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June 24, 2022

To: Chancellors
Provosts
Chief Business Officers
Senior Student Affairs Officers
Chief Diversity Officers

From: Johannes Britz, Interim Vice President for Academic and Student Affairs
James Langdon, Vice President for Administration
Sean P. Nelson, Vice President for Finance
Stacey Rolston, Senior Associate Vice President for UW-Shared Services

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Johannes Britz
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James Langdon
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Sean P. Nelson
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Stacey Rolston
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Re: Fiscal Year 2023 UW System Administrative Policy Priorities

The purpose of this memorandum is to provide an accounting of the policy work completed in fiscal year 2022 and to notify institutions of the University of Wisconsin System Administrative (SYS) policies and procedures that are scheduled for revision or development during fiscal year 2023. A listing of the monthly institution distribution dates for fiscal year 2023 is provided at the end of this memorandum. All SYS policies, procedures, and guidance documents for review that month will be distributed in a single email on these dates to minimize the burden on campus stakeholders who may wish to provide feedback.

In fiscal year 2022, 53 SYS policy, procedure, guidance, and frequently asked questions actions were approved. This included nine (9) new SYS policies and 35 SYS policy revisions that were approved by the UW System President. Additionally, two (2) new SYS procedures and seven (7) SYS revisions to existing SYS procedures were approved. Also, two (2) guidance documents, one (1) new frequently asked questions document, and one (1) revised frequently asked questions document approved. In addition, three (3) SYS policies were rescinded. Outside of this, three (3) interim Regent Policy Document Waivers/ SYS policy actions were revised because of the COVID-19 pandemic.

Furthermore, UW System Administration undertook multiple initiatives to enhance the policy process for policy owners to facilitate the overall transmission of a comprehensive policy set across the UW System, this work included:

- the mapping of policy interconnections to assist policy owners in conducting a comprehensive review when policies are reviewed; and
- the distribution of a SYS policy process survey to policy owners at UWSA obtain input on current SYS policy practices and inform future policy management efforts.

Below is a list of SYS policy priorities for fiscal year 2023. The policies were identified as high priority due to the policy's content, the last revision date, or other emergent factors (e.g. changes to federal or state regulation). Institutions were asked to provide input on SYS policy priorities that should be undertaken by UW System Administration in the coming year.

Comments were provided to UWSA policy owners for final consideration in the development of this plan. Our thanks to your staff for their time in developing the attached priorities.

Where possible, the quarter that the policy work is expected to begin is indicated to allow institutions the ability to plan and allocate resources to comment on draft policies. Not all offices were able to project workloads and/or timelines of policy development. As necessary, policyowners will work with the Board of Regents Office to update Regent Policy Documents in conjunction with relevant SYS policies.

The list below is not exhaustive, as other issues may arise as the fiscal year progresses, leading to other policy matters taking precedence. In addition, the Administrative Transformation Program (ATP) is likely to identify a package of SYS policy changes to support business processes and workflow changes that will be implemented as part of that initiative.

To stay abreast of when draft SYS policies are available for comment or when a SYS policy or procedure has been approved, view the newsfeed stories on the [UW Policies webpage](#).

Fiscal Year 2023 Policy Priorities (by area)

Academic and Student Affairs (100 Series)

- SYS 102, *Policy on University of Wisconsin System Array Management: Program Planning, Delivery, Review, and Reporting* **[Revise]**
- SYS 155, *Faculty Development and Renewal – The 1970's and Beyond* **[Revise]**
- SYS 156, *Guidelines for Faculty Retraining, Renewal, and Development* **[Revise]**
- SYS 157, *Faculty Development and Renewal – A System Policy for Faculty Transfer and Exchange* **[Revise]**
- SYS 190, *Computer Software Ownership* **[Revise]**
- SYS 191, *Copyrightable Instructions Materials Ownership, Use, and Control* **[Revise]**

Financial Administration (300 Series)

- SYS 314, *Financial Management and Auxiliary Operations* **[Revise, Q4]**
- SYS 334, *Accountability for Capital Equipment* **[Revise, Q1]**
- SYS 346, *Patents and Inventions* **[Revise, Q2]**

Travel (400 Series)

- SYS 405, *UW System: Travel and Expense Policy* **[Revise, Q3]**
- SYS 410, *Purchase & Payment of Business Air Travel* **[Rescind, Q3]**
- SYS 415, *Purchase & Payment of Lodging* **[Rescind, Q3]**
- SYS 420, *Travel & Expense – Meal and Incidental Expense (M&IE) Per Diem Allowance Reimbursements* **[Rescind, Q3]**

Procurement (500 Series)

*One or more policies in the SYS 500 series may have to be revised based on changes the Board of Regents approved to [Regent Policy Document 13-1, General Contract Approval, Signature Authority, and Reporting](#) at its June 2022 meeting. Any such policies are being identified by the UW System Office of Procurement.

Risk Management (600 Series)

- SYS 625, *Youth Protection and Compliance* **[Revise, Q1 & Q3]**
- SYS 630, *Investigations* **[New, Q3]**
- SYS 635, *Return to Work: Worker's Compensation* **[New, Q1]**
- SYS 6XX, *Foreign Gift Reporting* **[New, Q1]**
- SYS 6XX, *Records Management* **[New, Q2]**

Tuition and Fees (800 Series)

- SYS 805, *Tuition and Fee Policies for Credit Instruction* **[Revise, Q2]**
- SYS 815, *Student Technology Fee Expenditures* **[Revise]**

Information Security (1000 Series)

- SYS 1000, *General Terms and Definitions* **[Revise, Q3]**
- SYS 1030, *Information Security: Identity and Access Management Policy* **[Replace, Q3]**
- SYS 1031, *Information Security: Data Classification and Protection* **[Revise, Q2]**
- SYS 1035, *Information Security: IT Asset Management* **[Revise Q1]**
- SYS 1038, *Information Security: Network Protection Policy* **[New, Q1]**
- SYS 1039, *Information Security: IS Risk Management* **[Revise, Q2]**
- SYS 1040, *Information Security: Privacy Policy* **[Revise, Q2]**
- SYS 1042, *Information Security: Threat and Vulnerability Management* **[Revise, Q4]**
- SYS 10XX, *Information Security: Vendor Risk Assessment* **[New, Q4]**

University Personnel System Operational Policies (1200 Series)

- SYS 1210, *Vacation, Paid Leave Banks, and Vacation Cash Payouts* **[Revise]**
- SYS 1232, *Layoff for Reasons of Budget or Program* **[Revise]**
- SYS 1233, *Grievance Procedures* **[Revise]**
- SYS 12XX, *Workplace Bullying* **[New, Q2]**
- SYS 12X0, *Mandatory Employee Training* **[New, Q1]**
- SYS 12X1, *Post Doc Employee Absence with Pay* **[New, Q1]**

FY 2023 Institution Policy Distribution Dates

July 22, 2022
August 19, 2022
September 23, 2022
October 21, 2022
November 18, 2022
December 16, 2022
January 20, 2023
February 24, 2023
March 24, 2023
April 21, 2023
May 19, 2023
June 23, 2023

Please distribute this memorandum to other individuals at your institution who work with these policies. Any thoughts or suggestions should be directed to Stefan Fletcher, Director of Administrative Policies, Projects, and Academic Fellowships (sfletcher@uwsa.edu).

cc: Jay O. Rothman, President
Cabinet
Academic Staff Representatives
Faculty Representatives
University Staff Representatives
Student Representatives