

School of Education Committee on Academic Staff Issues

Annual Report 2004-2005

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 10 times as a full committee during the academic year, with additional meetings or presentations by the following ad hoc subcommittees:

Climate and Diversity

Communications

Governance at the Department Level

Soft Money Issues

Supervisor Evaluation and Training

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 an e-mail list of SoE academic staff. E-mails about the SoE Academic Staff Week, climate in an election year, performance reviews, deadlines, and monthly CASI meeting minutes were sent out.

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. Liaisons were maintained with the SoE Academic Planning Council, the SoE Equity and Diversity Committee, the Academic Staff Executive Committee (ASEC) and representatives of other school and college CASIs.

Presentations:

In October, Brenda Spychalla reported on the SoE CASI activities to the Academic Staff Assembly.

In February, Ann Wallace and Brenda Spychalla met with the School of Human Ecology CASI to talk about the SoE CASI Ambassador Program and Web site.

ACCOMPLISHMENTS

Ambassador Program to Welcome New Academic Staff:

CASI ambassadors visited 25 new academic staff during the past year, providing friendly faces and orientation packets to welcome aboard new staff. All new academic staff hires having renewable appointments of 50% or greater were contacted for visits. The brief sessions were held one-on-one or in small groups at a time and place convenient for the new staff members. Information particular to the person's funding was highlighted in the Academic Staff Web Resource site, <http://www.education.wisc.edu/academicstaff/>. There was no general orientation session held for new academic staff members. The ambassador program has officially replaced the single orientation session held in previous years. CASI ambassador materials were placed online at <http://www.education.wisc.edu/casi/casi/welcomevisits.asp>.

SoE Academic Staff Week:

During the week of September 26, nine presentations were delivered by SoE academic staff members in the first annual SoE Academic Staff Week. The purpose was to showcase the talents of our academic staff and provide opportunities for participants to learn about the diverse roles of their academic staff colleagues. Topics included an update from the dean, performance reviews and job security, intellectual property issues, art history and WCER's role. Noontime presentations provided opportunities for personal enrichment. Topics included personal fitness, a merengue lesson, ceramics, and a fly fishing lesson.

SoE Dean Search Committee:

The SoE CASI was charged with nominating SoE academic staff members to serve on the SoE Dean Search and Screen Committee. The CASI forwarded three nominees to the Academic Staff Executive Committee (ASEC) for review, who in turn submitted the list of CASI nominees and ASEC nominees to Chancellor Wiley for final selection. Brenda Spychalla was selected to represent SoE academic staff members. She provided regular updates on the search committee activities to the full CASI. SoE CASI members and ASEC both met with and interviewed the three finalists for the SoE dean search.

Governance at the Department Level:

A summary of the School of Education departmental policies on governance rights for academic staff was completed and added to the Academic Staff Web Resource site at <http://www.education.wisc.edu/academicstaff/participation/>. The Participation section of the site was also updated and reorganized to emphasize resources for getting started in academic staff governance.

Soft Money Issues:

This subcommittee developed a new online resource, <http://www.education.wisc.edu/academicstaff/softmoney/>, that provides definitions, tips, FAQs, contacts, and a memo from Dean Charles Read recommending information and resources to be shared with new staff hired on soft money. CASI ambassadors found the site to be an excellent resource during welcome visits to new staff members.

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. In response, the Supervisor Evaluation and Training Subcommittee developed a web page, <http://www.education.wisc.edu/academicstaff/careerpath/supervisorresources.asp>, which provides resources for supervisory training opportunities, related campus resources, mentoring information, and additional readings.

ONGOING WORK

Climate and Diversity:

The subcommittee developed a statement of purpose, met with individuals and groups on campus working on climate and diversity issues, and reported to the full CASI on campus-wide activities in climate and diversity. The subcommittee will continue to act as a clearinghouse for the full CASI by reporting on the many campus initiatives in this area and identifying action items for the CASI.

Intercollegiate Athletics CASI Presentation:

In August 2005, Tim O'Connor and Barb Smith will be consulting with the newly formed CASI for Intercollegiate Athletics on organizational details.

Preparation for the New School of Education Dean:

The new SoE dean, Julie Underwood, begins her position in August 2005. The CASI will prepare information about its role and priorities for Dr. Underwood and plan an ambassador visit to welcome her as a new academic staff member.

SoE Academic Staff Week:

The second annual SoE Academic Staff Week will be held in October 2005 to showcase a variety of SoE academic staff members and include an opportunity for staff to meet the new dean. A subcommittee was formed to organize the upcoming event.