

UW System Position Conversion Appeals Panel Procedures

1. Functions of Conversion Appeals Panel.

The UW System Position Conversion Appeals Panel (Panel) is a standing committee of the UW System, established in accordance with Unclassified Personnel Guideline (UPG) #7, and appointed by the UW System President. The Panel's functions are:

- (a) To consider appeals from decisions of the University Personnel Relations Office denying requests for conversion of positions from the classified to the unclassified staff;
- (b) To determine whether the decision of the University Personnel Relations Office is consistent with UPG #7 and the Supplemental Guidelines for the Administration of UPG #7; and
- (c) To make recommendations to the President of the UW System concerning the final disposition of such appeals.

2. Composition of the Panel.

- (a) The Panel consists of five members and an alternate. The alternate attends all meetings and hearing of the Panel, but participates in the consideration of appeals only when a member must be disqualified under section 6, below, or is otherwise unable to serve in a particular matter.
- (b) The Panel members serve for staggered terms of three years each, except that upon creation of the Panel three members are appointed for three year terms, while two members and the alternate are appointed for two year terms.

3. Parties to appeals.

The parties to an appeal to the Panel shall be the institution, through its chancellor or a designee, and the University Personnel Relations Office.

4. Time limit for filing appeals to the Panel

Institutional appeals from decisions denying requests for position conversions must be in writing, must set forth the reasons for the appeal, and must be filed with the office of the UW System President within 60 days of receipt of the decision of the University Personnel Relations Office. The office of the UW System President shall promptly inform the Panel of the filing of an appeal, and shall have the record before the University Personnel Relations Office transmitted to each member of the Panel.

5. Panel procedures.

- (a) The parties to an appeal shall be afforded the opportunity to submit oral and/or written arguments on the matter to the Panel. The parties may not, however, introduce additional evidence concerning the merits of the case in their arguments.
- (b) The Panel's consideration of an appeal shall be limited to a review of the record before the University Personnel Relations Office, and to the oral and/or written arguments of the parties.

- (c) Upon receiving notice that an appeal has been filed with the office of the UW System President, the Panel shall, within 30 days, contact the parties to schedule a hearing for the purpose of receiving oral arguments.
- (d)
 - (i) At the hearing, both parties shall have an opportunity to argue orally. Each party shall be allowed 30 minutes to present an argument-in-chief, and five minutes for rebuttal. The chancellor shall proceed first with his/her argument-in-chief, followed by the representative of the University Personnel Relations Office. Rebuttal will proceed in the same order.
 - (ii) Written arguments, if any, must be submitted to the members of the Panel at least 10 days prior to the date set for hearing.
- (e) Within 60 days after the hearing, the Panel shall make its determination as to whether the decision of the University Personnel Relations Office was consistent with UPG #7 and the Supplemental Guidelines, and shall prepare a recommendation for disposition of the matter to the UW System President.
- (f) Arguments, oral or written, may be waived upon mutual consent of the parties. In the event of such waiver, the Panel shall convene for the purpose of preparing its recommendation to the UW System President.

6. Disqualification of Panel members.

Where an appeal involves an institution employing a Panel member, that member of the Panel shall not participate in the presentation or consideration of the appeal, and the alternate Panel member shall serve in his/her stead.

7. Quorum.

Three members of the Panel shall constitute a quorum. Appeals may be considered and recommendations made by a quorum of the Panel.