee remission.

DELEGATION TO: Assistant Vice Chancellor for Academic Affairs and Vice Chancellor for Administrative Services
COMMENT: Will approve the first exception for a student

DELEGATION TO: Vice Chancellor for Administrative Services
COMMENT: Will approve any exceptions following the first
DELEGATION TO: Controller
COMMENT: May make a single exception based upon a student emergency

DELEGATION TO: Assistant Controller
COMMENT: May make a single exception based upon a student emergency

A.4 Excess Credit Surcharge
Effective in the Fall of 2004, all resident undergraduate students who have accumulated 165 credits (or 30 credits more than required by their degree programs, whichever is greater) will be assessed a surcharge, equal to 100% of the regular resident tuition, on credits beyond that level. Implementation rules for this policy are contained in the final report of the Excess Credits Policy Implementation Group.

DELEGATION TO: Exceptions to this are delegated to the Assistant Vice Chancellor for Academic Affairs, who may delegate this to academic deans or associate deans.
COMMENT: The Excess Credits Policy Implementation Group report is available from the Assistant Vice Chancellor for Academic Affairs. The report notes that “Institutions may make exceptions through an appeals process and grant waivers in cases of extenuating circumstances beyond a student’s control.”

C.1 Payment in Full
Students are to be assessed an administrative services fee not to exceed $100 if full payment of fees currently due is made after the established due date. At the institution's option, the administrative assessment may be prorated for students less than full-time. The administrative assessment shall be deposited to Fund 128. The Chancellor or designee has the option of reducing or waiving the fee on a case-by-case basis.

DELEGATION TO: Assistant Vice Chancellor for Academic Affairs and Vice Chancellor for Administrative Services
COMMENT: None

DELEGATION TO: Vice Chancellor for Administrative Services
COMMENT: Authority to waive Late Payment Penalty

STUDY ABROAD PROGRAMS (F45)
http://www.uwsa.edu/fadmin/fppp/fppp45.htm

VI. Exceptions
Exceptions to any aspect of this policy may be made only by the Chancellor or delegated designee. Designation of the delegated designee should be in writing and maintained in the proper office. Documentation justifying exceptions shall be maintained at the institution. Please review this policy in its entirety for guidance.

DELEGATION TO: Director of Institute for Study Abroad
COMMENT: None. Local policies must detail the use of exceptions. Exceptions to be fully documented and subject to campus and system audit.
IV. Policy

The following limitations shall apply to prizes, awards and gifts made by the University:

A. Prizes - Prizes may be awarded only in situations where benefits are expected to accrue to the University. Examples include door prizes to persons attending athletic events and prizes awarded as incentives to encourage responses to customer questionnaires and other types of surveys. The anticipated benefits of awarding a prize must be documented, and the decision to award prizes must be approved in writing by the Chancellor or his/her designee.

DELEGATION TO: Controller
Obtain approval prior to any events with prizes being announced or any prizes being awarded.

STUDENT TECHNOLOGY FEE EXPENDITURES (F49)
http://www.uwsa.edu/fadmin/fppp/fppp49.htm

II. Policy
Each UW System institution shall form a committee that will review plans for the allocation of the Student Technology Fee. This committee shall include students appointed by student government, and appropriate campus staff appointed by the Chancellor or the Chancellor's designee. This committee shall be advisory to the Chancellor or the Chancellor's designee. Plans developed for the allocation of the Student Technology Fee shall be consistent with the campus IT Plan and the campus overall strategic plan.

DELEGATION TO: Assistant Vice Chancellor for Information Technology
COMMENT: None

SEGREGATED UNIVERSITY FEES (F50)
http://www.uwsa.edu/fadmin/fppp/fppp50.htm

Permitted SUF Expenditures

Section LB(2)(a) Travel:
3. Representing the institution or a recognized student organization in the operation and fulfillment of the mission of the student organizations, student service operations, and student government, subject to approval by the Chancellor or his/her designee.
5. Busing students within the campus. Payments for bus services that extend beyond the campus boundaries must be approved by the Chancellor or his/her designee.

DELEGATION TO: Assistant Vice Chancellor for Student Affairs
Section I.B.(2)(b) Expenses related to education, cultural, social, and recreational activities for:
Production of an event (e.g., films, advertising, promotion, printing, facilities rental, ushers, and security guards). On-campus facilities (buildings and grounds) must be used whenever possible. Exceptions require the prior approval of the Chancellor or his/her designee.

DELEGATION TO: Assistant Vice Chancellor for Student Affairs

4.ii. Cash or product awards in excess of $100 but less than $500 may be given only upon prior approval of the Chancellor or his/her designee. Those in excess of $500 must be approved by the UW System Vice President for Finance.

DELEGATION TO: Controller

Student Health
Section I.B (4) (a)
In accordance with Regent Policy 23-1, “Basic Health Module,” the Chancellor of each institution has responsibility for determining the minimum level of student health service, however students may increase the level of service with allocable SUF funds through the established institutional process. The Chancellor or designee will consult with SUFAC and/or the appropriate student health committee as to the appropriate programmatic level of student health care at the institution.

DELEGATION TO: Assistant Vice Chancellor for Student Affairs

Allocation Process

Section II.A(1)
Allocable SUF are allocated by students, in consultation with the Chancellor or his/her designee, and subject to the final confirmation of the Board of Regents.

DELEGATION TO: Assistant Vice Chancellor for Student Affairs

FINANCIAL DELEGATIONS - ADMINISTRATIVE SERVICES

NOTE: Compliance with Pre-Audit duties will be signified by the initialing of the appropriate document (i.e. Voucher, Chargeback report, Requisition, etc.)

Accounts Payable Pre-Audit

DELEGATION TO: Accounts Payable Supervisor or other designee Assistant Controller

Telephone Chargeback Pre-Audit

DELEGATION TO: Assistant Vice Chancellor for Information Technology
Federal Cash Drawdown

DELEGATION TO: Financial Services Specialist or other designee Assistant Controller

Payroll Pre-Audit

DELEGATION TO: Payroll and Benefits Specialist

Facilities Management Chargeback Pre-Audit

DELEGATION TO: Director of Facilities Management

Postage Chargeback Pre-Audit

DELEGATION TO: Assistant Chancellor for University Advancement

Printing and Duplicating Pre-Audit

DELEGATION TO: Assistant Chancellor for University Advancement

Purchasing

DELEGATION TO: Director of Purchasing or other designee Controller

Student Employment Pre-Audit

DELEGATION TO: Assistant Director of Financial Aid or other designee Financial Aid Coordinator

Travel Pre-Audit

DELEGATION TO: Travel Manager or other designee Accounts Payable Supervisor

Risk Management

DELEGATION TO: Risk Manager

PURCHASING POLICIES
www.uwplatt.edu/business/purchasing/policies.html

The Chancellor or designee is required to approve certain requests for purchasing authority, sole source requests, vehicle requests, and purchase approvals.

DELEGATION TO: Vice Chancellor for Administrative Services
COMMENT: None
OTHER DELEGATIONS – PURCHASE OF SERVICES

The delegations below provide University signature authority to commit to the Purchase of Services. This will normally take the form of a PIR (Payment to Individuals Report) or an Academic Support Services Agreement. It will also include contracts for entertainers, performers, speakers, and special features. The positions listed below are delegated authority to commit the campus to such purchases. Copies of the agreements must be submitted to Human Resources Office immediately following signature. PIR forms are available in the Human Resources Office and must be approved by the Director of Human Resources prior to taking effect.

Note that Academic Support Service Agreements are limited to providing classroom-related support.

DELEGATION TO: Director of Residence Life; Limit=$5,000.
- Authorization to sign agreements with entertainers for Residence Life related events.
  The Assistant Vice Chancellor for Student Affairs must sign historically unique contracts, long-term contracts or contracts over the limit.  
- Original contracts must be forwarded to the Purchasing Department so funds may be encumbered through the issuance of a Purchase Order.

DELEGATION TO: Athletic Director; Limit=$5,000.
- Authorization to sign contracts and agreements relating to normal athletic functions and contests. Original documentation will be maintained by the Athletic Department.
  Agreements which are not part of the normal operation of the Athletic Department or which are for a term greater than one year are not covered by this delegation.
- Original contracts must be forwarded to the Purchasing Department so funds may be encumbered through the issuance of a Purchase Order.

DELEGATION TO: Director of Campus Activities; Limit=$20,000.
- Delegated authority to sign normal operational contracts in Student Center programs up to a maximum limit. The Assistant Vice Chancellor for Student Affairs must sign historically unique contracts, long-term contracts or contracts over the limit.
- Original contracts must be forwarded to the Purchasing Department so funds may be encumbered through the issuance of a Purchase Order.

DELEGATION TO: Center for the Arts Director; Limit=$20,000.
- Delegated authority to sign normal operational contracts in CFA facility up to a maximum limit. The dean for the College of Liberal Arts and Education must sign historically unique contracts, long-term contracts or contracts over the limit.
- Original contracts must be forwarded to the Purchasing Department so funds may be encumbered through the issuance of a Purchase Order.

DELEGATION TO: Assistant Vice Chancellor for Student Affairs; Limit=$50,000
- Delegated authority to sign normal operational contracts in Student Services programs. Historically unique or long-term contracts are to be reviewed by the Provost prior to signature.
- May further delegate signature authority to program directors within Student Services, but such delegations must be noted on this document.
- Original contracts must be forwarded to the Purchasing Department so funds may be
encumbered through the issuance of a Purchase Order.

OTHER DELEGATIONS – SALE OF SERVICES

The delegations below provide University signature authority to commit to the Sale of Services. The positions listed below are delegated authority to commit the campus to providing services for a negotiated fee. The Risk Management Office must review all such agreements prior to finalization to ensure provisions relating to campus liability are minimized and proper insurance coverage is provided for the event. Copies of the agreements must be submitted to Purchasing immediately following signature.

DELEGATION TO: Athletic Director
- Authorization to sign agreements relating to the use of outdoor athletic facilities by non-university entities.
- Original contracts must be forwarded to the Purchasing Department so funds may be encumbered through the issuance of a Purchase Order.
COMMENT: The policies under UWS Chapter 21 Use of University Policies prevail if there is a conflict between this delegation and that policy and the delegations under II. D..

DELEGATION TO: Assistant Vice Chancellor for Student Affairs
- The Assistant Vice Chancellor for Student Affairs must sign any other agreements for use of outdoor facilities.
- Original contracts must be forwarded to the Purchasing Department so funds may be encumbered through the issuance of a Purchase Order.
COMMENT: The policies under UWS Chapter 21 Use of University Policies prevail if there is a conflict between this delegation and that policy and the delegations under II. D..

DELEGATION TO: Student Exponent Staff
- As part of the educational content of the operation of the student newspaper, student employees of the Exponent solicit advertising from potential advertisers. All resulting advertising agreements must be reviewed and signed by the Exponent Faculty Advisor.

DELEGATION TO: Exponent Faculty Advisor
- The Exponent Faculty Advisor must sign all advertising agreements. Original contracts will be kept on file by the Exponent staff and are subject to University and State audit.

DELEGATION TO: Pioneer Activity Center Director; Limit = $1,000
- Delegated authority to sign normal operational contracts for indoor facility rentals up to a maximum limit of $1,000. The Assistant Vice Chancellor for Student Affairs must sign historically unique contracts, long-term contracts or contracts over the limit.
- Original contracts must be forwarded to the Purchasing Department so funds may be encumbered through the issuance of a Purchase Order.

DELEGATION TO: TV Services Student Staff (check title of “TV Services”)
- As part of the educational content of the operation of the student TV station, student employees of TV Services solicit advertising from potential advertisers. All resulting advertising agreements must be reviewed and signed by the TV Services Faculty Advisor.
DELEGATION TO: TV Services Faculty Advisor (check title as above)  
The TV Services Faculty Advisor must sign all advertising agreements. Original contracts will be kept on file by the TV Services staff and are subject to University and State audit.

CONDUCT ON UNIVERSITY LANDS (UWS 18)  

18.02 DEFINITIONS  
(3) The chief administration officer means the Chancellor of an institution or dean of a campus or their designees. The Vice Chancellor for Administrative Services is the designee of the Chancellor for UWS 18, unless otherwise noted below.

18.05 PARKING RULES  
The Chief of University Police is the designee under 18.02 (3).

18.08 PERSONAL CONDUCT PROHIBITIONS  
(1) Animals. The Chief of University Police is the designee under 18.02 (3).

(2) Athletic events. The Athletic Director is the designee under 18.02 (3).

18.10 OFFENSES AGAINST PUBLIC SAFETY  
The Chief of University Police is the designee under 18.02 (3).

18.11 OFFENSES AGAINST PUBLIC PEACE AND ORDER  
(5) (a) 3.d. The Chief of University Police is the designee under 18.02 (3)

18.11 (7) PERSONS PROHIBITED FROM ENTERING UNIVERSITY LANDS  
No designee is delegated.

18.11 (9) CAMPAIGNING IN STATE OWNED RESIDENCE HALLS  
The Legislative Liaison is the designee under 18.02 (3).
CHAPTER UWS 21 – USE OF UNIVERSITY FACILITIES (revised January 2009)

I. Preface – UW-Platteville

The policy statement is prepared with the scope and authority of Chapter UWS 21 of the Wisconsin Administrative Code.

The University of Wisconsin-Platteville recognizes its commitment to the requests for facility use by the University Community and residents of the state to the extent resources permit. The document sets forth the policies governing the use of all campus facilities (buildings and surrounding and connecting grounds). Non-University groups may use facilities only upon the invitation of or under the sponsorship of a University department or organization as specified in UWS 21.

II. Facility Scheduling and Prime Priorities – UW-Platteville

A. Program Appropriateness and Facility Appropriateness Program appropriateness and facility appropriateness are primary considerations, which should be made in scheduling. Program developers shall provide rationale for the facility requested and must consider the question of appropriateness. Scheduling of specific facilities at UW-Platteville is delegated by the Chancellor to facility schedulers as listed in section II D. These schedulers may determine whether or not to permit use of a facility based on UWS Chapter 21 and this policy. The decision may not be based on the content of any programs.

B. Facility Scheduling Guidelines Activities scheduled within facilities will be permitted according to priorities designated in Section II C.1. Schedulers will follow these priorities in permitting the use of a facility. In addition, schedulers will apply the criteria of UWS Chapter 21.03 and 21.04.

C. Established Priorities for Various Campus Facilities The priorities for use of campus facilities vary according to the facility type and may include timelines and calendar restrictions for specific facilities. The letter in front of the described space indicates the general level of priority given to the activity or user group (with “a” being the highest priority) for various facilities on campus:

1. Instructional Buildings/Spaces
   a. Instruction: Lecture Space, Labs, and Studios (Music and Art)
   b. Open Labs and Independent Study
   c. Educational Programs, i.e., Conferences, Workshops, etc
   d. Non-University Groups and/or Organizations

2. Center for the Arts (CFA)
   a. Music and Fine Arts Instruction
   b. Plays and Music Activities that are part of the University Programs
   c. Other Instruction
   d. University Activities
e. Lecture
f. Non-University Groups and/or Organizations

3. Markee Pioneer Student Center, Bridgeway Commons & Ullsvik Center Velzy Commons
a. Food Service functions have priority in what is generally a food service facility
b. University activities where food is served
c. University activities/lectures where food is NOT served
d. University Registered Student Groups and Organizations
e. University and Administration Groups and/or Organizations
f. Non-University Groups and/or Organizations

4. Harry & Laura Nohr Gallery
a. Arts Programming
b. University activities where food is served
c. University activities/lectures where food is NOT served
d. University Registered Student Groups and Organizations
e. University and Administration Groups and/or Organizations
f. Non-University Groups and/or Organizations

5. Grounds
a. Normal Traffic and Lounging
b. Open Recreation
c. Instruction and Related Activities
d. Other Activities

6. Health & Physical Education Facilities, Athletic Fields, Ralph E. Davis Pioneer Stadium, Pioneer Activity Center
a. Physical Education Classes
b. Varsity Games and Practices
c. Intramural Athletics
d. University Events and Activities
e. Open Recreation
f. Club Sport Activities
g. Administrative Events
h. Other Events

7. Memorial Park, the “M”, Gardens and Gazebo
a. Normal Traffic and Lounging
b. University Events and Activities
c. Non-University Events and Activities

8. Housing Facilities
a. User Fee Students: Students under contract for use of residence halls
b. University groups paying for use of facilities
c. Non-University groups paying for the use of facilities
d. University Groups not paying for use of facilities
9. Living and Learning Center at the Pioneer Farm
   a. University groups paying for use of facilities
   b. Non-University groups paying for use of facilities

10. Pioneer Farm
   a. Instruction: Lecture Space, Labs, and Studios (Music and Art)
   b. Open Labs and Independent Study
   c. Educational Programs, i.e., Conferences, Workshops, etc
   d. Non-University Groups and/or Organizations

D. Space Assignment Usage

Each facility on the University campus has been designed for a primary function such as: instruction, related programs, research activities, and public service. The University regulates the use of space to insure that it is being used for its function and to aid in assuring overall development of program and activity planning.

Scheduling of facilities is delegated by the Chancellor as follows:

Category of Space - Scheduling Delegations

- Instructional Space (A=Classrooms; B=Laboratories, consultation with appropriate department administrator and building supervisor) A= Registrar – 342-1321, B=Department Chairs
- Williams Fieldhouse and Pioneer Activity Center – Director of Intramurals and Recreation – 342-1568
- Health & Physical Education Classrooms in Williams Fieldhouse – before 3:00pm – Registrar; After 3:00pm - Director of Intramurals and Recreation – 342-1568
- Athletic Game and Practice Fields – Athletic Director – 342-1567
- Recreation Facilities (basketball courts in Memorial Park, outdoor volleyball courts, disc golf course, Miners Field, intramural/club sports fields, and softball/baseball complex) – Director of Intramurals and Recreation – 342-1568
- Center for the Arts (CFA) & Nohr Gallery – Director of Center for the Arts – 342-1267
- Pioneer Student Center, Ullsvik Hall’s Velzy Commons, Glenview, and Gazebo – Director of Student Centers – 342-1451
- Housing – Director of Housing – 342-1845
- Memorial Park – Director of Intramurals and Recreation – 342-1568
- Grounds – Director of Facilities Management – 342-1177
- The “M” – Director of Facilities Management – 342-1177
- Living & Learning Center – Director of Student Centers – 342-1451
- Pioneer Farm, Greenhouse and Gardens – Dean of BILSA – 342-1547

III. Applications for Facility Use

All University and University Sponsored groups or individuals scheduling University facilities must complete an application for Facility Use. This application is available from the facility scheduler. Activities scheduled during times when the facility is not ordinarily
open or staffed require special coordinative efforts with the appropriate Facilities Management and University Police personnel.

The following information is the minimum required when scheduling University facilities; additional information may be required for specific facilities:

- Name of Organization
- Facility Requested
- Time
- Date
- Contact Person
- Telephone of Contact Person
- Approval Signature (Scheduling Functionary)
- Requestor/Engager Signature of the Responsible Individual
- Direct Charges (if any)
- Hold Harmless Agreement
- Signature of Official Sponsoring Organization or Department Representative
- Request for Accommodations

Non-University affiliated groups or individuals requesting to use University facilities should contact the Markee Pioneer Student Center Reservation Office (608-342-1451) for referral to the appropriate scheduling functionary and to make requests to the conference coordinator.

IV. Guidelines for Facility Use Charges

A. Charges for Facility Use

Charges for facility use will be made in selected circumstances as illustrated in this policy statement. Organizations sponsoring activities must designate a person accountable for payment of all charges, and who will be responsible for signature of contract. All checks must be made payable to the University of Wisconsin-Platteville.

Groups sponsoring activities which require above normal staffing (maintenance, security, and other) during or outside of regular operating hours will be charged the average current rate for the classification, including overtime and fringe benefits for each extra staff needed to complete the requirements. Scheduling should be done during normal operating hours, if at all feasible.

It is essential to note that:

1. Special insurance will be required as follows:
The sponsoring organization shall provide, prior to the signing of this agreement, to the University, a certificate of insurance showing coverage of $1,000,000 single limit liability coverage and $30,000 property damage. The sponsoring organization indemnify and save hold harmless the University and officers and employees thereof from any liability for injuries, illness, or death of persons in the employment or guest of the sponsoring organization or for the damage, loss or theft of property of such persons.
The sponsoring organizations shall also provide a certificate of insurance showing Worker’s Compensation coverage for agents and employees of the sponsoring organization.

2. Special charges may be assessed in special circumstances. For example, the use of equipment, which results in movement of such equipment to facilities other than where housed, may result in special charges.

3. Direct pay to custodial, maintenance, or security staff members is not permitted.

4. Audio-visual requirements for any facility may be directed to the Pioneer Student Center Reservations Office (342-1451) by the sponsoring group.

5. Charges for damages beyond normal wear and tear may be assessed.

6. If telephone services are required, the sponsoring organization must make application for this service through the Office of Information Technology (608-342-1421). The sponsoring organization shall be listed as the service subscriber and will be responsible for any and all charges associated with such telephone service.

B. Definition of Groups Determine if a Charge is Appropriate

1. Registered Student Organization: A UW-Platteville registered student organization is a group which has been recognized and recommended as a University Student Organization by the Campus Organization Committee (SOC) and authorized by the Student Affairs Office.

2. University Departments: Includes the following: Schools, colleges, divisions or subdivisions of UW-Platteville.

3. Non-University Organizations or Individuals: Facilities of the University are primarily for University purposes of instruction, research, and public service; they are not available for unrestricted use by Non-University groups. If, in the judgment of a University department or organization, the meetings or activities of a Non-University group will contribute to and serve the University’s purpose, University facilities when available (and subject to necessary routine procedures administered by the Chancellor or his designee) may be used by that group, but only upon the invitation of or under the sponsorship of a University department or organization, and the sponsoring University department or organization shall be responsible for all costs associated with the use.

C. Variables which will determine charges include the following:

1. Events relating specifically to UW-Platteville classroom instruction and/or administrative operations will generally be allowed without charge for use of state funded facilities. Self-sustaining facilities generally are not to be used for specific classroom functions.

2. Events scheduled by registered student organizations or a University department for the sole purpose of conducting an activity relating specifically to their
program purpose will not result in charges unless set-up, clean up, staffing, special charges, or off hours involved. Events scheduled which do not relate to the specific program purpose of the organization or the department will result in rental charges being assessed.

3. Facility rental will not be assessed to registered student organizations or University departments sponsoring events open to students and staff, if the event is part of the regularly scheduled program series of the University. Set-up, clean-up and other special charges will be assessed.

4. Sponsored or Invited Non-University groups will be charged rentals, set-up charges and other fees.

5. If any individual employee or University organization acts as representative for a Non-University organization or individual for the purpose of using University facilities, rental, set-up, and other appropriate charges will be assessed. NOTE: Set-up charges will reflect actual established labor costs.

D. Facility Rental Rates
Under ordinary circumstances, facility rental will be charged based on an hourly rate according to the following guidelines:

1. Academic Buildings and Facilities
   a) Basic Rate for all facilities to cover the cost of heat, electricity, insurance, water, etc. This would generally be applied to common classroom type facilities.

   b) Special Facilities Rate is the Basic Rate plus an additional amount to cover costs associated with special facilities such as laboratories, auditoriums, physical education and athletic facilities, etc. NOTE: The Basic Rate will be developed by Facilities Management and others to be approved by the Vice Chancellor for Administrative Services.

   Rental rates will be reviewed annually by the division administrator and the Chancellor.

2. Auxiliary Buildings and Facilities Rental Rates for auxiliary facilities are to reflect the actual cost of operating the facility requested. Rates are established to insure that student fee funds are not used to accommodate those renting auxiliary facilities.

   NOTE: Rental rates for auxiliary facilities will be developed by Executive Director of Auxiliary Services and approved by the Vice Chancellor for Administrative Services.

   Rental rates will be reviewed annually by the division administrator and the Chancellor.

E. Funds Collected
Funds collected through the implementation of this policy are to be placed in the appropriate general or program revenue account. The General Purpose Revenue Facility Rental Account shall be administered by the Vice Chancellor for Administrative Services.
Funds from the central account should be used in the following ways:

1. Direct personnel support charges which were involved in the rental should be made against the account.
2. Scheduling functionaries (non-self-sustaining facilities) may initiate requests to use funds to replace equipment, repair damages, make renovations, etc.

F. Policy Review, Development and Appeal
The Facility Use Policy shall be reviewed and revised as needed with approval of the Chancellor or designee.

USE OF UNIVERSITY FACILITIES
UWS 21.01 Declaration of policy.
UWS 21.02 Definitions.
UWS 21.03 Use of facilities by organizations associated with an institution.
UWS 21.04 Use of facilities by persons or organizations not associated with an institution.
UWS 21.05 Access to public events held at university facilities.
UWS 21.06 Institutional procedures.

UWS 21.01 Declaration of policy. It is the policy of the board of regents that the facilities of the university are to be used primarily for purposes of fulfilling the university's missions of teaching, research and public service. University facilities are not available for unrestricted use for other purposes. In order to preserve and enhance the primary functions of university facilities, the board of regents adopts this chapter to govern the use of university facilities.

History: Cr. Register, December, 1986, No. 372, eff. 1-1-87.
UWS 21.02 Definitions. In this chapter:
(1) "Board of regents" or "board" has the meaning given under s. UWS 1.02.
(2) "Chancellor" means the chief executive officer of a university, the university of Wisconsin centers, or the university ex-tension.
(3) "Facilities" or "university facilities" means the publicly owned or leased buildings and grounds which are subject to the custody and control of the board.
(4) "Institution" has the meaning given under s. UWS 1.06.
(5) "Organization associated with an institution" means that an organization is an officially recognized staff or student group, or an administrative or academic unit, or a state agency.
(6) "Staff" means all employees of the university of Wisconsin system.
(7) "Student" means any person who is registered for study in an institution of the university of Wisconsin system for the current academic period.
(8) "University" has the meaning given under s. UWS 1.07.

History: Cr. Register, December, 1986, No. 372, eff. 1-1-87.

UWS 21.03 Use of facilities by organizations associated with an institution. (1) The Chancellor of each institution, or his or her designee, shall permit organizations associated with that institution to use university facilities for events for staff and students, if he or she determines that:
(a) The proposed use will not interfere with or detract from the teaching, research and public service missions of the institution;
(b) The institution has appropriate facilities available for the proposed use; and
(c) The organization has complied with institutional procedures adopted under s. UWS 21.06.
(2) The Chancellor of each institution, or his or her designee, may permit organizations associated with that institution to use university facilities for public events if he or she determines that:
(a) The proposed use will not interfere with or detract from the teaching, research and public service missions of the institution;
(b) The institution has appropriate facilities available for the proposed use; and
(c) The organization has complied with institutional procedures adopted under s. UWS 21.06.
(3) The organizations using university facilities under this section may be required to reimburse the institution for the costs, if any, incident to the use of the facilities.
(4) Organizations using university facilities under this section may be required to pay rental charges for use of the facilities if the use is revenue producing.
History: Cr. Register, December, 1986, No. 372, eff. 1-1-87.

UWS 21.04 Use of facilities by persons or organizations not associated with an institution. (1) The Chancellor of each institution, or his or her designee, may permit persons, or organizations not associated with that institution, to use university facilities at his or her institution if he or she determines that:
(a) The proposed use is under the sponsorship or at the invitation of an organization associated with the institution;
(b) The proposed use will not interfere with or detract from the teaching, research and public service missions of the institution, or the use of the facilities by organizations associated with the institution;
(c) The institution has appropriate facilities available for the proposed use; and
(d) The person or organization has complied with institutional procedures adopted under s. UWS 21.06.
(2) Persons or organizations using university facilities under this section must reimburse the institutions for the costs, if any, incident to the use of the facilities.
(3) Persons or organizations using university facilities under this section may be required to pay rental charges for use of facilities if the use is revenue producing.
History: Cr. Register, December, 1986, No. 372, eff. 1-1-87.

UWS 21.05 Access to public events held at university facilities. (1) It is the policy of the board to ensure maximum access to public events held in university facilities, consistent with the legally recognized rights and interests of performers, lecturers, artists and speakers.

(2) Where a person or organization has secured the use of university facilities for a public event, any contemplated restriction or condition on access to the event must be made known prior to the event, and must be embodied in a written agreement with the institution, which agreement shall be open to public inspection. However, such agreements may not deny or restrict access to university facilities in a manner contrary to other applicable laws or regulations or on any basis prohibited by law.
UWS 21.06 Institutional procedures. The Chancellor of each institution, in consultation with appropriate staff and students, shall develop procedures for the administration of this chapter which shall, at a minimum, include the following:
(1) Procedures for securing permission to use university facilities;
(2) A schedule of the costs and rental fees, if any, assessed for the use of facilities; and
(3) A description of any institutional limitations concerning the time of availability and manner of the use of institutional facilities.
History: Cr. Register, December, 1986, No. 372, eff. 1-1-87.