

Implementing

STUDENT SHARED
GOVERNANCE

2017-18

*Handbook for
Administrative Leaders*

Index

Letter from ASM Shared Governance Chair	I
Letter of Support from Chancellor Blank	2
What is Shared Governance	3
Power Structures	4
Student Statistics	5
What Qualifies as Shared Governance	6
How to Implement Shared Governance	7
Resources	8

A Letter From

THE SHARED GOVERNANCE CHAIR

SEPTEMBER 21ST, 2017

From: Deena Whitwam, Shared Governance Chair
Jacqueline Beaulieu, Shared Governance Campaign Director

Re: Student Shared Governance

The power and importance of Shared Governance, particularly student shared governance, cannot be understated. Shared Governance is the set of practices that empower UW-Madison students to have a voice on over 70 decision making committees across campus. Committees cover a diverse set of interests, including Dean Advisory Boards, Campus Inclusivity Committees, Academic Groups, and much more. The power of shared governance opens the dialogue between students, faculty, and academic staff to structure campus and city policy in a way that best supports those directly affected by it.

The Shared Governance Committee is a subcommittee of the Associated Students of Madison (ASM), the University of Wisconsin-Madison's official student government. The Shared Governance Committee is chaired by a student, who was appointed by the Student Council. This student chair leads the recruitment and appointment of the most highly qualified students to over 200 committee seats across campus. This process includes triannual recruitment periods and rolling applications during the remainder of the year.

You have passionate students with insightful, constructive feedback, and they want to provide input to committees at every level of your organization. Effective shared governance relies on influential administration like you to recognize the potential of your students and the value of this process. Please encourage your faculty and staff to take advantage of the resources ASM has at its disposal to appoint these students, and help us reach out to students that want to make our campus a more student centered, community oriented space.

Thank you for your consideration and continued support of UW-Madison students.

A Letter From

THE CHANCELLOR

SEPTEMBER 14TH, 2017

To: Deans, Directors, Department Chairs, HR Representatives and Supervisors

From: Rebecca Blank, Chancellor

Sarah Mangelsdorf, Provost and Vice Chancellor for Academic Affairs

Laurent Heller, Vice Chancellor for Finance and Administration

Re: Supporting Shared Governance

Shared governance is a significant part of what makes the University of Wisconsin–Madison great. We remain committed to shared governance as it has been historically practiced here since the establishment of the UW System more than four decades ago. The active participation of faculty, academic staff, university staff, and students is, and will continue to be, crucial to the decision-making process at the university. Shared governance partners are involved in campus decisions regarding academics, research, campus climate, diversity, human resources, as well as other campus-wide issues.

We ask you to support and strongly encourage faculty, academic staff, and university staff participation in governance during work hours and without loss of pay. During orientations and other meetings at the beginning of the academic year, please promote the full range of governance opportunities available campus-wide, as well as in schools, colleges, divisions, and departments. Please stress to all employee groups that involvement in formal governance and other opportunities to participate in workplace decision-making contributes to the vitality and excellence of our university. We also ask that you encourage all employees to vote in the various employee group elections. Effective shared governance relies on good turnout in these elections, as well as active participation on committees and other bodies.

In recognition of our employees' contributions, please consider joining fellow academic staff, university staff, and faculty at the Employee Shared Governance Reception to celebrate shared governance at UW–Madison on Wednesday, October 4, 2017, 3:00–4:30 p.m. in Varsity Hall at Union South. For further information on shared governance, please visit the shared governance website <http://www.wisc.edu/governance/>. This resource page has information specific to each employee group.

Thank you for your continued support of shared governance at the University of Wisconsin–Madison.

Cc: Faculty, Academic Staff, University Staff

WHAT IS SHARED GOVERNANCE

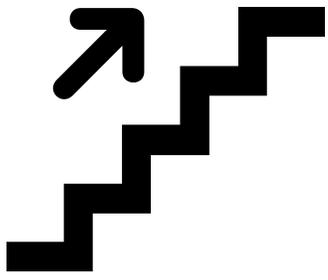


Shared governance is the set of practices under which university faculty, staff, and students participate in significant decisions concerning the operation of their institutions. It is widely felt that **broad participation in the decision-making process** increases the individual's investment in the success of the institution. The interdependence of constituent groups at all levels of a university system's structure requires complex coordination, excellent communication among the levels, and appropriate joint planning and execution.

Shared governance is one of the most unique and important aspects of the University of Wisconsin System. Wisconsin has some of the strongest legislation in the country that specifically protects shared governance as an institution in education. The portion that applies to students, Wisconsin State Statute 36.09(5), states:

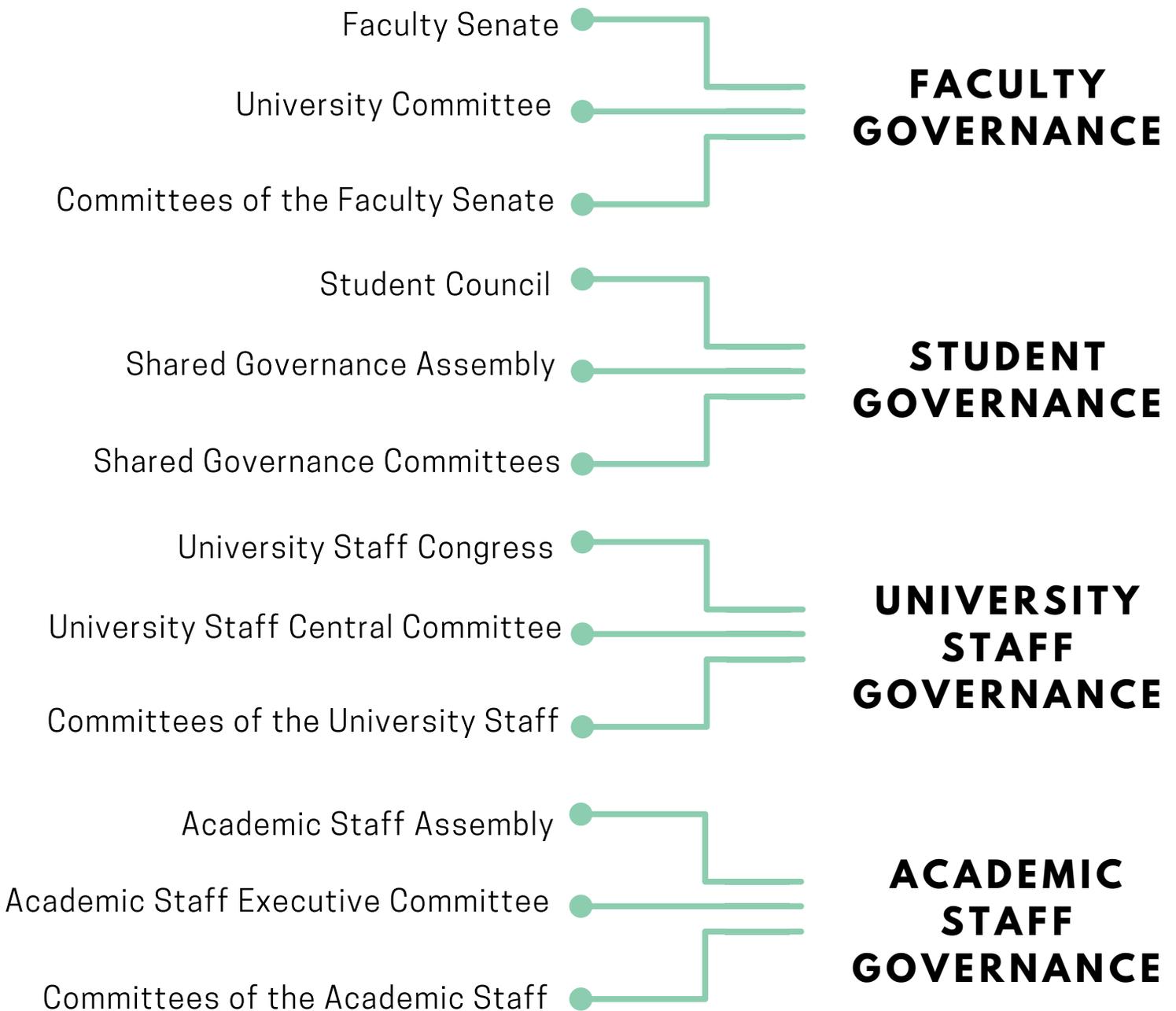
"... students shall have the primary responsibility for the formulation and review of policies concerning student life, services, and interests... The students of each institution or campus shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance."

This powerful language guarantees students a voice when decisions are made that affect them. Because of this language, students at the University of Wisconsin-Madison are allowed to voice their opinion through dialogue and voting on over 70 university committees that deal with a wide range of issues. The Shared Governance branch of ASM is charged with appointing and overseeing students on these committees.



POWER STRUCTURES

UNIVERSITY WIDE





The Role of ASM Shared Governance

OVER

70

**STUDENT SHARED
GOVERNANCE
COMMITTEES**

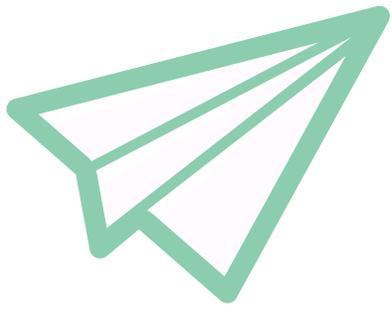
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**RECRUITMENT DRIVES
EVERY YEAR**

OVER

200

**ACTIVE STUDENT
APPOINTEES**



ASM RESOURCES

Recruitment Drives

- Tri-annual: Fall, Spring, End of Spring
- Rolling application to fill vacancies year round
- Student personal networks and ASM listservs

Weekly meetings

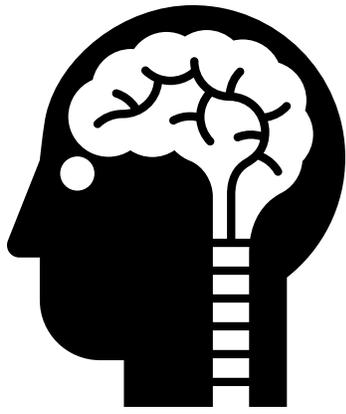
- Educate on effective shared governance
- Campus leaders present university updates
- Grassroots organizing information

Shared Governance Chair

- Student elected by the Student Council
- Solicits applications and appoints
- Contact person for all appointees

Project Assistant

- Graduate student position
- Funded by by ASM and the Chancellor
- ASM Shared Governance Chair support



WHAT QUALIFIES

STUDENT SHARED GOVERNANCE

01

STUDENTS APPOINTING STUDENTS

Authentic shared governance is characterized by a student leader appointing student shared governance representatives.

02

STUDENTS CAN VOTE

Student Shared Governance is more than students as a sounding board - the purpose is to have direct stakeholders involved in real decision making.

03

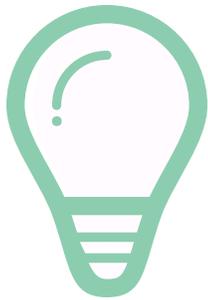
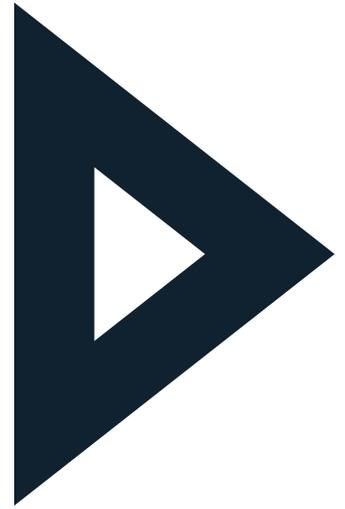
STUDENTS AS EQUALS

Student Shared Governance representative's time should be considered equally valuable to others on the committee.



HOW TO IMPLEMENT

STUDENT SHARED GOVERNANCE



EDUCATE

Faculty and staff on the opportunity to have student input through an ASM Shared Governance Appointment.



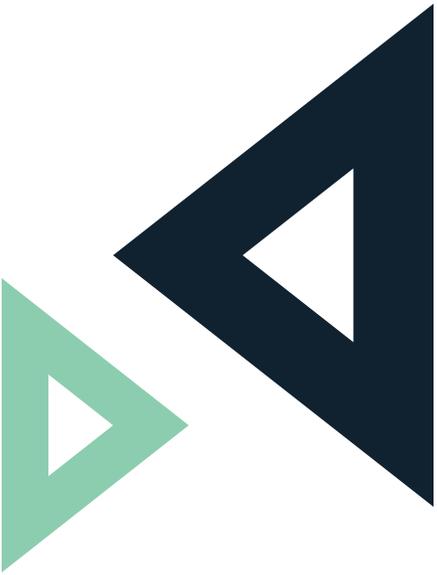
COMMUNICATE

Inform the Student Shared Governance Chair (sharedgov@asm.wisc.edu) that you are working to promote student voice. Their role is focused on opportunities like this!



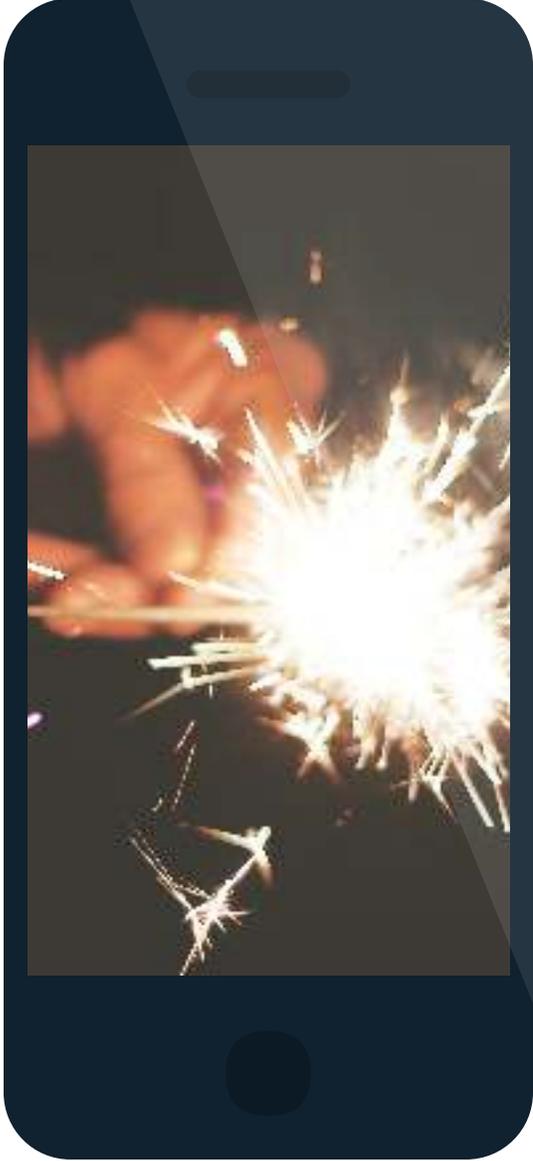
ADVERTISE

ASM will use student outreach resources to solicit applications, but your influence as an administrative leader can make a huge difference when it comes to informing students.



ASM CONTACTS

UNIVERSITY WIDE



Student Shared Governance Chair
sharedgov@asm.wisc.edu

Student Grassroots Chair
university@asm.wisc.edu

Project Assistant
sharegovpa@asm.wisc.edu

Kelly Krein
ASM Staff Contact
kelly.krein@wisc.edu

FAQ

FOR COMMITTEE CHAIRS

Am I able to sit in on interviews?

Interviews will be held when there are multiple strong applications for a single seat. Interview times will be set per the Shared Gov Chair, PA, and Campaigns Chair's availability on April 17th-21st. Individuals interested in sitting in on these interviews will be welcome as long as it aligns with student applicant and Shared Gov availability.

I know a student who would be an asset to my committee. Can I recommend them?

All students must apply for open seats. However, many students are not aware of the Shared Governance process, and would benefit from receiving information about your committee, the application process, and timeline. It is appropriate to send an email to a student with a link to the application, and encourage them to apply.

Can I advertise for my committee's open seat?

Yes! You may hang flyers, send emails to students, and take other measures to recruit high-quality applicants. Some committees consistently advertise, and therefore see a greater number of high-quality applicants than others.

My committee is currently full. Are you still looking for more students to apply?

We will have more exact numbers after the reappointment process, and share those numbers with you at that time. However, you should be able to gauge how many seats you have to fill if you know whether your students intend to continue in their appointment the following year or not.

FAQ

FOR INDIVIDUALS LOOKING TO
CREATE A COMMITTEE

I'm creating a committee. How do I get students involved?

If you are creating a committee, you are required to involve students. ASM's Shared Governance does most of the work. First, write to the Shared Governance Chair at SharedGov@asm.wisc.edu. In your email:

1. Include any charging documents, memos describing the purpose of the committee and time commitment.
2. Describe the committee in the language you want messaged to student applicants.
3. Describe the time of day/location/frequency of meetings
4. Describe the type of student you are looking for (undergrad vs. graduate, member of a particular college, etc)
5. Describe the length of the committee appointment. Is this ongoing, or will it terminate at the end of the year?
6. Name the committee chair, and provide their email. Are there any support staff that will be coordinating interviews?
7. Create your timeline. It takes time to recruit students, especially in off-season recruitment (non-fall/spring large recruitment) or summer.

Please provide at least two week notice, preferably three to four week.

If you are unsure about any of these details, please tell us what you do know, and don't know.

When will I hear back with appointments for my new committee?

Appointment speed depends on the time of year (off-season or regular recruitment season), as well as student interest in your committee. The more information you can provide the Shared Governance Chair, and the more student interest you can yourself generate, the better your chances of filling student seats.