School of Education Committee on Academic Staff Issues Members:

Rosemary Bodolay – Department of Art
Fran Breit - Center on Education and Work
Linda Endlich – Instructional Media Development Center
Ann Fillback-Watt - Center on Education and Work
Ben Fortney - Office of Testing and Evaluation Services
Jay Fruehling – Education and Psychological Training Center
Ann Halbach - Education Portfolios and Career Services
Kerry Hill – General Administration/Communications
Vince Jenkins - Center for Instructional Materials and Computing
Melissa Amos-Landgraf – Associate Dean for Administration
Karen McShane-Hellenbrand - Dance Department
Trici Schraeder – Department of Communicative Disorders
Mary Thompson-Shriver—Academic Services
Carole Trone – Office of Education Outreach and Partnerships
Jeff Watson - Wisconsin Center for Education Research

SOE CASI Annual Report 09-10

Mission Statement

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.

Overview of 09-10 CASI Activities

Ambassador visits

CASI welcomed new academic staff members to the School of Education. These staff members were spread across 11 departments and 22 different position titles. At personal visits, CASI members shared information about self-governance at UW Madison, CASI activities and projects, and the School of Education policy and organizational structures.

Election

The CASI election was held in April. Nominations for candidates were solicited from all academic staff in the SoE March 24-April 9 with the voting occurring April 19-23. Elected to a two-year term ending in June, 2012 were Linda Endlich, Kerry Hill, Mary Thompson-Shriver , Trici Schraeder, Jay Fruehling. Dean Julie Underwood appointed Ryan Comfort, Julie Ganser , and Carole Trone to the committee for a one-year term ending in June, 2011.

Performance Review Initiative

Fran Breit and Melissa Amos-Landgraf did a presentation on performance reviews to the APC on April 7, 2010. A summary of that presentation is listed below:

Why do a performance review?

1. It will provide assessment information that can be used for:
   o Merit
   o Title change
   o Base salary adjustment
   o Job security
   o Awards and distinctions
2. Communicates positive feedback
3. Documents performance issues
4. Nips deficiencies in the bud
5. Gives staff airtime with their supervisor
6. Recognizes accomplishments
7. Improves performance
8. Clearly communicates expectations
9. Develops and motivates employees
10. Promotes professional growth and self reflection
11. Shows that you care
12. Because individuals have a strong need to know how they are doing and where they stand in the eyes if their supervisor
13. Helps achieve UW's strategic priorities – Be responsible stewards of our resources

UW Unclassified Personnel Policies and Procedures Manual

"8.02 ACADEMIC STAFF PERFORMANCE REVIEWS   Academic staff shall be reviewed ANNUALLY in a manner appropriate to their work setting and responsibilities. Absent a review document in an employee's personnel file, it shall be assumed that the employee's performance has been at least satisfactory. "

Supervisor's responsibilities

1.   Provide employees with clear expectations, consistent measures, and achievable standards of performance
2.   Support and provide resources
3.   Engage in ongoing performance review
4.   Identify performance deficiencies and provide assistance and support for correction
5.   Assist employees in identifying and participating in career development and training programs
6.   Recognize outstanding performance
7.   Encourage staff to develop individual goals that contribute to departmental goals and the University's mission and the Wisconsin Idea
8.   Encourage staff to discuss concerns and/or ask questions about any part of their job description or performance review with their supervisor

Subcommittees

Collaboration

CASI invited Mo Bischof and Bruno Browning from Personnel Policies and Procedures Committee to increase communication between Academic Staff committees across campus. The SoE CASI shared about work on recent main issues of performance reviews, job security, and professional development.

Professional Development Grant Program

A proposal was submitted to the Dean to create a SoE Professional Development grant program to be launched 2010-11. Funding is intended to assist academic staff members in participating in meaningful professional development activities for which funding might not be otherwise available.

Website

A new interactive website was set for role out in Fall 2009 allowing committee member secure access and the ability to edit and upload content.