

Universities of Wisconsin Office of Compliance & Risk Management: Example of an Institutional Ethics Committee's Annual Report

ANNUAL PUBLIC REPORT

RE: Institutional Ethics Committee's Annual Report for Academic Year 2023-24

DATE: (May or June; suggested deadline is June 30 each year)

PREPARED BY: Name of Convenor
Chair, Institutional Ethics Committee
Title, Department/Office

In response to compliance requirements within Chapter UWS 8 of the Wisconsin Administrative Code ([UWS 8.035](#)), the University of Wisconsin-[Institution](#) has established a committee, called the [Institutional Ethics Committee](#), whose function is to provide to any member of the unclassified staff consultation and advice on the application of this chapter. Committee deliberations and actions upon requests for consultation or advice are in meetings not open to the public. Records obtained in connection with requests for consultation or advice are considered confidential university information. However, summaries of advice provided by institutional ethics committees, which do not disclose the identities of persons requesting such advice, are made public in an annual report.

To meet the requirements of Chapter UWS 8, as the chair of the committee, on its behalf, I have prepared this annual public report for academic year 2023-24 by June 30, 2024.

Throughout the academic year, the committee chair has kept track of any and all requests for consultations and advice given. Below is a summary of the advice provided by the committee that does not include the identities of those who requested the advice. NOTE: Care has been taken to leave out any detail that might reasonably allow someone to infer the identity of the advice requester.

- Brief summary of advice provided by committee
- Brief summary of advice provided by committee
- Brief summary of advice provided by committee

OR At this time, the committee has not yet been approached nor provided consultation and advice to any faculty, staff, and or administration. Therefore, the committee does not have anything to report for 2023-24.

The 2023-24 Institutional Ethics Committee membership included:

Representative Type/Division Area:	Name of Representative
Representative Type/Division Area:	Name of Representative
Representative Type/Division Area:	Name of Representative
Representative Type/Division Area:	Name of Representative
Representative Type/Division Area:	Name of Representative
Representative Type/Division Area:	Name of Representative
Representative Type/Division Area:	Name of Representative

The committee will continue to offer and provide consultation and advice for faculty, staff, and administration. Committee meetings are held regularly ([include details about standing meeting schedule](#)) and agenda items cover key topics, issues, and relevant policies. Constituents are consulted as needed to ensure compliance with Chapter UWS 8 (such as UW Office of General Counsel, UW Office of Compliance and Risk Management, etc.). Each committee member is responsible for reviewing existing institutional policies and practices related to Chapter UWS 8.

This annual report is publicly available. Upon request for a copy of the report, it is ready to send immediately. As there is no legal requirement to disseminate the report, the report won't be disseminated proactively; the committee is mindful that the more broadly the report is distributed, the more risk there is of negative consequences from identifying details being left in the summaries.

C: 2023-24 Institutional Ethics Committee Members
Chancellor