

# MEETING NOTES OF THE UWSA ACADEMIC STAFF COMMITTEE

March 6, 2009

Members Present: Anne Bilder, Cynthia Graham, Jennifer Moore, Eileen Norby, Donna Silver, Andy Taylor

Guests: Jason Beier, Diane Lund

Members Absent: Todd Bailey, Sal Carranza

## Agenda Discussion Items

1. Academic staff promotion and annual review process: Discussion with Jason Beier and Diane Lund from HR

- General Issues:
  - Helping UWSA staff know their status as academic staff and what that entails:
    - Academic staff have a governance group
    - Professional development grants and opportunities are available
    - Important to educate supervisors and academic staff on promotion process
    - Help supervisors know what type of staff they have (academic, classified) and which rules/guidelines apply
- Diane said a promotion process exists and the goal is to formalize it:
  - Diane completed a set of draft formal promotion policies & procedures to be reviewed by Cabinet members shortly
  - Draft is designed to be added as a Chapter 9 to the existing [UWSA Academic Staff Personnel Policies and Procedures](#) document, but could be posted elsewhere if needed
  - During discussion, Diane, Jason, and ASC members reached consensus that the ASC has a role in providing input as well, supported by the UWSA Academic Staff Personnel Policies and Procedures document, 2.02(1); Diane will confirm with Al Crist
  - Some question on what protocol needs to be followed to amend UWSA Acad. Staff Personnel Policies and Procedures document
    - If a new chapter is added, ASC would like to make other changes at the same time, especially to Chapter 2 (such as reducing number of committee members because UWSA academic staff numbers have declined over the years, as well as adding instructions on how to amend the document in the future)
- HR office sends a notice to supervisors when academic staff are eligible for certain promotions based on number of years of service
  - ASC can formally request that the HR office copy academic staff when the notice to supervisors is sent, either in entirety or, at minimum, on an individual basis, to ensure academic staff are aware of their eligibility for promotion as well
  - Jason suggested taking this step after the promotion process is published
  - Annual evaluations may be a good time to encourage supervisor/employee discussions of promotion opportunities

- Question on what recourse staff have if their supervisors do not complete annual evaluations/concern this may hurt chance for promotion if evaluations are not on file
- Ultimate goal is transparency
- Discussion of how to reward staff who have been serving for more than 7 years (to help staff morale, improve retention)

2. The resolution regarding collective bargaining will be taken up at the next committee meeting, with the goal of informing other interested UWSA academic staff. Also up for discussion: Possible action regarding the systemwide Academic Staff Reps letter to Pres. Reilly about personnel matters.

3. Review of Academic Staff Grant applications

- All proposals funded pending travel approval
- **Grant funds remaining for this fiscal year: \$354**  
Calculation: Previous total \$6,464 – Total of 6 new proposals \$6,110 = \$354 (this total may rise if some grant proposals come in under budget)
- The committee plans to set aside some or all of the remaining funds to sponsor academic staff attending the Academic Staff Conference this summer at UW-Whitewater

4. Miscellaneous:

- Eileen will schedule the next ASC meeting (Tuesday, March 17, 1:15-2:15 p.m., Van Hise, Room 1920)
- Donna led a well-attended Feb. 12 spring brown bag, open to all UWSA staff, on the topic of Qigong, Chinese relaxation exercises

submitted by Jennifer Moore, Secretary