

# **UWSA Academic Staff Committee**

## **Meeting Notes**

May 7, 2008

Began at 3 p.m. and adjourned at 4:35 p.m.

### Members Present:

- Todd Bailey, Chair
- Anne Bilder, Acting Secretary
- Sal Carranza, ASPRO Board Member
- Yufeng Duan
- Eileen Norby
- Jan Sheppard
- Donna Silver, Academic Staff Representative

Members Absent: Alan Foley; Jennifer Moore, Secretary

### **Agenda Discussion Items**

1. Alan Foley, who was recently elected to the committee, has accepted a position at another university and will be leaving UWSA shortly; some discussion occurred about how to fill the vacancy but no decision was made.

2. Academic Staff Promotion Process - Teleconference with Jenny Hanewall, Director of System Administration Human Resources & Workforce Diversity

- Promotion process documentation not yet prepared or finalized
- HRWD office plans to create a review process of every person's position for job security (fixed term, rolling horizon, etc.)
  - For those in progressive positions, promotion is eligible at these times:
    - 0-3 years = associate prefix titles
    - 3-7 years = no prefix titles
    - 7+ years = senior prefix titles
    - Other = Up to supervisor/distinguished titles
- Jenny will forward to Cabinet members a list of persons eligible based on years and those eligible for rolling horizons
- Supervisors will be notified to do annual performance evaluations and to make recommendations of promotions to Cabinet members
- HRWD office does internal analysis regarding salary and base adjustments
  - Some supervisors suggest specific dollar amounts
  - Still limited by salary ranges
- Indefinite appointment salary range not available
- Other reasons for promotion might include:
  - Change in duties
  - Competitive factors
  - Remediating inequities for individuals or groups
- All adjustments done in spring except for competitive factors
- Total this year 3.02% pay plan
  - 1/3 solid performance
  - 1/3 market/merit
  - 1/3 combination
  - 2% across board unless poor performance

3. Academic Staff Professional Development Grants

- Approved Lisa Beckstrand's grant proposal
- **Donna** will circulate information about the Academic Staff Conference , to be held July 17-18 at UW-Platteville (Follow-up confirmation: Donna sent this out to Academic Staff on May 8)
- **Donna** made a minor adjustment to the Grants application, reversing the traditional order so that now the application form is first (to show how simple and straight-forward the form is) and the instructions second; ask **Jennifer** to update the website to match (document saved on "H" drive)

4. ASPRO update (Sal)

- Collective bargaining bill did not pass

5. President's Compensation Advisory Committee update

- No discussion

6. Summer Agenda Items: Clarify committee process/operating guidelines

- Discussed role of alternate and permanent committee designations
- **All:** Bring copies of bylaws to next meeting for discussion
- **Sal** will circulate the following to assist in clarifying committee authority/role:
  - Bylaws (highlight election process)
  - Unclassified Personnel Guidelines
  - Craven Award process
  - Grant Award Guidelines

8. Next meeting: Thursday, June 19

submitted by Anne Bilder/Jennifer Moore