

Graduate School Committee on Academic Staff Issues (GS-CASI) Annual Report October 2005

GS-CASI Overview

The Graduate School Committee on Academic Staff Issues (GS-CASI) is an advisory committee to the dean of the Graduate School on academic staff issues. It reviews policies and procedures concerning academic staff in the Graduate School and serves as a source of information and representation for the academic staff in the Graduate School.

GS-CASI has now completed its third year. During the year, members decided now that committee structure was in place, meeting every other month, rather than every month, as a full committee would be sufficient to conduct business. As a result, during the period of this report – October 2004 through September 2005 – GS-CASI met seven times, with additional meetings by the following subcommittees:

Communications
Nominations and Districting
Professional Development and Recognition
Personnel Policies and Procedures

Information regarding subcommittee composition, issues currently being addressed, dates/times/minutes of meetings, etc., can be viewed on the GS-CASI website (info.gradsch.wisc.edu/admin/casi).

Communications Subcommittee

2004-2005 Activities/Accomplishments

Our communication with individual Graduate School academic staff members has been expanded through an enhanced website now hosted by Graduate School Administration as well as frequent use of e-mail. In addition, the subcommittee was responsible for preparing the 2004 annual report together with a one-page summary of accomplishments. The report, together with an announcement explaining the role of the Graduate School CASI, its membership, and general information with Web links relevant to academic staff interests was e-mailed to all Graduate School academic staff members.

On the Graduate School level, a subcommittee member continued to serve on the Graduate School Academic Planning Council membership as the academic staff representative.

Communications Subcommittee members also formally share information between GS-CASI and other committees and groups. This information helps GS-CASI keep current on related issues and identify opportunities for follow-up and collaboration with these groups. During the past year, a committee member represented GS-CASI at the annual all-campus ASEC/CASI meeting; another continued as liaison with the Academic Staff Assembly.

Ongoing Activities

Creating and maintaining the content of the GS-CASI website will continue to be the subcommittee's most visible activity. In particular, agendas, minutes, and reports will be published on the website as soon as they are available. The website will also continue to be used

to publish election materials and announcements, with e-mail used to alert people to look at documents on the website.

Nominations and Districting Subcommittee

2004-2005 Activities/Accomplishments

The main mission of this committee is to oversee GS-CASI elections and provide balance oversight for district membership. The Nominations and Districting Subcommittee organized and identified new candidates for Districts 3, 5, and 7. GS-CASI district elections were held during the 14 March-28 March 2005 time frame, filling district positions above for 2006-2009. The District 1 2005 vacancy was also successfully filled, bringing the number of district representatives back to full membership. GS-CASI committee membership was also rebalanced due to the turnover in GS-CASI representatives. Committee worked with Communications Committee to update Web page representative information for districts and committees.

The Waisman Center districts were rebalanced due to a large number disparity between research specialists and researcher/scientist positions in District 1 (Waisman Center). To provide balance, the Nominations and Districting Subcommittee moved all scientists to District 2 and researchers to District 3. Committee also suggested that district member definitions be removed from the GS-CASI Web pages and that titles be made apparent only when there are multiple GS-CASI representatives for a center (Waisman and SSEC).

The annual election for Vice-Chair was held at the July 2005 GS-CASI meeting with Mary Lou Reeb winning re-election.

Professional Development and Recognition Subcommittee

2004-2005 Activities/Accomplishments

Academic Staff Professional Development Grants – Members of the GS-CASI, Professional Development and Recognition Committee participated in the selection of the successful Graduate School grant recipients for the second year as previously approved by Dean Cadwallader. Award recipients were recognized on the GS-CASI website.

Professional Development Training Sessions – The professional development training series on www.myprofdev.wisc.edu, featuring Don Schutt, Office of Human Resources, was completed with these sessions.

2005

01/13 - Bascom Hall, Room 350, 11:45 a.m.-1:00 p.m.

04/06 - Union South, Noon-1:00 p.m.

04/14 - Kegonsa Research Center, Physical Sciences Lab, 3:00 p.m.-4:30 p.m.

A new feature was the cosponsorship of the April 6 session with the Engineering CASI. The GS-CASI website has been utilized to advertise the training series. Sessions are open to all employees in each of the Centers. Personnel from any GS Center can attend any of the sessions at any of the Centers. The goal of the series was to make them accessible to as many academic staff employees as possible. Academic staff employees were invited to participate in a discussion following the www.myprofdev.wisc.edu presentation to focus on professional development interests and needs of GS-CASI constituents.

Ongoing Activities

Information obtained from the training series is being reviewed to shape future CASI activities. A focus is to explore connections within the university community for "just in time" information, educating constituents about opportunities for involvement in governance, and building person-to-person networks.

Personnel Policies and Procedures Subcommittee

2004-2005 Activities/Accomplishments

The subcommittee chose to continue working on two topics started in the previous year: performance reviews and Honorific Research Professor Title series.

After surveying the Graduate School Centers regarding their merit and performance review procedures, the subcommittee sent a letter to Center Directors and Administrators with the survey data and tools it had gathered in order to share ideas and best practices among the Centers. Included with this information was a web link to the Waisman Center's on-line performance review system. Linda Haskins offered the assistance of the Waisman Center programmers to help other Centers set up the performance review system if they chose to implement it, with each Center then being responsible for its own ongoing technical support.

The other major accomplishment of the subcommittee was to draft requirements for the establishment of Honorific Research Professor Title series in the Graduate School. This draft was created after surveying use of the title series in other schools and colleges on campus. At present, the full GS-CASI is preparing to vote on this document and forward it to Dean Cadwallader.

APPENDIX A – GS-CASI Membership

The GS-CASI consists of 12 members, 10 elected by the school's annual staff and two appointed by the Dean. In addition, the Dean and a human resources specialist serve as *ex officio* members. At the time of the initial GS-CASI elections in 2003, the districting plan placed each of the approximately 600 staff in one of 10 districts for the purpose of electing voting members to the GS-CASI. The plan favors Graduate School Center and location over job title in contrast to the Academic Staff Assembly plan, which favors job title. The larger Centers are somewhat underrepresented relative to the smaller Centers. The districting and current representatives are apportioned as follows:

Elected – Voting

<u>District</u>	<u>Description</u>	<u>Member</u>
1	Waisman Center – Researchers	Cole, Donna Research Program Manager II Waisman Center
2	Waisman Center – Clinical and Managerial	Tuchman, Linda Outreach Program Manager III Waisman Center
3	Waisman Center – Other	Haskins, Linda Associate Director Waisman Center
4	Space Science and Engineering Center – Researchers	Feltz, Wayne Researcher Space Science and Engineering
5	Space Science and Engineering Center – Other	Phillips, Jean Senior Special Librarian Space Science and Engineering
6	Primate Research Center	Helgeland, Jody Research Specialist Primate Center
7	Biotechnology Center and Institute on Aging	Case, Gary Researcher Biotechnology Center
8	Bock Laboratories, RARC and Aquatic Sciences Center	Reeb, Mary Lou Assistant Director Aquatic Sciences Center

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| 9 | Kegonsa Research Campus and Arboretum | Neumann, Bruce
Laboratory Manager I
Synchrotron Radiation Center |
| 10 | Administration and UW Press | Simmons, Miriam
Assistant Dean
Administration |

Appointed – Voting

<u>District</u>	<u>Description</u>	<u>Member</u>
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11	Arboretum	Judy Kingsbury Associate Outreach Specialist Arboretum
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12	Laboratory of Molecular Biology	Tanya Cobb Administrative Program Mgr. III Lab of Molecular Biology
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***Ex Officio* – Nonvoting**

Martin Cadwallader, Dean, Graduate School

Julie Karpelena, Assistant Dean, Human Resources

Past Representatives

Mark Mulligan, (ended 7/05)

Deborah Faupel (ended 7/05)

Sheila Leary (ended 7/05)

The GS-CASI relies heavily on subcommittees to accomplish its work. Each GS-CASI member serves on one or more subcommittees. In addition, we were very fortunate that retired Academic Staff member John Stott also volunteered to share the work and continue to serve as Communications Subcommittee member.