

Committee on Academic Staff Issues Annual Report 2002-2003

MISSION

The Committee on Academic Staff Issues (CASI) shall advise the dean on the formulation and review, and shall be represented in the development, of all policies and procedures concerning academic staff members of the school, including personnel matters.

In support of the mission, the School of Education's Committee on Academic Staff Issues met nine times as a full committee during the academic year, with additional meetings by the following ad hoc subcommittees:

Academic Staff Benefits
Communications
Diversity and Climate Issues for Academic Staff
Diversity Listserv
Governance at the Department Level
Instructional Load
Part-Time Academic Staff Issues
Performance Review
Soft Money Issues

ACCOMPLISHMENTS

Communication:

The CASI continues to maintain and update a listserv for communicating electronically with academic staff members in SoE. Additional enhancements this year included a redesign of the Academic Staff Web Resource web site and co-sponsorship of a new diversity events listserv for all employees of SoE.

The Communications ad hoc committee redesigned the Academic Staff Web Resource web site <http://www.education.wisc.edu/AcademicStaff/> to include a database component for simplifying maintenance of News and Events, Minutes, Roster, and Agenda pages. Sections were added to highlight the activities of CASI subcommittees, and new navigation buttons were created to better organize the information. These new navigation areas include

- Career Path (professional development and performance review resources)
- Participation (governance, organizational charts, and committees)
- Benefits (parking, travel, TSAs, retirement, compensation and benefits)
- Orientation (defining academic staff, technology tips, decoding acronyms, and resources)
- Diversions (recreational sports, the arts, events and activities, and campus natural areas)

The diversity listserv ad hoc committee in collaboration with members of the School of Education Equity and Diversity Committee created a diversity events listserv. This listserv summarizes events, anecdotes, grants/scholarships and professional development opportunities

related to diversity into a monthly email message sent out to School of Education faculty and staff members.

Liaisons:

The CASI has members who formally share information between the CASI and other committees and groups. This information helps CASI keep current on related issues and identify opportunities for follow-up and collaboration with these groups. Liaisons were maintained with the SoE Academic Planning Council, the SoE Equity and Diversity Committee, and campus-wide CASI reps.

Part-Time Academic Staff Issues:

This ad hoc committee concluded work begun in the previous academic year with a summary report of their findings and recommendations. Recommendations included sending a letter to departments and units encouraging consideration of scheduling practices that better accommodate part-time staff needs, ensuring at least one CASI member be a part-time academic staff member, establishing ad hoc committees to address instructional load issues and voting rights, reviewing SoE's professional development policy for explicit wording regarding colleague coverage, and reviewing the Academic Staff Web Resource site for inclusion of resources of specific interest to part-time academic staff.

In response to the recommendations, the CASI sent a memo to SoE chairs and directors encouraging departments and units to honor established scheduling patterns to cluster or block classes for instructional staff whenever possible, and to alternate designated times for department/unit meetings, workshops and orientations. Ad hoc subcommittees for instructional load and governance issues were also established.

Performance Reviews:

This ad hoc committee hosted a brown bag workshop entitled "Getting the Most Out of the Performance Review Process," facilitated by Harry Webne-Behrman, UW-Madison Office of Human Resource Development, and sent out a performance review tip sheet to all SoE academic staff members. The tip sheet included the benefits of performance reviews, how to prepare for a review, and some reminders of key items to discuss at the review. Chapter 10 of the *Academic Staff Policies and Procedures* includes more information on performance review process. See online at

<http://wiscinfo.doit.wisc.edu/acstaff/toc.htm>.

Governance at the Department Level:

A review of SoE department policies for academic staff governance rights was done by the ad hoc committee on governance. Only one department was found to have a policy explaining academic staff governance rights. This issue was discussed in the March APC meeting where departments were requested to submit their policies by the end of the academic year. In support of this effort, the CASI submitted a memo including sample policies and points to consider to those departments in process of developing governance rights policies for their academic staff members. Several departments replied with their policies, and others will be asked again in the fall.

Review of Bylaws:

The CASI bylaws were reviewed with minor changes approved. Term limits for CASI representatives were discussed and rejected for now, but they will be revisited again in 2005. Any academic staff member who is not a member of CASI may still serve on its subcommittees.

ONGOING WORK

Five-Year CASI Review:

With the conclusion of the 2002-2003 academic year, SoE's CASI has completed its fifth year of existence. In accordance with the bylaws, a formal review of its structure, function, and effectiveness has begun. Data gathering for the review will be accomplished via a survey to all SoE academic staff members with additional questions and interviews with current and previous CASI members. The draft report will be ready for submission in fall 2003.

Soft Money Issues:

This ad hoc committee discussed policies regarding letters of nonrenewal and layoff. A link to the *Academic Staff Policies and Procedures* was recommended and included in the redesign of the Academic Staff Web Resources site. Development of a brown bag on soft money issues has been recommended to inform affected staff about nonrenewal and layoff policies.

Diversity and Climate Issues for Academic Staff:

Committee members have looked at defining climate and have explored creation of a joint subcommittee with SoE's Equity and Diversity Committee. The committee will continue to work on resources and policies encouraging diversity in hiring for academic staff positions.

Instructional Load:

This ad hoc committee looked at defining instructional load and how it varies across SoE departments. Recognizing that the present budget environment does not give departments much flexibility, the committee chose to defer action on this question to a more propitious time.

Academic Staff Benefits:

Committee members will be organizing information on benefits for posting on the Academic Staff Web Resources site maintained by CASI.