

## **Committee on Academic Staff Issues Annual Report 2003-2004**

### **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/Diversity Listserv  
Five-Year CASI Review  
Performance Reviews  
Soft Money Issues  
Supervisor Evaluation and Training  
Web Updating

### **COMMUNICATION**

#### ***Web Site and List Server:***

The CASI continues to maintain both an Academic Staff Web Resource site at <http://www.education.wisc.edu/academicstaff/> and a mailing list of SoE academic staff. List server members received monthly emails of CASI minutes and other emails regarding deadlines, news and events.

#### ***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 representatives of other school and college CASIs.

### **ACCOMPLISHMENTS**

#### ***Five-Year CASI Review:***

The SoE CASI completed its fifth year of existence at the end of the 2002-2003 academic year. In accordance with the bylaws, a formal review of its structure, function, and effectiveness was completed in October, 2003. A subcommittee surveyed all current SoE academic staff and CASI members. Former CASI members were interviewed. Accomplishments in communication, policy development and professional development were documented. CASI elements that work well include the structure, communication tools and improved sense of connection to SoE. Suggestions for follow-up include increasing involvement of research and instructional staff, expanding orientation for new staff and having more focused CASI meeting agendas. The full review may be seen online at <http://www.education.wisc.edu/academicstaff/casi/review.asp>.

#### ***Ambassador Program to Welcome New Academic Staff:***

In October, CASI sponsored an orientation session for new SoE academic staff. The session was poorly attended by new staff members. In response, the Communications Subcommittee developed a new orientation format. A single annual orientation session was replaced by CASI ambassador visits to new academic staff shortly after they are hired. In order to launch the program, the committee met with new hires having appointments of 50% or greater who were hired in the past year. Ambassadors contacted new staff to coordinate the most convenient meeting time and location and to tailor the meetings to address specific questions or concerns held by the new staff member(s). Visits were conducted one-on-

one or in small groups. A newly revised orientation packet was distributed at the visits. Feedback from new staff has been positive. CASI will continue using this new orientation format to welcome new academic staff to SoE.

***Academic Staff Benefits:***

The Academic Staff Benefits Subcommittee implemented recommendations from last year's subcommittee for additional benefits-related links on the Academic Staff Web Resource site. Changes included a new link to "About UW-Madison", a direct link to the employees' campus benefits page and links to UW's Beyond Campus information and newspapers.

***Performance Reviews:***

The Performance Review Subcommittee emphasized that reviews should take place on a continual basis throughout the year, rather than only at the conclusion of a specified time period. A paragraph to this effect was added to the Tip Sheet and the sheet was emailed to all academic staff members. The sheet was sent out at the end of the spring semester to reinforce the idea that while performance review is part of the merit review process, merit review is not the only reason for conducting a performance review. The Tip Sheet may be seen online at

<http://www.education.wisc.edu/academicstaff/casi/careerpath/reviewtips.asp> .

**ONGOING WORK**

***Communication:***

The subcommittee began organizing an SoE Academic Staff Week to take place September 27 through October 1, 2004. The week will showcase a variety of SoE academic staff presenters and provide opportunities for SoE staff to meet each other and learn more about academic staff roles throughout the School.

***Diversity and Climate Issues/Diversity Listserv:***

The subcommittee worked on developing a mission statement and on a climate tip sheet focusing on issues of climate that staff can have some control over.

***Soft Money Issues:***

This subcommittee looked at how to make new academic staff hires fully aware of the meaning of being on soft money and to open a discussion of innovative ways to generate future soft money revenues by working with faculty members. Information will be developed for posting on the Academic Staff Web Resource site and for inclusion in orientation materials used by CASI ambassadors.

***Supervisor Evaluation and Training:***

Currently there is no requirement for supervisors of academic staff to attend training sessions on how to supervise, nor do performance reviews include evaluation of supervisory skills. The Supervisor Evaluation and Training Subcommittee will be drafting a memo to the Dean on these issues and organizing available supervisor training information for posting online.

***Web Updating:***

After some coding corrections, the interface for making web site updates through Internet Explorer is working. Maintenance for News and Events, Minutes, Agendas and other sections is ready to be delegated to CASI members.